

## SCRANTON POLICE DEPARTMENT POLICY

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**August 12, 2019**

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**07-001**

*Policy Subject:*  
**Uniform and Personal Appearance Standards**

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**1.8.1**

### **I. PURPOSE**

The purpose of this policy is to ensure consistency of uniform dress and personal appearance standards throughout the Scranton Police Department.

This policy rescinds Policy 14-001 Grooming Standards.

### **II. POLICY**

- A. It is the policy of The Scranton Police Department that all officers shall own and maintain all uniforms for their position selected by the Uniform Committee consisting of bargaining unit members and those contained within this policy. Uniforms shall be purchased and maintained using the annual clothing allowance.
- B. It is the policy of The Scranton Police Department to ensure that all its uniformed members, as well as non-uniformed members whose duties place them in contact with the public, present a neat, clean, professional appearance while on duty or otherwise representing the City of Scranton and the Scranton Police Department. The personal appearance standards apply to uniformed members and non-uniformed members while on-duty-and/or while representing the Scranton Police Department.

This policy may be amended as needed by the Chief of Police.

### **III. PROCEDURES**

- A. Personal appearance standards for uniformed division whose duties place them in contact with the public.

1. Hair shall be neatly groomed, and its length and bulk shall not be excessive.
  2. For uniformed members, the bulk of the hair shall not be so excessive as to prevent the eight-point cap from being placed squarely on the head with the center of the visor directly in line with the nose, nor shall the hair interfere with the wearing of personal protection equipment (i.e. gas mask).
  3. Wigs or other hair pieces shall present a natural appearance and conform to the same standards as natural hair.
  4. Extreme or faddish hairstyles are prohibited, including but not limited to styles that incorporate designs or sculptures using the hair and/or cut into the hair, and any style that presents an unprofessional or disheveled appearance. Hairstyles that include unnatural hair coloring (i.e., purple, green) are prohibited.
  5. After-shaves, perfumes, colognes or other artificial scents shall not be so excessive as to cause annoyance to others. Members shall also maintain appropriate personal hygiene in a manner to prevent body odors from causing offense or annoyance to another.
  6. Fingernails shall be trimmed to present a professional appearance. They shall not threaten safety, nor restrict job performance.
  7. Unusual body adornment or jewelry is prohibited. Multiple or garishly colored rings, watches, bracelets, pins, large neck chains and earrings beyond one pair of earrings for female members is prohibited. Earrings shall be of a simple stud design and shall not extend below the earlobe.
  8. Male uniformed members shall not wear any type of earring or ear adornment.
  9. Male members are prohibited from wearing any makeup unless the member can show cause that it is necessary for a duty related function (as approved by the member's commanding officer) or is otherwise doing so for a medically valid reasons (severe acne, injury, scarring, etc.).
- B. Personal appearance standards specific to male members whose duties place them in contact with the public:
1. Fingernails shall not extend beyond the fingertip and may be painted with clear colored polish only.
  2. Hair shall be evenly tapered on the sides and back. The hair outline shall follow the contour of the ear, and shall not fall over the ears nor touch the collar except for the closely cut hair on the back of the neck. Hair that has been styled into heavily matted coils of hair (dreadlocks) where the locks exceed  $\frac{1}{2}$  inch in diameter (the approximate width of a standard pen or pencil) is prohibited, as well as any gathering of hair in a tie, clip, twist, lock, ponytail, or braid.
  3. Sideburns shall be neatly trimmed, and their bulk shall not be excessive nor extend below the earlobe. The base of the sideburns shall be a clean horizontal line.
  4. The face shall be clean-shaven.

5. Mustaches shall be neatly trimmed and shall not extend below the upper lip or extend beyond the corners of the mouth. They shall not be styled or pointed away from the contour of the face.
  6. Beards are prohibited except for covert operations approved by the Chief of Police or for medical reasons as approved by a doctor.
- C. Personal appearance standards specific to female members of the division whose duties place them in contact with the public:
1. Fingernails shall not exceed one-quarter inch beyond the fingertip. Nail polish colors must be conservative. Nail colors other than neutral flesh tones (pink, tan, etc.) are prohibited. The nails shall be free of designs and unnatural adornments.
  2. Hair shall be kept in a short or medium style and shall not extend below the lower edge of the shirt collar.
    - a. Bangs shall be neat and maintained above the eyebrows.
    - b. Longer hair may be brought into compliance by being worn-up.
    - c. Braiding, twisting and locking hairstyles are permitted provided they are conservative and professional in appearance. An example of a hairstyle that is not conservative is braided hair that has been sculpted to extend beyond the natural contours of the head or hair that has been styled into heavily matted coils of hair (dreadlocks) where the locks exceed ½ inch in diameter (the approximate width of a standard pen or pencil).
    - d. Pins, barrettes, bands, and clips are permissible if:
      - 1) Inconspicuously placed for the sole purpose of holding hair in place.
      - 2) Are conservative in design and color.
      - 3) Do not interfere with the wearing of issued head gear or personal safety equipment.
    - e. Sworn female personnel are exempt from hair length restrictions when they are in civilian dress.
  3. Make-up shall be subtle and professional in appearance. Heavy or gaudy facial make-up is prohibited. Lipstick shall be subdued and flesh toned (pink, tan...).
- D. Tattoos, Piercings and other Body Modifications
1. Tattoos or Body Markings
    - a. Any **current member** who has any visible tattoos or body markings that are deemed objectively offensive, profane, unprofessional, inappropriate or objectionable shall be covered while on-duty. Approved forms of cover and concealment for tattoos or body art that are prohibited or excessive for current members include long sleeve shirts, elastic arm/shoulder bands, flesh-tone elastic wraps, appropriately sized bandages or other solid or opaque coverings.
    - b. Examples of prohibited tattoos or body markings include:

- 1) those that indicate a criminal gang affiliation
  - 2) depictions of sexually explicit art, nudity or violence
  - 3) words, art, or phrases that are considered vulgar; or symbols such as swastikas, pentagrams, SS thunderbolts, spider webs, and logos associated with hate groups
  - 4) criminal or supremacist groups or initials, acronyms, or numbers such as “KKK”, “666”, “MS-13”, “14”, and “88” that represent hate criminal or supremacist groups.
- c. Any visible tattoos or body art on the face and/or neck or below the wrist on the hands/fingers are prohibited. Any tattoos or body markings of the type that must be covered (Section III.D.1.a) by current members are prohibited. Current members may get tattoos that are not prohibited. Any new tattoos or body art on the face/neck or below the wrist on the hands/fingers will be prohibited.
  - d. The Chief of Police or his/her designee is the final authority as to the appropriateness of any tattoo(s) or body art.
2. Piercings
    - a. With the exception of female members wearing one pair of earrings of simple stud design, members shall not display, while on duty, any body piercings of any kind that may be visible to the public.
    - b. This requirement does not apply to officers whose primary duties are undercover in nature.
  3. Body Modifications/Other Prohibited
    - a. Any body modification other than for medically necessary rehabilitative purposes or common cosmetic procedures is expressly prohibited.
    - b. Purposeful body modification that includes any outwardly visible branding, scarring, resection, subcutaneous implantation or other extreme forms of “body art” is prohibited.
  4. No conditional offers of employment will be made to any potential new police hires that do not meet this standard at the time they are being considered for an opening in the department.
- E. Uniform Standards.

Members wearing the uniform shall adhere to the dress prescribed and/or illustrated herein.

1. The prescribed uniform shall be worn at all times when on duty except that:
  - a. No members of the Department shall wear unauthorized articles unless they receive prior permission from the Chief of Police. However

miscellaneous articles such as pens, sunglasses etc. may be carried in the pockets or on the uniform but shall not be readily visible.

- b. Lieutenants and Department Captain will wear the current (Class B) uniform as their uniform of the day. The Lieutenants' and Captain's uniform shirt shall contain a gold badge and collar brass indicating their rank. They shall also wear a gold nameplate indicating their rank (abbreviated), first name initial and complete last name. No other items shall be visible on the uniform without the permission of the Chief of Police. The Lieutenants and Captain will be permitted to wear a dark navy sweater during the winter months. The sweater, if worn, shall contain the same badge and nameplate, described above. Jackets shall also contain the badge, nameplate (described above). In addition rank insignia shall be displayed on the jacket's epaulet.
- c. No one is permitted to alter or change the designated uniform without prior authorization of the Chief of Police.
- d. Members working together in public view shall endeavor to be similarly attired.
- e. CIT Patch Insignia – Police personnel who have attended and completed CIT training shall wear the CIT patch center above the name tape on their uniform and jacket.
- f. SOG Patch Insignia – Police personnel who are members of the Special Operations Group shall wear the SOG patch center above the name tape on their uniform and jacket.

(Note: If an officer is a member of more than one specialized unit he/she will display the specialized patches as follows: patches will meet in the center above the name tape. The CIT patch will be first and SOG patch second. This order will be left to right as you look at the Uniform.)

## 2. Uniform Wearing Dates

- a. Summer May 1<sup>st</sup> to October 15<sup>th</sup>
- b. Winter October 16<sup>th</sup> to April 30<sup>th</sup>
- c. The Chief of Police may change the dates due to weather

## 3. Offices Uniform

- a. Class A Uniform

All officers and all non-uniform personnel will be required to keep a dress uniform. Dress Uniforms will be worn when applicable under the uniform policy and/or upon the direction of the Chief of Police.

- 1) Pants – Dark Navy Polyester or Cotton – No side pockets
- 2) Shirts – Dark Navy Polyester or Cotton. White shirts for Captains and Lieutenants.
- 3) Shoes – All shoes or boots will be black in color and must be shined. Sneakers are prohibited.

- 4) Ties – All ties will be dark navy in color. (No tie tack)
- 5) Hat – The dress hat will be the eight-point hat – Dark navy in color. The hat must include a hat badge and band. (These items must be silver in color for Patrol Officers and gold for all other ranks. Hat vent band will be worn.)
- 6) Socks – All socks must be navy or black in color.
- 7) Badge – The dress uniform will have the city issued badge (Silver for Patrol Officers. Gold for all other ranks).
- 8) Patches – The dress uniform will have the standard Scranton Police Patch.
- 9) Name Tag – The dress uniform must display a name tag of the officer with at least the first initial and last name indicated. The name tags will be silver in color for all patrol officers and gold for all other ranks.

When the dress uniform is being worn a tie must be on. There will be no unauthorized pins to be displayed on the officer's uniform. The only pins authorized will be those issued by the Department. Only Captains and Lieutenants will be permitted to wear collar brass. All Sergeants and Corporals will wear the required rank on the sleeves of the uniform.

b. Class B Uniform

The class B uniform will be worn on a daily basis by all members of the Patrol Division. No other brand/style/color uniforms/mock turtlenecks, other than specified shall be permitted.

1) Shirt

- a) – Dark Navy: Blauer “Street Gear” Style # 8703 or  
 – Dark Navy: Blauer “Super Shirt” Style# 8755X.  
 – Dark Navy: Elbeco “Distinction” Style# 840N or 8840N  
 – Dark Navy: Elbeco “TEK3” Style# G924 or G934

b) Special Event Shirt

– Dark Navy; Blauer “Armorskin Base Polo” Style# 8472.  
 Short sleeve shirt designed for wear over or under a vest may be worn as authorized by the Captain for certain special events. All patches, name tape, and badge shall be affixed to comply with uniform standards.

There will be no collar brass permitted on any Patrolman, Corporal, or Sergeant uniforms. When working an extra duty assignment, Lieutenants and Captain will wear the class B uniform and must wear their rank on their collars.

No one will be permitted to wear any type of pins on their uniform. The only authorized pins will be those issued or awarded by the Department.

Officers wishing to have insignias indicating their years of service to the Department are permitted. The hash marks must be approved by the Chief of Police to authenticate years worked. Each hash mark will indicate five years.

- 2) Pants
  - a) – Dark Navy: Blauer “Street Gear” Style # 8810
  - Dark Navy: Elbeco “Distinction” Style # E4030RN
  - Dark Navy: Elbeco “TEK3” Style # E2844R
- 3) Mock Turtleneck – Black (No visible insignia)
- 4) T-Shirt – Black
- 5) Uniform Hat – Eight point style hat which has been mandated with the wear and maintaining of the Class A Uniform. The hat must include a hat badge and band. These items must be silver in color for Patrol Officers and gold for all other ranks. Vent band will be worn. The Uniform Hat need only be worn under the following circumstances:
  - a) Parades and/or outside events (examples such as football games, parades, picnics, and festivals).
  - b) Any Uniformed Officer walking a beat of any sort will be required to wear the uniform hat.
  - c) Any “day to day” (regular shift, excluding beat officers) functions of uniformed personnel will not require the wear of the uniform hat.
- 6) Other authorized headgear – Trooper hat or a black colored watch commander hat with the words “Police”, in silver (Patrol Officers) or gold (Patrol Supervisors) colored embroidery, written across the front of it for winter months.
- 7) Name Tag – All officers will have the same style name tag. The name tag will have the officer’s first initial and last name. The official name tag will be of a cloth strip that will be sewn onto uniform. Patrol Officers will have silver stitching on name tags while all others will have gold stitching.
- 8) Badge – Department issued metal badge.
- 9) Patches – All patches other than the standard Scranton Police Patch must be approved by the Chief of Police or his/her designee prior to being displayed on an approved uniform (I.e. K9,SOG).
- 10) Socks – If visible (with shoes) the color of the sock must be dark navy or black. If the officer is wearing boots and socks are not visible the officer may wear their choice of socks.

- 11) Shoes – Must be black in color and must be shined. No one is permitted to wear sneakers with this uniform.
- 12) Jacket – Dark Navy in color, waist length, police specific. The jacket must also have a cloth name tag displayed on it, along with the cloth badge.
- 13) Sweater – Dark Navy: Blauer “Fleece Lined V-Neck” Style #225. Epaulets, cloth name tape, and cloth badge sewn on. Class B uniform shirt shall be worn underneath with the collar tucked into the sweater. Corporals and Sergeants shall display rank insignia on the sleeve. Lieutenants and Captain rank insignia shall be embroidered on the epaulet.
- 14) Vest Carriers are also permitted as long as they meet the same specifications as the jacket.

#### 4. Bike Officers

##### a. Winter/Summer Uniform

- 1) Blauer Colorblock Softshell Fleece Jacket Style # 4670. The jacket body will be royal blue top with a dark navy bottom. The jacket will also have an embroidered name tag and badge.
- 2) MOcean navy zipoff Cycling Pants (winter and/or summer) model # 20582. The pants will be a dark navy color. Zip into shorts for summer bike uniform.
- 3) Blauer Colorblock Performance Long Sleeve Polo Style # 8143 (winter). Blauer Colorblock Performance Polo Style # 8133 (summer). Shirts are royal blue on top with dark navy bottom.
- 4) All Bike Officers will be required to wear a certified Bike Helmet while patrolling on bicycle.
- 5) Black turtlenecks may be worn under long sleeve shirt.
- 6) All bike officers are required to wear a black T-Shirt under short sleeve shirt.
- 7) All bike officers will be required to wear a duty belt and meet the same specifications as patrol officers.
- 8) When bike officers/beat officers are not riding their bicycles they will be in the class B uniform.
- 9) Bike Officers may wear alternative footwear if approved by The Chief of Police or his/her designee.

#### 5. Body armor/vests use

##### a. Patrol Officers

All patrol officers shall have their city issued vest accessible to them at all times and should wear them at all times while in uniform.

##### b. Detectives / Plain Clothes Officers

All Detectives/Plain Clothes Officers shall have their city issued vest accessible to them at all times and should wear them when performing their duties outside of the office.



- c. All officers are required to wear their city issued vests when engaged in pre-planned, high-risk incidents.

## 6. Duty Belt

All officers on patrol must wear a duty belt. At a minimum, the duty belt must include their Primary Service Handgun (issued by city), one pair of handcuffs, ammunition (issued by city), flashlight and flashlight holder, radio/holder, OC spray and Taser (if certified). Duty belt equipment, with the exception of the Primary Service Handgun, may alternately be worn on a vest carrier at the discretion of the Chief of Police or his/her designee.

For any additional equipment, the officers must be certified to carry such equipment and approval must be given to the Captain in writing from the Training Unit.

All officers hired after 2007 are required to have “plain” leather gear. No basket weave and no nylon. Any officers hired prior to 2007 are required to purchase “plain leather” when replacing existing gear.

## 7. Detectives/Investigators

### a. Winter Attire

#### 1) Males

- a) Pants – All detectives shall wear dress slacks of their choice. The slacks shall have no insignia displayed on slacks with exception of brand name.
- b) Shirts – The detective shall wear a button down collared shirt of their choice. No insignia is permitted except for the name brand. (Example, a horse on pocket for Polo, sailboat on pocket for Nautica etc.) No large print.
- c) Tie – The Detective must have a tie on at all times and the tie must be worn above the top button of shirt.
- d) Shoes – All detectives must have dress shoes on. No sneakers are permitted.
- e) Jacket – The detective has the option of wearing a suit coat with suit or a sport coat if not wearing a suit.

#### 2) Females

- a) Pants – Female detectives are required to wear dress slacks (no capri pants).
- b) Blouse – Blouse or dress shirts are required for all female detectives.
- c) Shoes – All female officers must have shoes, no sneakers. Heels exceeding two inches are prohibited.

- 3) Sweaters and department quarter-zip pullovers are permitted during the winter months. Ties must still be worn under the sweater for all male Detectives.

b. Summer Attire

- 1) During the summer months Detectives will not be required to wear a jacket (where required in Winter Attire) with their dress attire. Uniform of the day for summer dress may be dress shirt without tie. Dress pants and shoes are mandatory. Polo type shirt is optional however, if worn, cannot display any logo other than name brand of shirt type and/or the Scranton Police logo. Ankle holsters are permitted.

Court appearances are excluded from the above summer attire. Male members of the Detective Division shall wear shirt, tie and sport coat to any court appearance. Females attire as stated above.

All officers must carry their city issued weapon and magazines with their dress attire. All detectives must also have handcuffs and a radio with them at all times.

c. Exception to the Crime Scene Unit:

Crime scene unit members have the choice of wearing the Detective Uniform of the day or the Class B Patrol pants with Crime Scene Unit Polo with logo. The officers may also wear “jumpsuit” coveralls, dark navy in color, when processing a scene. Crime Scene Investigators must wear boots with coveralls and Class B uniform.

The Arson Investigator and Auto Theft Investigator also may wear coveralls or appropriate protective clothing or a modified class B uniform to include patrol pants and a polo shirt when processing scenes. All other times they must wear the same as Detectives.

8. Training Uniform.

a. Classroom training.

- 1) Male officers
  - a) During winter uniform months shall wear dress slacks or (khaki-type) pants, dress shirt (button down), tie and dress shoes. Casual dress shoes in black or brown are acceptable.
  - b) During summer uniform months male officers shall have the option to wear a polo-type shirt which shall contain the Scranton Police Department logo clearly visible on the polo-type shirt. No polo shall be worn without the Scranton Police logo. No tank tops, jeans, shorts, t-shirts, or athletic shoes are allowed.
- 2) Female officers
  - a) During winter uniform months shall wear dress slacks or (khaki-type) pants or skirt. Female officers shall have the

option to wear a blouse or dress shirt (button down). Blazer is optional. Footwear shall consist of dress shoes or casual dress shoes in black or brown are acceptable.

- b) During summer uniform months female officers shall have the option to wear a polo-type shirt which shall contain the Scranton Police Department logo clearly visible on the polo-type shirt. No polo shall be worn without the Scranton Police logo. No tank tops, jeans, shorts, t-shirts, or athletic shoes are allowed.
  - 3) Both male and female officers shall have the option, instead of the above dress standards, to wear their uniform of the day (i.e. class A or class B uniform).
  - 4) Officers shall have department issued firearm and department badge displayed unless prohibited.
- b. Firearms and Defensive Tactics Training
- 1) Uniform shall consist of BDU or 5.11 style pants and comfortable shirt (dictated by the weather). In addition, a hat with bill is required at the firearms range. Ear and eye protection are required at all times when firing is being conducted on the range. Approved boots or shoes will be worn. No tank tops, jeans, shorts, tennis shoes or offensive t-shirts are allowed.
  - 2) Officers shall have the option, instead of the above dress standards, to wear their uniform of the day (i.e. class A or class B uniform).
  - 3) Officer should have all department issued equipment required to successfully complete the training.
  - 4) Officers shall have department issued firearm and department badge displayed unless prohibited
- c. Off-site training
- 1) The standard of dress for off-site training will be the same as if the employee were attending agency sponsored training. Off-site training means training away from the facilities of the Scranton Police Department
  - 2) Officers shall have department issued firearm and department badge displayed unless prohibited.
- d. Exceptions to training uniform.
- 1) The instructor or sponsor of the training course may dictate or require alternative clothing that is applicable for the course that is being taught. This dictation must be clearly defined from the instructor or sponsor of the training. All members of the department when attending training courses shall maintain a discipline and professional appearance.

## 9. Court Attire

- a. Courtroom attire shall be in compliance with Policy 07-015 Court Appearances.
- b. Magisterial District Judge appearances:
  - 1) Male officers shall wear dress slacks, dress shirt (button down), tie and dress shoes. Jacket is optional.
  - 2) Female officers shall wear dress slacks or skirt, blouse and dress shoes. Blazer is optional.
  - 3) Both male and female officers shall have the option, instead of the above dress standards, to wear their uniform of the day (i.e. class A or class B uniform).
- c. Any hearing classified above a magisterial district judge appearance:
  - 1) Male officers shall wear dress slacks, dress shirt (button down), tie, blazer/sport coat or suit and dress shoes.
  - 2) Female officers shall wear dress slacks or skirt, blouse, blazer/dress jacket and dress shoes.
  - 3) Both male and female officers shall have the option, instead of the above dress standards, to wear their uniform of the day (i.e. class A or class B uniform).
  - 4) Officers shall have department authorized firearm and department badge displayed unless prohibited.
  - 5) The dress/clothing standard for officers currently assigned to the Special Investigations Division (Drug Unit) does not apply to appearances before a magisterial district judge however it does apply to appearances at any hearing above a magisterial district judge.

By Order Of:

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Chief Carl R. Graziano  
Chief of Police  
Scranton Police Department