

Geneva Police Department <b>GENERAL ORDERS</b>		<b>PERSONAL EQUIPMENT AND APPAREL OF OFFICERS</b>	
<input type="checkbox"/> new: <input checked="" type="checkbox"/> rescinds: Policy & Procedure 41.1; 41.3; 47.3 <input type="checkbox"/> amends:		<b>cross-reference:</b> G.O. 211; G.O. 305; G.O. 750; G.O. 805; City-Local 3471 AFSCME Contract City-Command Officers Association Contract	
<b>effective date:</b> 11.29.04		<b>issue/amend date:</b> 11.29.04 / 2.13.15 / 2.22.17 10.16.19 / 2.26.21	
		<b>Accreditation/Recognition standards:</b> C.A.L.E.A.: 26.1.1; 41.3.5; 41.3.6 NYS L.E.A.P.: 41.1; 41.3; 47.3	

<b>I. PURPOSE</b>	The purpose of this General Order is to establish and describe policies and procedures to ensure uniformity in dress and appearance of all sworn departmental personnel and to establish specifications for uniforms and equipment worn by personnel.
<b>II. POLICY</b>	<p><b>A.</b> It is the policy of the Geneva Police Department to:</p> <ol style="list-style-type: none"> <li>1. Establish standards for appearance, dress and equipment for officers of the Department;</li> <li>2. Require all Department personnel to dress in a manner appropriate to their current assignments, and present a professional, business-like appearance when they are working; and</li> <li>3. Require all Department personnel to adhere to the personal appearance standards as set forth in this Order.</li> </ol>
<b>III. PROCEDURE</b>	<p><b>A.</b> All personnel shall adhere to the uniform, equipment, and dress codes as set forth in this Order at all times when on duty. The Chief of Police or duty supervisor are authorized to grant permission to members of the Department to wear civilian clothes on occasions that require the performance of special duties.</p> <p><b>B.</b> Uniforms shall be of such color, weight, and style as designated by the Chief of Police. Uniform vendors must be authorized by the Chief of Police. No uniform clothing or other item(s) of equipment will be worn without prior approval of the Chief of Police.</p> <ol style="list-style-type: none"> <li>1. Newly hired officers will be issued their initial allotment of uniforms and equipment in compliance with contractual requirements contained in § 9.2 of the Geneva City Police Officers Union, Local 3471, Council 82 AFSCME contract. Officers will initial the issue form for each piece of equipment received. The Department Armorer will issue the officer a service weapon, ammunition and magazines. A Defensive Spray Instructor will issue the officer a canister of defensive spray.</li> </ol> <p><b>Note:</b> As per § 9.1 “<i>Clothing Allowance</i>” of the Geneva City Police Officers Union, Local 3471, Council 82 AFSCME contract, and Article IX of the City-Command Officers contract, officers shall be entitled to a clothing allowance in each contract year to purchase authorized uniforms and accessories. Newly hired officers shall be provided with a complete uniform set in their first year in lieu of the allowance as stated above.</p> <ol style="list-style-type: none"> <li>2. A designated Department supervisor will maintain a file for each member of the Department issued equipment. This file will be updated whenever the member receives new or replacement equipment.</li> </ol>

<p>(CONT.)</p>	<p>3. Personnel who retire, resign, are terminated, suspended, or otherwise leave employment of the City, shall return all Department-owned property in their possession to a designated supervisor. The supervisor will complete an Equipment Turn-In Inventory.</p> <ol style="list-style-type: none"> <li>a. Upon completion of the turn-in of equipment, a copy of the form will be given to the individual turning in the equipment. A copy will also be forwarded to the Chief of Police noting any discrepancies or other pertinent information.</li> <li>b. The Chief of Police will determine property turn-in requirements for personnel that are suspended.</li> </ol> <p>C. All uniforms and equipment shall be kept in the best of condition at all times. Uniforms will be kept clean, pressed and shall not be noticeably patched, torn or worn. Leather and metal equipment shall be well-polished.</p>
<p><b>IV. DRESS CODE FOR UNIFORMED PERSONNEL</b></p>	<p>A. Sworn officers, except those authorized to wear civilian clothing, are required to be in uniform while on-duty. Officers shall wear the uniform as prescribed and shall carry each piece of equipment required except as authorized by the Chief of Police or the Chief's designee.</p> <p>B. Officers assigned to a uniform patrol function must wear the following items of equipment on their gunbelts:</p> <ol style="list-style-type: none"> <li>1. Metal buckle of a color appropriate to the officer's rank, silver (officer) or gold (supervisor).</li> <li>2. Issued or approved holster containing the issued service firearm.</li> <li>3. Issued magazine(s) containing issued ammunition.</li> <li>4. Issued baton holder with issued baton.</li> <li>5. Issued defensive spray holder containing issued defensive spray.</li> <li>6. Issued handcuff case with issued handcuffs.</li> <li>7. Issued portable radio and holder.</li> <li>8. A minimum of two duty belt keepers of a color appropriate of the officer's rank (silver) officer and (gold) supervisor.</li> <li>9. Issued or approved latex glove pouch containing latex gloves.</li> </ol> <p>C. In addition to the required equipment as noted above, uniformed officers may wear the following optional equipment on their gunbelt, of a type approved by the Chief of Police:</p> <ol style="list-style-type: none"> <li>1. Folding knife with black carry case.</li> <li>2. Additional or double handcuff case with approved handcuffs.</li> <li>3. Flashlight or penlight with black holder or case.</li> <li>4. Approved Tourniquet and holder</li> </ol> <p><b>Note:</b> any other equipment not listed above must be authorized and approved by the Chief of Police before it is carried or used.</p> <p>D. <b>Uniforms-</b> Shirts of the season shall be in compliance with contractual requirements</p>

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contained in § 9.4 of the Geneva City Police Officers Union, Local 3471, Council 82 AFSCME contract.

1. When a long sleeve shirt is worn, a tie is mandatory except when a turtleneck or dickey shirt is worn under the uniform shirt. All turtlenecks and dickeys worn by personnel shall have G.P.D. embroidered in silver thread (supervisors may have gold thread), offset to the left-center of the throat of the wearer. The turtleneck or dickey shirt shall be of a style and color as authorized by the Chief of Police. When a turtleneck is worn, the uppermost (collar) button of the shirt will be unbuttoned. Turtlenecks and dickeys must be kept clean and in good repair without excessive fading or fraying around the collar or other visible area. The collar of the turtleneck or dickey **must be** snug to the neck and not sagging. Supervisors shall inspect turtlenecks and dickeys being worn by personnel to ensure that compliance to uniform standards are met. Any turtleneck or dickey not meeting all the required standards will not be worn with the uniform. Shirtsleeves will not be rolled. The turtleneck or dickey shirt **will not** take the place of a tie for court appearance or ceremonies. **See G.O. 750 Court Appearance and Testimony**
2. When a short sleeve shirt is worn, it will be buttoned except for the uppermost (collar) button, which will be left unbuttoned. Shirts worn under the uniform shirt shall be a crew neck style, black in color. Sleeves will not be rolled.
  - a. Uniform shirts shall fit properly. The collar when buttoned, will enclose the officer's neck, so as to allow movement without chafing. The body of the shirt shall not be excessively loose, so that a baggy appearance is projected, nor excessively tight so that buttons are strained.
3. **Trousers**- All officers will wear dark navy blue trousers as issued and authorized by the Chief of Police. The waist of the trousers shall not be excessively loose or tight. The uniform pants shall not project the appearance of being baggy, nor shall the pants be overly tight.
4. **Foul Weather Gear**- Issued rainwear when worn during traffic direction, accident investigations, inclement weather, or at other times when in the best interest of the officer's safety, shall be worn with the high-visibility (bright lime green) side exposed.
5. **Footwear**- Plain-toed black uniform shoes or boots, which shall be constructed of such a material so as to take and retain a shine.
6. **Summer/Winter Coats**- Of a style and color as issued or authorized by the Chief of Police.
7. **Soft Body Armor**- All sworn personnel will be issued soft body armor and a carrier. Personnel are responsible for cleaning and maintaining the body armor.
  - a. Personnel wishing to purchase their own soft body armor may do so at their own expense.
  - b. The Department **STRONGLY ENCOURAGES** all uniformed officers to wear their issued soft body armor while they are on duty and engaged in patrol or field operations.
  - c. All personnel assigned to pre-planned, high-risk situations (e.g., felony warrant executions, drug raids, etc.) or other assignments as directed by a

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supervisor, **WILL** wear their soft body armor. *See G.O. 805 Raid Planning and Execution, §III (E).*

d. Officers will be issued an outer carrier of style and color as issued or authorized by the Chief of Police. Personnel are responsible for cleaning and maintaining the outer carrier.

8. **Uniform Hat**- Sworn personnel shall adhere to the following regulations for the wearing of the Uniform Hat.

a. Uniform Hats **will be** worn by uniformed personnel when:

1. Walking beat patrol;
2. Directing traffic or conducting a traffic check point or while assigned to a perimeter post at an incident or event scene;
3. Performing duties as honor guard or ceremonial unit;
4. Outside of the police vehicle, if practicable, based on the officer's safety, type of official call or complaint, etc., in order to reflect the best image of the Department; and
5. At the discretion of the Chief of Police or duty supervisor anytime during an officer's tour-of-duty.

b. Uniformed personnel are allowed to use their discretion regarding the wearing of the uniform hat in other situations and assignments. Uniformed personnel will have their uniform hat with them and available at all times when on duty.

c. Uniform Hats will have colored hat bands, (silver) officer and (gold) supervisor.

**Note:** When a long sleeve shirt is worn, officers may wear a watch cap in lieu of the regular uniform hat. The winter watch cap will be of a type as authorized by the Chief of Police and will have G.P.D. embroidered in silver thread (supervisors may have gold thread), and worn with the GPD centered above the forehead. The watch cap will not be worn for any formal or dress occasions.

**E. Clothing Accessories**- Other clothing accessories when worn with the official prescribed uniform will conform to the following unless otherwise issued:

1. Socks, which will be plain black or navy blue, except when wearing a boot that completely covers the sock, or when authorized otherwise by the Chief of Police, (e.g., bike patrol, health reasons, etc.)
2. Neck scarf to be worn with long sleeve shirts when needed. It will be black or navy blue in color.
3. Gloves will be black in color and of a plain design. "Sap gloves" or weighted gloves are prohibited. White cotton gloves of a plain design may be worn with the Dress Uniform at the direction of the Chief of Police or his/her designee.
4. Sweater of a style and color as authorized by the Chief of Police may be worn over the long sleeve shirt. Officers shall only wear the sweater as an exterior garment when the Department patch is affixed to the left sleeve and the officer's

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<p>V. DRESS CODE FOR NON-UNIFORM SWORN PERSONNEL</p>	<p>nameplate and badge are visibly attached. The nameplate and badge shall be affixed to the sweater in the same manner as respective to the uniform shirt.</p> <ol style="list-style-type: none"> <li>5. Uniform neckties shall be black and clip-on style.</li> <li>6. Sunglasses may be worn by officers while outdoors with any uniform except the Dress Uniform. Sunglasses shall be conservatively styled of a single dark color and shall not have reflective or mirrored lenses.</li> <li>7. When directing traffic or under other circumstances when high officer visibility is desirable, (e.g., school crossing, etc.) a bright lime green traffic vest <b>MUST</b> be worn. These vests are issued to each officer and are located in the trunk of each police vehicle.</li> </ol> <p><b>F. Uniform Accessories</b></p> <ol style="list-style-type: none"> <li>1. <b>Badge</b> - Shall be worn at all times by uniformed officers on the outermost garment worn and placed in badge holder directly above the left breast pocket on long and short sleeve shirts, uniform jacket(s), sweater, rain gear, and dress uniform.</li> <li>2. <b>Hat Badge</b> - Shall be worn on the uniform hat (GPD on winter hat).</li> <li>3. <b>Shoulder Patches</b> - Shall be worn on the left sleeve of all uniform shirts, jackets, (except on issued rain gear), and dress uniform. Patches to be worn are approved by the Chief of Police.</li> <li>4. <b>Nameplate</b> - Shall be worn on the uniform shirt, sweater, and dress uniform jacket, centered directly above the right breast pocket.</li> <li>5. <b>Awards</b> - Shall be issued pursuant to G.O. 210, and worn as specified in that directive.</li> <li>6. <b>Collar Insignia</b> <ol style="list-style-type: none"> <li>a. Officers- collar insignia shall be polished silver in color and will be placed on the front of the collar lapel facing horizontally to ground and both collar insignia will be identical.</li> <li>b. Supervisors- command insignia indicating rank shall be polished gold in color and will be placed on the front of the collar lapel facing vertically to ground and both collar insignia will be identical.</li> </ol> </li> <li>7. <b>Dress Uniform</b> - the Dress Uniform will consist of the same official police uniform with a Dress Uniform Jacket.</li> </ol> <p><b>A.</b> Personnel assigned to the Detective Bureau shall adhere to the following dress code unless authorized otherwise by the Chief of Police or the Chief's designee:</p>
<p>V. DRESS CODE FOR NON-UNIFORM SWORN PERSONNEL (cont.)</p>	<ol style="list-style-type: none"> <li>1. Dress shirt with tie.</li> <li>2. Short Sleeve polo type shirt, sweater (Business Attire)</li> <li>3. Dress pants (e.g., slacks or khakis)</li> <li>4. Sport coat or suit.</li> <li>5. Female personnel will dress in professional business attire.</li> <li>6. If Detective Bureau personnel are called into work while off-duty, they shall comply with the appropriate dress codes unless excused by a supervisor.</li> </ol>

<p><b>VI. PERSONAL APPEARANCE AND HYGIENE</b></p>	<ol style="list-style-type: none"> <li>7. There shall be no advertisements (i.e., sports logos, alcohol-related logos, tobacco-related logos, etc.), or other distracting or unprofessional insignias on any shirt while worn on-duty.</li> <li>8. Whenever Detective Bureau appear in court on official duty, they shall wear appropriate business attire, to include a dress shirt with tie with a suit coat or sports jacket. <i>See</i> G.O. 750 <i>Court Appearance and Testimony</i> § III (D).</li> <li>9. The Commanding Officer of the Detective Bureau may authorize personnel to wear civilian clothes, other than those described above, on occasions that require the performance of special duties.</li> </ol> <p><b>B.</b> Sworn Detective Bureau personnel are required to carry or have readily available the following equipment whenever they are performing their assigned duties, unless excused by a supervisor for a specific assignment.</p> <ol style="list-style-type: none"> <li>1. Issued firearm with fully loaded magazine in approved holster;</li> <li>2. GPD badge and identification card;</li> <li>3. One pair handcuffs with key; and</li> <li>4. Issued portable radio.</li> </ol> <p><b>A.</b> The following appearance standards apply to all sworn and non-sworn uniform personnel (e.g., Secretaries, Court Attendants etc.). Also refer to G.O. 305 <i>Rules of Conduct</i> § 31 for additional guidelines.</p>
<p><b>VI. PERSONAL APPEARANCE AND HYGIENE (CONT.)</b></p>	<ol style="list-style-type: none"> <li>1. Personnel shall maintain good personal hygiene and present a professional image. No member shall have offensive body odor, or wear strong perfume or colognes.</li> <li>2. Hair shall be neat, clean, trimmed and present a groomed appearance regardless of the style personally selected by the member. Hair shall not be dyed, cut or worn so as to appear outstanding from the general population or to present a non-professional image. The member's hairstyle shall not preclude the wearing of the uniform hat in such a manner as to reflect a well-groomed, professional image.</li> <li>3. Female personnel assigned to uniformed duty shall groom their hair to the following standards: <ol style="list-style-type: none"> <li>a. Long hair shall be neatly upswept, so it does not extend more than 1" in length over the shirt collar. Dangerous or conspicuous pins, combs, or barrettes shall not be worn.</li> <li>b. Hair styles that can be easily grabbed are not recommended but can be worn at the officer's discretion.</li> </ol> </li> <li>4. Female officers assigned to non-uniformed duties shall wear their hair in a manner that presents a neatly groomed professional appearance.</li> <li>5. Female personnel may wear conservative make-up, applied in moderation. Female personnel shall maintain fingernails no more than ¼" nail length beyond the fingertip. Nail polish may be worn by female personnel but must be a conservative, non-bright or neon color.</li> </ol>

	<p><b>B. <u>Jewelry</u></b></p> <ol style="list-style-type: none"> <li>1. Jewelry worn by personnel shall be of a conservative style and shall not be an impediment to safety. Personnel will not wear nose pins or other visible facial piercings while on- duty.</li> <li>2. Jewelry, or other pins other than those approved by the Department shall not be attached to the police uniform.</li> <li>3. No officers may wear earrings on-duty.</li> </ol> <p><b>C. <u>Handbags</u></b></p> <ol style="list-style-type: none"> <li>1. Handbags are not to be worn, or carried with the police uniform.</li> </ol> <p><b>D.</b> The Chief of Police or a supervisor are authorized to grant permission to members of the Department to deviate from the above appearance standards on occasions that require the performance of special duties.</p>
<p><b>VII. INSPECTIONS</b></p>	<p><b>A.</b> Each supervisor shall have the responsibility of ensuring that the personal and uniform appearance and the equipment carried by the personnel under their command are in compliance with this General Order.</p> <p><b>B.</b> First-line supervisors who meet with their personnel at the beginning of their shift at roll call should bring any unsatisfactory condition in personal appearance or equipment to the member's attention for correction. It is expected that the unsatisfactory condition will be corrected prior to the member's tour of duty.</p> <p><b>C.</b> A continuation or repetition of the unsatisfactory condition may justify disciplinary action.</p> <p style="text-align: right;">Approved By</p> <p style="text-align: right;"><b>MICHAEL J. PASSALACQUA</b> <i>CHIEF OF POLICE</i></p>