

LINCOLN POLICE DEPARTMENT

UNIFORMS & APPEARANCE

Date Issued: 01-24-2010

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Policy

This department intends to provide a professional appearance in our contact with the public.

Purpose

The purpose of this directive is to cover the following:

Appearance
Uniforms

Distribution
Loss or Damage

Appearance (26.1.1)

- All employees will maintain a neat and clean appearance
- Uniforms & equipment shall remain in serviceable condition
- Appropriate attire shall be worn at any school, court or hearing.
- Tattoos must be covered

Men	Hair - neat, clean & trimmed Facial Hair - clean shaven - mustache well trimmed
Women	Hair - neat & clean & styled to present an clean appearance consistent with their duty. Hair Ornaments - no decorations Makeup - subdued and natural looking

Eyewear - conservative prescription eyeglasses may be worn
- mirrored sunglasses are prohibited
- shall not be hung on uniform epaulets

Pagers - shall not be worn on uniform epaulets

Jewelry - Policewomen shall wear only small, plain button earrings
- Policemen shall not wear earrings on duty
- Body piercing & jewelry is prohibited

- Excessive jewelry is prohibited

Uniforms

This department will provide all sworn and civilian members with the appropriate uniforms for the duties they are assigned. Part-time officers will be issued the same uniforms as full-time, but quantities will be limited (16.3.4). Officers can, on occasion, elect to wear civilian attire for certain functions, but will not be compensated. (41.3.4)

No personal equipment shall be worn unless authorized to ensure uniformity and to prevent substandard equipment, unless authorized.

Sworn Members shall:

- Wear only those uniforms issued to them
- Wear their uniforms only while on duty or to and from work
- Not wear any part of their uniform while working for another agency
- Be permitted to wear personal accessories if within departmental standard and approved
- Alterations to issued uniforms must be approved

Dress Blouse	White shirt must be worn
Long sleeve Shirt Dress	Issued tie must be worn (except summer) Sleeves fully extended and buttoned Issued turtleneck can be worn at night
Short sleeve Shirt Dress	All buttons, except the top, shall be fastened White undershirt shall be worn
Hats: 5 star & winter dress	Are to be worn during special assignments, directing traffic, & foot patrol Hats shall be worn squarely on the head and not tipped to the side or back Baseball caps cannot be worn with class A shirts
Footwear: Shoes & boots	Kept clean and shined Black socks must be worn with shoes
Sam Browne Belt	Must cover completely the inner belt Only issued items to be worn on it (pagers permitted)
Jackets	4-season jackets can be worn whenever needed visibility flaps should be visible at night
Sweater	Worn with long sleeve shirts & tie (or turtleneck)
Raincoats	Used for inclement weather
Body Armor	Should be worn while on patrol duty (41.3.5) and must be carried if not worn Reasons for not wearing, excessive heat, medical, duties

	not on patrol
511 wear	Issued uniforms on tours & Traffic Details
Badges & Name insignia	To be worn at all times Badges & ID Folders are provided for non-uniform wear
Insignia	Only departmental approved insignia DARE emblem – awarded insignia – collar emblems
Accessories	Black gloves, scarves or ear protectors may be worn in cold weather. Gloves containing weighted materials are prohibited
Bike uniforms	Officers assigned to bike details will be provided Jackets, helmets, shirts, shorts, pants & shoes in order to carry out this assignment
Kilts	Officers will be issued a full uniform and instructed on the proper wear. To be worn during Scottish Festivals and other authorized occasions.
Casual wear	The department will provide golf type shirts on a limited basis for officers that participate in functions where a regular uniform would be inappropriate.
BDU	Issued BDU's can be worn for traffic details, but the BDU's will no longer be issued

Uniform wear will be decided by season and options given by the Lt.
For tactical events and preplanned situations dealing with violent or dangerous offenders – Vests and other protective gear must be worn
(41.3.6)

Civilian Members:

Shall follow the same standards as the sworn members

Dispatchers	Provided uniform golf type shirts with dept insignia Required to wear slacks, shorts are Prohibited.
Office staff	Appropriate office wear or dispatch uniform
Footwear for both	Closed shoes (no sandals, flip flops) only No sneakers except Black.

Damage or Loss

Any damage or loss of department equipment should be reported to the property Sgt. or another official immediately.

- a damage or loss of property report shall be filed by the

- employee
- if an investigation shows that negligence on the part of the member caused the loss; they may be required to replace the item at their expense

Issuance & Turn-ins

Responsibilities

Officer & Civilians	Maintain the uniforms issued to them Return them due to resignation or removal in a neat & clean condition
Designated supervisor	For all uniform equipment Issues and receives all uniforms turned in Inspects condition of equipment periodically Maintains a log - equipment standards & vendors - quantity to be issued - records for each individuals Purchases uniforms Investigates all equipment damage Uniform inventory on Sept 1 to Chief Maintains all loss & damage reports for 3 years
Chief	Reviews inventory report Approves uniform standards Approves purchase orders

REPORTS

Loss or Damage Form 3.1.3	Must be completed on any damaged or worn equipment within 24 hours by the employee (not for vehicle loss or damage)
Annual Inventory Report	Record of all existing stock in serviceable condition to the Chief on Sept 1 of each year
Purchase Order	To be completed for the purchase of all equipment