

<p align="center">Clarksville Police Department GENERAL ORDER Clarksville Tennessee</p>	<p align="center">Date of Issue 9/28/07</p>	<p align="center">Page 1 of 6</p>	<p align="center">G.O. E-4</p>
<p>SUBJECT UNIFORM APPEARANCE AND GROOMING</p>		<p align="center">REVISED 11/26/2012</p>	
<p>AUTHORIZING AUTHORITY</p> <p align="center"><i>Alonso R Ansley</i></p>		<p>BY AUTHORITY OF Chief Al Ansley</p>	
<p>I. PURPOSE</p> <p>The purpose of this General Order is to establish set policy and guidelines in the issuance and wear of Department uniforms and appearance of civilian attire and where applicable, to augment existing regulations for the personal appearance of members of the Clarksville Police Department.</p> <p>II. PROCEDURES</p> <p>A. General responsibilities for sworn members of the Department:</p> <ol style="list-style-type: none"> 1. Officers of the Department shall wear the prescribed uniform, and weapon as set forth by competent supervisory personnel and consistent with the content of this order. 2. Officers shall be neat and clean in appearance when in public, whether in or out of uniform, when on-duty or engaged in any activity which relates to the Department. 3. Officers shall maintain their uniforms, civilian attire, and departmental issue equipment in serviceable condition. 4. When attending Grand Jury, Criminal or Civil court, male officers when in uniform shall wear the uniform of the day, if in plain clothes a long sleeve shirt, tie slacks and suit jacket or sports coat will be worn. If attending Municipal or General Sessions court the officer may wear the uniform of the day or a long sleeve shirt, tie and slacks. Jeans or "T" shirts are unacceptable. 5. When attending any court, female officers, when in uniform, shall wear the uniform of the day, if in plain clothes professional business attire will be worn (i.e. slacks, skirt, blouse, and jacket or pantsuits). Jeans, low riders, low cut tops, tops that expose the mid-drift, "T" shirts, or other non professional business attire are unacceptable. 			

B. Seasonal Uniform Guidelines

It will be mandatory to wear long sleeve uniforms December 1st thru the last day of February. During the months of October, November and March the Officer may wear long sleeve or short sleeve uniform shirts at their discretion. The remainder of the year (April 1st thru September 30th) officers will wear short sleeve uniform shirts. Black crew neck "T" shirts or mock turtle neck shirts will be worn with long sleeve uniform shirt only; white crew neck "T" shirts will be worn with the short sleeve uniform.

Officers shall be responsible for maintaining their personal hygiene and cleanliness so not to be offensive to the public or other members of the Department.

C. Grooming guidelines and regulations for members of the Department:

1. Criteria for personal grooming of personnel in the Department shall be established to ensure a professional and neat appearance. These standards are not an attempt to depersonalize any individual by requiring or prohibiting mustaches or certain haircuts, unusual hair styles, or partially shaved heads provided such mustaches and hair styles are neat in appearance and do not interfere with or detract from the proper wearing of uniforms or uniform accessories.
2. Except when acting under proper and specific orders from competent supervisory personnel, officers on duty shall maintain a neat, well-groomed appearance and shall be in accordance with the following guidelines:
 - a. **Male Officers:**
 1. Hair must be clean, neat and combed. Hair shall not be worn longer than the top of the shirt collar at the back of the neck when standing in a normal posture. The bulk or length of the hair shall not interfere with the normal wearing of any standard headgear and under no circumstances shall the hair be styled or fashioned in such a manner that the style protrudes more than one and one-half inches from the scalp. If hair is dyed it shall be of a natural color.
 2. Sideburns shall be neatly trimmed, tapered and blocked. They shall not extend lower than the middle of the ear. Sideburns must be of even width for their continuous length, not flared, with the ends clean shaven in a horizontal line.
 3. The hair shall be neatly trimmed around each ear and shall not extend lower than the top of the ears, pushing hair behind the ears in order to comply with rule is not allowed. Hair on top of the head shall not be overly long and shall be neatly combed or brushed in such a manner that it

shall remain clear of the forehead and not protrude beneath the band of the cap.

4. Wigs or hairpieces are permitted if they conform to the above standards for natural hair.
5. Officers shall be clean shaven, except that they may wear mustaches, which are neatly trimmed. No handlebar, oriental, or any shaggy, bushy types will be allowed. The mustache must not extend more than ¼ inch beyond the corner of the mouth or below the upper lip.
6. The only jewelry that may be worn by officers on any assignment, during business hours, shall be a watch, and one (1) ring on each hand. Officers of the Department shall not wear an earring or earrings while in uniform and/or on duty. Personal accessories, such as corrective lenses and hearing aids, may be worn when needed. Sunglasses may be worn as long as they do not distract from the professional appearance of the uniform. Sunglasses will be worn properly on the face or placed out of view. (i.e. do not wear on top, or around the back of the head or around the neck). Multi-color or mirror lens, etc., shall not be worn. Frames must be silver, gold, or black in color.
7. Bangles (loose fitting bracelets) shall not be worn unless approved by the Chief of Police, or his designee. Personnel are discouraged from wearing more than one bracelet of any kind. Medical Alert bracelets may be worn in combination with one other bracelet. Bracelets include charity type wrist bands.
8. Tattoos visible while officers are on duty.
 - a. Tattoos that are visible while on duty must be approved by the Chief of Police. The Chief of Police may require personnel to cover the tattoo by wearing long sleeves or by other methods. Personnel with visible tattoos or body art must apply for a review by the Chief of Police no later than 1 March 2008.
 - b. Employees should refrain from acquiring tattoos or body art that would be exposed while in uniform in the future. Any employee who acquires a new tattoo will be required to follow the review process listed above in 8 (a).
 - c. Standards will be based on professional and customary business standards (i.e. no skulls, profane language, marijuana leaves, etc.).
9. At no time will any visible body piercing be worn.

b. Female Officers:

1. Officers shall keep their hair clean, neat and combed, or styled to present a professional appearance consistent with the type of duty performed. When in uniform, female officers shall arrange their hair in such a manner as to ensure the hair extends no longer than the top of the shirt collar when standing in normal posture. The bulk or length of the hair shall not interfere with the normal wearing of all standard headgear. If hair length exceeds the shirt collar, it must be in a bun, ponytail or braided in a professional manner to keep it off the collar while on duty. No decoration(s) or ornaments shall be worn in the hair. Items used to hold the hair in place shall be concealed as much as possible, and shall be of a color that blends with the hair. If hair is dyed it shall be of a natural color.
2. Wigs or hairpieces may be worn if they conform to the above standards for natural hair.
3. Make-up shall be worn in such a manner that it does not draw attention to, or deter from the professional appearance of the uniform.
4. The length of the fingernails shall not hinder the officers from performing all required duties. Nail polish shall be clear and worn in a professional manner, French manicure will be allowed. Decorations of any type will not be worn on the fingernails.
5. The only jewelry that may be worn by officers on any assignment, during business hours, shall be a watch, and one (1) ring on each hand, (a wedding set will equal 1 ring). Officers of the Department may wear earrings, necklaces, etc. provided they are not cumbersome, flashy or restrict movement. Female officers may wear two earrings on each ear. The Earring must be of a stud type. Personal accessories, such as corrective lenses and hearing aids, may be worn when needed. Sunglasses may be worn as long as they do not distract from the professional appearance of the uniform. Multi-color or mirror lens, etc., shall not be worn. Frames must be silver, gold, or black in color. They will not be worn on top of the head, on back of the head or on the neck other than by lanyard, while in contact with the public.
6. Necklaces or chains shall not be exposed. The only exception shall be a Medical Alert chain.
7. Bangles, (loose fitting bracelets) shall not be worn unless approved by the Chief of Police. Personnel are discouraged from wearing more than one bracelet of any kind. Medical Alert bracelets may be worn in combination with one other bracelet. Bracelets include charity type wrist bands.

8. Tattoos visible while officers are on duty.
 - a. Cosmetic tattoos (eyeliner, eyebrows, & lips) for female employees are an exception to the policy as long as they are natural in appearance.
 - b. Tattoos that are visible while on duty must be approved by the Chief of Police. The Chief of Police may require personnel to cover the tattoo by wearing long sleeves or by other methods. Personnel with visible tattoos or body art must apply for a review by the Chief of Police no later than 1 March 2008.
 - c. Employees should refrain from acquiring tattoos or body art that would be exposed while in uniform in the future. Any employee who acquires a new tattoo will be required to follow the review process listed above in 8 (a).
 - d. Standards will be based on professional and customary business standards (i.e. no skulls, profane language, marijuana leaves, etc.).
9. At no time will any visible body piercing be worn, except as noted for earrings.

c. Plain Clothes Officers:

1. Beards and goatees may not be worn by uniform personnel. All members of the criminal investigations division and plainclothes support staff shall be allowed to wear beards. Beards must be professional in appearance and kept neatly groomed at all times. Length shall not exceed one-half inch.

Plain clothes personnel are required to comply with uniform regulations when wearing the department uniform.

2. Plain clothes female officers will wear their hair neatly cut or styled in accordance with professional business standards. It should not be so long as to interfere with the wearing of a uniform if needed on short notice.
3. Officers shall be expected to be in compliance with all provisions set forth in this procedure. Officers assigned to plain-clothes or administrative duties shall be allowed to wear Tactical Pant (Tan, Navy, Black and Grey are the only authorized colors) (brands must be similar to 5.11, Tru-Spec, and Elbeco), and Tactical Polo Shirt (Black, Navy, Tan, Red, Dark Green and White are the only authorized colors) (brands must be similar to 5.11, and Under Armour) while on duty but not in court unless the Officer is ordered to court immediately. The Officer may have a Badge and their name monogrammed on the Shirt. The Officer shall wear brown or black footwear, and no athletic shoes shall be allowed. Casual clothes will not be permitted except in specific cases where such clothing would be more practical due to the nature of the assignment, extreme weather or on any day authorized by the Chief of Police, or his designee as a casual day.

Permission from the District / Division / Unit Commander will be required from the respective supervisor in order to qualify for the above mentioned exception.

4. Plain clothes officers shall be required to carry their weapon in approved holsters. All officers will be required to wear a weapon while on duty. Officers that are wearing a weapon not concealed will wear the department badge clearly visible to the public. The method of carrying extra ammunition is optional.
5. Officers assigned to the Criminal Investigations Division shall, when in uniform, wear the uniform of the day as described for officers holding equal rank.

III. INSPECTION AND REVIEW

Each supervisor shall be responsible for daily inspection of all personnel under their span of control.

IV. REVIEW PROCESS

The Chief of Police or his designee shall conduct an annual review of this general order and shall make necessary revisions.

V. CANCELLATION

This general order shall remain in force until revoked or revised by competent authority.