

# GENERAL ORDERS | SOUTH MIAMI POLICE DEPARTMENT



<b>G.O. Number:</b> 18.3.4	<b>Subject:</b> Uniform and Appearance Standards	
<b>Chapter:</b> 18 Operations- Uniform and Appearance	Number of Pages: 20	
<b>CFA Standard(s):</b> 14.10M	<b>Effective:</b> 07/31/2011	
<b>By Order of Chief of Police:</b> Reo B. Hatfield III  <i>Reo B. Hatfield</i>	<b>Revised:</b> 01/24/2025 <b>Status:</b> Amended	

**SECTIONS:**

- 18.3.4.1 Definitions
- 18.3.4.2 Uniform Classes
- 18.3.4.3 Procedures and Standards
- 18.3.4.4 Personal Appearance
- 18.3.4.5 Tattoos, Body Ornaments, Body Modifications
- 18.3.4.6 Required Equipment
- 18.3.4.7 Replacement of Uniform and Equipment
- 18.3.4.8 Ballistic Vest
- 18.3.4.9 Ballistic Vest/High Risk and Tactical Situations

**RESCINDS:** All existing orders in conflict.

**PURPOSE:** To establish departmental policy and provide procedures for personal grooming, uniforms, equipment, and apparel; and to provide policy on the use of protective vests.

**SCOPE:** All departmental personnel.

**POLICY:** Appropriate wearing of South Miami Police Department uniforms and personal appearance of employees when involved in official activities reflects directly on the professional image of the department. Department uniforms are standardized and designed for specific assignments, purposes, and tasks.

### 18.3.4.1 DEFINITIONS

- A. **APPROVED/DEPARTMENT ISSUED:** An article of clothing, equipment, or other item which design's, fabric, features, layout, elements and/or safety specifications have been authorized by the Chief of Police
- B. **BALLISTIC VEST:** Department issued and or approved by the Chief of Police personal armor that helps absorb the impact and reduce or stop penetration to the body from firearm-fired projectiles and is worn on the torso.
- C. **CLASS A UNIFORM SHIRT:** Department issued dark navy blue long sleeve button front shirt with departmental shoulder patches on both sleeves, with dual breast pockets and military press lines.
- D. **CLASS B UNIFORM SHIRT:** Department issued dark navy short/long sleeve shirt with departmental shoulder patches on both sleeves. Shirt has dual breast pockets and press military lines. Shirt option also has embroidery and made with ripstop fabric that is available in short/long sleeve, without dual breast pockets.
- E. **CLASS B UNIFORM SHORTS:** Department issued multi-pocket dark navy-blue shorts. Also used in bicycle patrol.
- F. **CLASS A UNIFORM TROUSERS:** Department issued plain dark navy-blue trousers with pressed creases.
- G. **CLASS B UNIFORM TROUSERS:** Department issued multi pocket dark navy-blue trousers made with ripstop fabric.
- H. **CORPORAL AND SERGEANT CHEVRONS PATCHES:** Corporals (honorary) shall wear two (2) blue on black chevrons patch sewn half inch from the bottom of the police shoulder patch centered on both sleeves. Sergeants shall wear three (3) gold on black chevrons patch sewn half inch from the bottom of the police shoulder patch centered on both sleeves.



- I. **DEPARTMENT ISSUED COMMAND HAT:** Issued navy-blue military style round hat with matching badge and strap.

- J. **DEPARTMENT ISSUED BASEBALL CAP:** Issued navy-blue baseball cap with embroidered departmental name on the front and authorized emblem on the rear. All other caps are not authorized.
- K. **DEPARTMENT ISSUED HELMET:** Issued riot gear, ballistic, or bicycle helmet. Helmets will be worn to conform to safety standards.
- K. **DEPARTMENT ISSUED BICYCLE SHIRT:** Issued polo shirt with approved embroidery.
- L. **DEPARTMENT ISSUED T-SHIRT:** Issued black t-shirt that may be long/short sleeve with approved screen-printed design (graphics and lettering). Lettering and graphics will be gold or tactical gray based on assignment and rank.
- M. **DUTY BELT:** Department issued duty belt, under-belt, and matching accessories. Items to be worn on the duty belt consist of holster with gun, double/triple magazine pouch with magazines, *optional rifle magazine*, flashlight and flashlight holder, portable radio holder with radio, handcuff case with handcuffs, four (4) double snap keepers, Electronic Control Device (ECD) and holder, *optional baton and baton holder*, glove case with gloves and *optional multi-tool kit and holder. Optional OC spray with OC holder.* No other items will be worn on the belt unless approved by the Chief of Police.
- N. **JACKETS:** A combination/lightweight/heavy blue jacket with a shoulder patch on each sleeve is issued along with rank when applicable. Badge will be embroidered on the left side. If badge is not embroidered, badge will be pinned.
- O. **METAL PINS:** A maximum of three metal pins, approved by the Chief of Police, may be worn with the uniform. One or two pins are worn on the left shirt pocket. If one is worn, it will be centered; if two are worn, they will be placed stacked (one above the other) centered on the pocket flap. When a third pin is worn, all three may be evenly spaced on the left pocket flap, or the third pin may be worn on the right pocket flap, centered under the name tape/plate. All metal pins must match color of issued badge and be approved by the Chief of Police.

Approved Pins:

1. Advance Law Enforcement Courses (FBI Academy, SPI, etc.)
2. Bicycle Patrol Pin
3. C.I.T.
4. F.T.O.
5. F.T.S.
6. Honor Guard
7. Instructor
8. Motor Wings
9. Officer of the Year
10. S.W.A.T.
11. American Flag Pin

- P. **NAME PLATE/TAPE:** Officers will wear black name tapes with a white border and letters, unless the issued shirt is embroidered with their name. Sergeants and above will have black name tapes with a gold border and letters, unless the issued shirt is embroidered with their name. Ranking officers may choose to wear a gold name plate.
- Q. **OTHER APPROVED GEAR:** Other gear which is approved by the Chief of Police to be worn.
- R. **PATCHES:** The South Miami Police patch, as designed by the department, will be worn on the left and right shoulder of all shirts one (1) inch from the shoulder seam and centered on the sleeve. Patches on coats will be one (1) inch from the shoulder seam and centered. No other patch, insignia, or pin will be allowed except those authorized by the Chief of Police.
- S. **PENS:** To coincide with other metal parts of the uniform, all members will carry two (2) matching pens (black ink only) of which the part that is exposed, will be predominately gold, silver, or black in color. No more than two pens will be exposed in the left pocket at one time.
- T. **RANK INSIGNIA:** Rank insignias for Lieutenants and above will be worn on the collar of both Class A and B uniform shirts, unless they are already embroidered. Lieutenants and Captains will wear the rank insignia on the collar stitching parallel to the shoulders. Chiefs will wear the rank insignia on the collar and the stars will have a single tip pointing up, centered vertically, ½ inch from the sides and ½ inch from the bottom, on both collars.

1. Chief of Police: Four (4) Gold Stars



2. Assistant Chief of Police: Three (3) Gold Stars



3. Captain: Double Gold Bars



4. Lieutenant: Single Gold Bar



- U. **SHOES:** Issued plain all black boots/sneakers and corfam shoes (glossy)
- V. **SHORTS:** Issued navy-blue/black cargo.
- W. **SOCKS:** Solid black or navy-blue socks will be worn. Other type of socks may be worn, if they are authorized due to medical reasons. Copies of medical requirement(s) must be forwarded to the Chief of Police, through channels, and they will be included in the officer's personnel file.
- X. **TACTICAL DRESS UNIFORM (TDU):** Designed to withstand the stress of harsh environments and to resist tearing from pulling and stretching.

- Y. **UNDER SHIRT:** A visible crew-neck black T-shirt or a “V” neck shape which shall be worn as an undershirt. V-neck will not be visible from the outside of the uniform shirt.

#### 18.3.4.2 UNIFORM CLASSES

<b>CLASS A (CEREMONIAL)</b>	
HAT	Department issued command hat
SHIRT	Department issued Class A with matching hash marks indicating years of police service (1 hash mark = 3 years of service)
UNDERSHIRT	Black crewneck/V-neck shirt (not visible from the outside)
TIE	Males: navy blue clip-on tie with tie bar / Females: navy blue clip- on bowtie
BADGE	Department issued
NAME PLATE/ TAPE	Command Staff and Sergeants: Gold name plates / Officers: Silver name plates
PENS	Authorized matching pens
AWARD RIBBONS (OPTIONAL)	Official departmental issued ribbons and hold bars worn centered above name plate or tape (.25 inches above right breast pocket). Refer to Awards Ribbon Board.
TROUSERS	Department issued Class A
DUTY BELT	Department issued
UNDER-BELT	Department issued under belt with four (4) double snap keepers evenly spaced
SHOES	Department issued black corfam shoes (glossy) or polished black boots
SOCKS	Navy blue or black

<b>CLASS B (PATROL)</b>	
HAT	Department issued baseball hat
SHIRT	Department issued Class B uniform shirt long/short sleeve
UNDERSHIRT	Black crewneck or V-neck shirt
BADGE	Department issued
NAME PLATE/ TAPE	Command Staff and Sergeants: Gold name plates / Officers: Name tape with white lettering sewn on right breast pocket
PENS	Authorized pens
TROUSERS	Department issued Class B
SHORTS	Department issued
DUTY BELT	Department issued
UNDER-BELT	Issued under belt with four (4) double snap keepers evenly spaced
SHOES	Issued black boots/ black tennis shoes (clean and shined) if applicable
SOCKS	Navy blue or black

<b>CLASS C (BICYCLE PATROL)</b>	
HAT	Department issued helmet
SHIRT	Department issued bicycle polo shirt
UNDERSHIRT	Black crewneck or V-neck shirt
BALLISTIC VEST	Approved /Issued department ballistic vest
BADGE	Embroidered on department issued polo shirt
SHORTS	Department issued
DUTY BELT	Department issued
UNDER-BELT	Department issued
SHOES	Department issued tennis all black shoes.
SOCKS	Navy blue or black

<b>CLASS D (TRAINING)</b>	
HAT	Department issued baseball cap
SHIRT	Department issued T-shirt long/short sleeve
UNDERSHIRT	Black crewneck or V-neck shirt
BADGE	Approved screen-printed design
TROUSERS	Department issued Class B
DUTY BELT	Department issued
UNDER-BELT	Department issued
SHOES	Department issued boots/sneakers
SOCKS	Navy blue or black

<b>CLASS E (COMMUNICATIONS)</b>	
SHIRT	Department issued polo
UNDERSHIRT	Black crewneck or V-neck shirt
BADGE	Embroidered badge or logo
NAME PLATE/ TAPE	Embroidered last name on right breast pocket area
PENS	N/A
TROUSERS	Department issued Class B
DUTY BELT	Department issued plain black leather belt
SHOES	Department issued black boots/black tennis shoes

<b>CLASS F (FIELD FORCE/ ALPHA -BRAVO)</b>	
HAT	Department issued field force helmet/baseball cap
SHIRT	Department issued black T-shirt long sleeve
UNDERSHIRT	Black crewneck or V-neck
BADGE	N/A
PENS	N/A
TROUSERS	Class B
DUTY BELT	Department issued
SHOES	Department issued black boots/tennis shoes
SOCKS	Navy blue or black

<b>CLASS G (DETECTIVE ATTIRE)</b>	
SHIRT	Department issued polo or long sleeve shirt
UNDERSHIRT	Black crewneck or V-neck
BADGE	Worn on belt carrier next to service firearm
TROUSERS/SKIRTS	Department issued Class B or dress pants or skirts
DUTY BELT	Department issued
SHOES	Plain toe dress or corfam shoes (glossy)
SOCKS	Casual/ formal dress socks
PROFESSIONAL ATTIRE	Business suit/dress

<b>CLASS H (HONOR GUARD)</b>	
HAT	Navy blue military style round hat with matching strap and badge
JACKET	Department issued Honor Guard jacket
SHIRT	White or black dress shirt (depending on occasion)
SHOULDER CHORD	Blue/White or Black/Blue (depending on occasion)
TIE	Department issued
UNDERSHIRT	V-neck shirt (not visible from the outside)
BADGE	Department issued Honor Guard badge
NAME PLATE	Gold name plate with Honor Guard backing worn on the right breast pocket holder
PENS	N/A
TROUSERS	Department issued Honor Guard, with blue stripe on legs
DUTY BELT	High Gloss Honor Guard duty belt and matching accessories
SHOES	Department issued Honor Guard corfam shoes (glossy)
SOCKS	Navy blue or black

<b>CLASS I (POLICE CADETS)</b>	
HAT	Academy issued
SHIRT	Academy issued/light blue shirt with police academy patch sewn on left side. South Miami patch sewn on right side.
UNDERSHIRT	V neck black or white
BADGE	N/A
NAME PLATE/ TAPE	Silver name plate
PENS	Two matching pens
TROUSERS	Academy issued navy blue
BELT	Navy blue braided belt with brass buckle
SHOES	Corfam shoes (glossy)
SOCKS	Black socks

<b>CLASS J (S.W.A.T.)</b>	
HAT	Department issued ballistic helmet and baseball cap
SHIRT	Department issued TDU shirt, / T-shirt
UNDERSHIRT	Black Crewneck or_V-neck
BADGE	N/A
NAME TAPE	Applicable to department issued TDU shirt
PENS	N/A
TROUSERS	Department issued TDU
DUTY BELT	Department issued
SHOES	Department issued black boots/black tennis shoes
SOCKS	Navy blue or black
EQUIPMENT	Mandatory SWAT issued equipment (ballistic vest, protectors, etc.)

<b>CLASS K (K-9)</b>	
HAT	Department issued ballistic helmet and baseball cap
SHIRT	Department issued TDU shirt
UNDERSHIRT	Black crewneck or V-neck
BADGE	Embroidered badge
NAME TAPE	Embroidered on TDU jacket
PENS	N/A
TROUSERS	Department issued TDU
DUTY BELT	Department issued
SHOES	Department issued black boots/black tennis shoes
SOCKS	Navy blue or black

<b>CLASS L (COURT ATTIRE)</b>	
SHIRT	Department issued short/long sleeve Class B or Department issued Class A with tie/bowtie, or polo shirt
UNDERSHIRT	Black crewneck or V-neck
BADGE	Worn on belt next to firearm when wearing business attire
PENS	When wearing Class A or B shirt
TROUSERS	Issued Class A or B trousers, business pants or skirt.
DUTY BELT	Department issued
SHOES	Department issued black boots/black tennis shoes or dress shoes
SOCKS	Navy blue, black or dress socks with dress shoes

<b>CLASS M (MOTOR UNIT)</b>	
SHIRT	Department issued Navy blue/white long and short sleeve shirts.
NAME PLATE	Silver engraved name plate
HELMET	Department issued two tone black/white
BADGE	Department issued
PENS	Silver in color
TROUSERS	Department issued with gold striping on side
DUTY BELT	Department issued black high gloss
SHOES	Department issued black high gloss

### 18.3.4.3 PROCEDURES AND STANDARDS

- A. This section will provide members with a standard for uniform attire while wearing the department uniform. The Chief of Police will have the authority to choose the Class of uniform that will be required for the assignment/classification of the employee. Any special units such as Honor Guard, Canine, etc. are also guided by these standards; additional uniform guidelines may be incorporated into their unit standard operating procedures, however, there will be no deviation from the department standard permitted. Officers shall be completely and properly dressed at the beginning and throughout their respective shifts.
- B. **Uniform Standards – Head Gear:** Headgear shall be worn in a military manner: square and level on the head, in its original shape and form and not soiled, crushed, modified or sloppy in appearance. Head gear shall not be worn in a reverse or sideways manner.
- C. **Uniform Standards – Shirts:**
1. Uniform shirts shall have affixed to each sleeve the South Miami Police Department patch, and applicable chevrons (when appropriate).
  2. Short sleeve uniform shirt sleeves shall only be rolled up when extra visibility is necessary to display reflective material.
  3. Members shall report to work with clean and pressed shirts. All class shirts shall be completely tucked into the uniform pants or shorts.
  4. Uniform shirts that require badges, shall be worn over the left shirt pocket and pinned through the holes provided.
  5. The cloth nametape/ embroidery, consisting of a minimum first initial and last name, shall be affixed on the right breast pocket flap of the uniform shirt and centered along the bottom seam along the bottom seam along the top portion of the flap. A name plate may be used in lieu of a nametape/embroidery.
  6. Department shoulder and sleeve patches, affixed to the uniform prior issue, shall be regulated by the Office of the Chief of Police to insure uniformity.
  7. Optional uniform shirt accessories including awards, pins, ribbons, medals, and service bars (hash marks). Only those accessories authorized by the Chief of Police may be worn and shall be worn in the following manner:

- a. Ribbons will be worn horizontally across the top of the right breast pocket of the uniform shirt. Ribbons will be in the order of precedence, as described in the Awards and Recognition section, from right to left, as the uniform is being worn, and from the top to bottom.
- C. **Uniform Standards Pants:** Uniform pants shall be regulated by the Chief of Police in order to insure uniformity. The length of the pant leg shall touch the top of the front of the shoe without breaking while the member is standing in an erect position, and the waistline shall be maintained above the hipbone level. Members shall report to work with clean and pressed uniform pants.
- D. **Uniform Standard Shorts:** Uniform shorts shall be regulated by the Chief of Police to insure uniformity. Only department issued shorts shall be worn.
- E. **Uniform Standards Belts and Accessories:** All uniform pants and shorts shall be worn with a belt, without ornaments, and as described below:
  - 1. **Uniform Patrol Officers and Sergeants:** Members shall wear all issued and mandated duty belt and accessories. Duty belt wear shall be department issued.
  - 2. **Administrative Uniformed Sworn Personnel:** assigned within the headquarters facility shall not normally be required to wear a full duty belt and all accessories. Sworn personnel in this assignment shall be required to wear the issued firearm, secured in an approved holster, handcuffs, an additional magazine, and at least one authorized intermediate less-lethal weapon (i.e. baton, OC spray, taser).
  - 3. **Administrative and General Investigations Unit:** whose primary duties and functions are executed in a plain clothes capacity shall be required to wear a thumb break or retention holster designed for plain clothes assignment. The holstered handgun shall be worn on the strong side hip, outside the belt. The members badge shall be worn on the waist, outside the belt, directly in front or adjacent to the holstered firearm. Sworn personnel in this assignment shall be required to wear handcuffs, an additional magazine, and at least one authorized intermediate less-lethal weapon (i.e. baton, OC spray, taser).
  - 4. **Special Investigations Unit:** members whose primary duties and functions are executed in a plain clothes capacity shall be required to wear a thumb break or retention holster designed for plain clothes assignment. The holstered handgun shall be worn on the strong side hip, outside the belt. The members badge shall be worn on the waist, outside the belt, directly in front or adjacent to the holstered firearm, or on a holder with chain around the neck. (Except when working in an undercover capacity or operation).

**F. Uniform Standards Footwear:**

1. Socks shall be worn with any class of uniform. Sock length shall be long enough to cover respective shoe heights.
  - a. Solid color navy blue or black socks, without design, shall be worn when wearing the uniform pants, except for professional staff.
2. The uniform shoe shall be limited to an all-black, plain toe, lace-up, zip up rubber or leather boot or tennis sneaker.
3. Footwear shall not be adorned with buckles or ornaments of any kind. No metal plates, cleats, or other attachments shall be worn on the bottom surface.

**G. Uniform Standards Jackets:**

Jackets worn while in any class uniform shall be complete with departmental patches, embroidered badges, and the rank when applicable. The wearing of the jacket is optional.

1. The badge embroidery shall be located above the left breast pocket area of the jacket.
2. If badge embroidery is not located on the jacket, the members badge will be pinned in its place.
3. Name tags are not required on jackets.
4. Rank insignias designating Lieutenants, Captains, or Chiefs shall be worn centered on each shoulder lapel.
5. Raincoats shall be department issued and worn at the discretion of the officer.

**H. Uniform Standards Miscellaneous:**

1. No alterations will be made to the uniform other than those that are necessary to insure a proper fit.
2. Care shall be taken to ensure that the uniform is properly tailored, fits neatly, is clean and well pressed, in good condition without visible alterations or repairs, and meets all the necessary requirements set forth in this manual.
3. All members, regardless of assignment, shall have available in their locker a complete uniform in the event of an emergency situation.

- I. **Non-Uniform Attire:** On-duty members authorized to wear non-uniform attire in place of a uniform shall wear business attire appropriate in accordance with city policies.
- J. **Undercover Assignment:** While in an undercover assignment or detail, officers may wear clothing and styles of facial hair and hairstyles that do not conform to normal standard.
- K. **Ballistic Outer Vest Carriers:** Issued by the department, however with the Chief of Police approval, officers may wear personally purchased outer vest. The vest must be the same NIJ rating standard or higher, must look substantially the same as the issued carriers. They will have the same identifying department and police markings and will only carry authorized equipment. A memorandum from the officer to the Chief of Police providing make, model, photograph, serial number, date of manufacture, and NIJ rating must be signed by the Chief of Police.

#### **18.3.4.4 PERSONAL APPEARANCE**

##### **A. HAIR APPEARANCE:**

###### **1. Female Personnel:**

- a. Hair must be neat and well-groomed while on duty.
- b. Hair must be secured in a style which will not contribute to injury during the tour of duty or in the event of an assault.
- c. Hair may be worn in a ponytail or two braids but may not extend below the middle of the back.
- d. Hairstyles worn must fit properly under the uniform command hat and baseball cap.
- e. Professional staff hair length and style are not regulated, except that it be neat, well-groomed while on duty, and of natural colors.
- f. The Chief of Police reserves the right to regulate hair styles not conforming to this subsection.

## 2. Male Personnel:

- a. Hair will be neat, clean, trimmed, and not extrude more than three (3) inches from the scalp. Hair will not cover more than one (1) inch of the ear from the top and to the bottom of the collar. Braids, cornrows dreadlocks plaits, extensions are permitted as long as the bulk and length of the hair shall not interfere with the normal wearing of a uniform command hat and issued baseball cap.
- b. The sides and back of the hair may be tapered or block cut but shall not protrude beyond the bottom of the shirt collar with the head held erect.
- c. Sideburns shall not extend below the tip of the lower lobe of the ear. The maximum width at the bottom of the sideburns shall not exceed 1 ¼ inches.
- d. The Chief of Police reserves the right to regulate hair styles not conforming to this subsection.

## 3. Facial Hair:

- a. Members are permitted to have facial hair that is neatly trimmed and conservative in appearance. However, employees may not have any designs or patterns groomed into their facial hair.
- b. **Mustaches:** shall be neatly trimmed and maintained. Mustaches may not extend or cover the upper lip line or more than ½ inch below or beyond the corners of the mouth.
- c. **Goatee:** A mustache that extends down around the sides of the mouth and joins hair on the chin, also referred to as a circle beard. This style of facial hair shall be worn with a mustache, and the cheeks, jawline, and neck shall remain clean-shaven. All facial hair length standards apply to goatees.
- d. **Natural Beard:** Also referred to as a full set. This style of facial hair shall be worn with a mustache, shall cover the complete jawline, the cheeks shall be shaved on and above the cheekbone, and the neck shall be no more than one inch (1") below the jawline. The beard shall not extend more than half inch (1/2") outward from the face.

- e. **Prohibited Beard Styles:** Stubble- Beards shorter than one quarter (1/4) inch in length, also referred to as “five o’ clock shadow.”
  - f. Beard/Goatee color: Shall be consistent with the member’s regular or natural hair color to include those members without hair (shaved or hair loss). Un-natural or multi-coloring shall not be permitted.
  - g. All members with facial hair shall have immediate access to a razor for the purposes of shaving if a member is called to perform a task or function that requires a clean-shaven appearance, (special assignment exigent circumstances, response to civil unrest requiring the donning of a gas mask, etc.) that member shall be required to shave and must wait until authorization to regrow has been given by a commanding officer.
  - h. **Supervisor Discretion:** If at any time while on duty, a commanding officer determines that a member’s beard/goatee is not in compliance with this policy, they may direct the member to remove some (beard leaving a goatee, neck area shortened, etc.) or all facial hair (except for approved mustaches).
  - i. Members deemed not in compliance who are ordered to shave, shall be required to do so prior to reporting to their next tour of duty. Members that fail to comply with the order are subject to progressive discipline.
  - j. Members found to be violating the facial hair policy may be subject to progressive discipline and may be suspended from the aforementioned privileges for a predetermined timeframe.
4. All Personnel:
- a. Hair shall be maintained in a clean, neatly combed or styled manner.
  - b. Hair shall not interfere with a member’s vision or proper performance of duties.
  - c. Shaved designs, although socially acceptable, shall not be worn while on duty.
  - d. The Chief of Police reserves the right to regulate hair styles not conforming to this subsection.

- e. **Sworn personnel hair**, if colored, shall be a conservative shade with no unnatural shade such as gold, orange, green, fluorescent colors, or have sprayed on substances such as glitter spray. No employee shall wear a hairstyle cut in the shape of letters, numbers or designs. Hair color shall be conservative (natural hair colors) and reflect a professional uniform image.
- g. **Professional Staff's hair**, if colored, shall be a conservative shade with no unnatural shade such as gold, orange, green, fluorescent colors, or have sprayed on substances such as glitter spray. A single highlight strand of unnatural color is permissible so long as it can be concealed when the hair is worn down. No employees shall wear a hairstyle cut in the shape of letters, numbers or designs. Hair color shall be conservative (natural hair colors) and reflect a professional uniform image.
- h. **Make-up** shall be conservative, understated in application, and present a professional appearance. Excessively applied make-up is prohibited, i.e., bright or flashy eye shadow, heavy eyeliner, etc.

5. Fingernails:

- a. Fingernails for sworn members shall not extend over the end of the finger for more than ½ inch.
- b. Fingernails will be rounded and kept clean.
- c. Fingernail ornaments are prohibited for sworn personnel.

6. Personal Hygiene:

- a. The South Miami Police Department is concerned with the impression we make on others as representatives of the City. In accordance with this concern, employees should always strive to ensure that their clothing, appearance, and hygiene are businesslike and contribute to a pleasant and safe office atmosphere for both co-workers and citizens.
- b. Employees are encouraged to consult with their supervisor whenever necessary regarding what is acceptable for their work area.
- c. Excluding those members acting in an undercover capacity, all members shall be expected to maintain a high standard of personal grooming and hygiene. Clothing shall be clean and neatly pressed and footwear, duty belt and accessories clean and polished.

- d. The South Miami Police Department is fully committed to safeguarding the health and safety of all employees and citizens alike. Members shall:
  - 1. Be required to wash hands with soap and warm water or use hand sanitizer Whenever possible.
  - 2. All employees shall follow proper cough and sneeze etiquette.
  - 3. Use the appropriate personal protective equipment (mask, gloves, etc.) when essential to avoid unnecessary contamination.

7. Jewelry, Sunglasses, and Body Piercing/ Ornaments:

- a. A watch, and a maximum of three (3) rings may be worn per hand and three (3) bracelets per wrist, excluding medical bracelets.
- b. Necklaces must be concealed by the uniform.
- c. Earrings of a small post or loop may be worn by sworn female personnel. Professional staff may wear earrings that do not interfere with their duties. All personnel will have no more than three (3) earrings per ear. Earrings must compliment the uniform and be of gold, silver or of a natural gemstone.
- d. Male earring(s) is/are prohibited.
- e. Tongue piercings (small studs) are permissible as long as they are not generally visible or alter normal speech.
- f. While in uniform, sunglasses will be of a conservative nature with black, brown, dark blue or dark green lenses. Frames will be silver, gold, black, or blue. Cords will be black or dark blue in color.
- g. Jewelry accessories, and/or ornaments that are offensive in nature are prohibited. Sworn members shall not display any jewelry that has been pierced into the skin or into any part of the face or neck except the ear. Professional staff are permitted one (1) nose stud piercing on one side of the nose that is less than 2mm in size.
- h. An employee shall not wear any jewelry on the teeth, (e.g. grills, fangs, gold teeth, etc.)

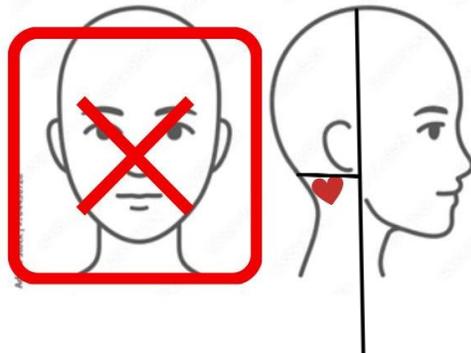
### 18.3.4.5

### TATTOOS, BODY ORNAMENTS, BODY MODIFICATIONS

A. TATTOOS, BODY ORNAMENTS: Employees shall not have any visible tattoos/body ornamentation on the hands and knuckles or head and front neck area, which includes the head, scalp, face, and neck above the collarbone in the front. Inappropriate tattoo/body ornamentation- A tattoo/body ornamentation, is considered inappropriate/offensive and is prohibited if it:

1. Depicts, describes, or otherwise refers to violence, sexual conduct, acts, or organs.
2. Describes or refers to intolerance of or discrimination against any race, color, preference, creed, religion, national origin, or is commonly associated with any organization or groups which advocate such intolerance or discrimination.
3. Any visible tattoo or body ornamentation that can be deemed reasonably offensive or morally objectionable, including but not limited to, racially oriented, drug related, or sexually explicit words, pictures or symbols.
4. Brings discredit upon the agency.
5. Violates standards of decency or morality.

**Tattoos are permissible on the back of the neck rearward from the vertical and horizontal plane of the bottom of the ear lobe. Back of the neck tattoos are prohibited above the natural hairline and when no natural hairline exists, the top of the Class A collar should be utilized. See below figure for reference.**



B. Visible Body Modifications are prohibited (i.e. ear and lip gauges, forked tongues, facial implants distorting the body as to cause an unnatural appearance).

#### **18.3.4.6 REQUIRED EQUIPMENT**

- A. **REQUIRED EQUIPMENT:** All Uniform Patrol members shall report for duty with all necessary equipment easily accessible.
1. Whistle
  2. 2 pens as defined in 18.3.2
  3. Flashlight
  4. All non-supervisory uniformed personnel shall carry a notepad
  5. Ballistic vest
  6. Issued duty belt
  7. Issued firearm, ammunition, and magazines
  8. Issued expandable baton (optional)
  9. Issued Oleoresin Capsicum (OC) spray (optional)
  10. Issued Electric Control Device (ECD) and carrying holster
  11. Valid Florida Driver's License
  12. Issued badge
  13. Issued Identification
  14. Issued work laptop and required devices

#### **18.3.4.7 REPLACEMENT OF UNIFORM AND EQUIPMENT**

- A. Initial uniform and equipment order: Members shall receive uniforms and equipment pursuant to their respective Collective Bargaining Agreement.
- B. Replacement uniform and equipment order: Members may request replacement uniforms and equipment through the authorized online vendor, as needed due to wear, tear, damage, and/or unsafe operation.
- C. Lost, damaged or stolen City issued property: Members shall without delay advise their immediate supervisor and submit a memorandum via Chain of Command, to the Chief of Police. An Offense/Incident report will also be completed with the appropriate jurisdiction where the property was lost or stolen.

#### **18.3.4.8 BALLISTIC VEST**

- A. The South Miami Police Department encourages sworn personnel to wear approved body armor with current manufacturer dates, and supervisors will encourage the wearing of body armor.

- B. All police officers and sworn personnel shall be issued a purchase order in an amount set by the police department, to obtain a ballistic vest. Officers desiring a vest that costs more than the purchase order amount shall be responsible for making up the difference in cost with approval of the Chief of Police.
- C. Such vests shall be rated a minimum rating under NIJ standards such that they will defeat a round fired from the department's service handgun. **(i.e. a minimum threat level III A). The officer will have the option of either having a soft ballistic vest that is worn under the uniform shirt or worn on the exterior of a uniform shirt. The other option that officers have, in lieu of a soft ballistic vest is a departmental issued plate carrier.** The bullet resistant vest must be current. Members are required to request another vest at least three (3) months before the expiration. **[(CFA14.10(B))** Supervisors will check the status of their employees' vest during staff inspections and if discovered to be expired, direct the employee to order a new one.
- D. All employees who are required to possess body armor will have it accessible for use when on duty. The wearing of body armor is optional except when mandated for specific tactical/ high risk situations (18.3.4.9) or required by the highest ranking SMPD supervisor on a scene. **[CFA14.10(A)]**
- E. Cleaning and maintenance of the vest will be the responsibility and obligation of the individual officer, in accordance with manufacturer.
- F. Plainclothes officers may request a marked tactical carrier for body armor. Both the ballistic panels and their carrier should be inserted into the marked tactical carrier.

#### **18.3.4.9 BALLISTIC VEST/HIGH-RISK & TACTICAL SITUATIONS**

- A. Department personnel that are involved in the execution of pre-planned, high- risk tactical situations are required to wear agency provided anti-ballistic vests whenever discharging those duties. Examples of high-risk tactical situations include, but are not limited to planned warrant executions, drug raids, planned buy-busts, active shooters, or any call determined by a supervisor to have enough safety liability to mandate the use of those vests. **[CFA14.10M(C)]**