

12.020 UNIFORMS, RELATED EQUIPMENT, AND PERSONAL GROOMING

Reference:

Procedure 12.010, Roll Call and Personnel Inspection
 Procedure 12.025, Authorized Weapons
 Procedure 12.033, Mountain Bikes: Assignment, Use, and Maintenance
 Procedure 12.545, Use of Force
 Procedure 12.815, Court Appearances, Jury Duty, and Other Hearings
 Procedure 18.110, Department Medals, Awards, and Recognition
 Procedure 19.105, Sick/Injured With Pay and Special Leaves
 Manual of Rules and Regulations – 3.01, 7.04, 8.01, 8.02, 8.03, 8.04

Purpose:

Identify approved uniforms and equipment for use and establish grooming standards for all sworn personnel.

Policy:

Sworn personnel will only wear uniforms and equipment issued or approved by the Cincinnati Police Department (CPD) or approved by the Police Chief. Department personnel desiring to wear any equipment not issued by the Department or not on the approved list must request written approval from the Police Chief.

Sworn personnel will maintain in good repair and have available a complete Operational and Dress uniform and all related equipment. The official allotment for uniform pants and shirts: 1 white long sleeve shirt, 1 non cargo-pocket pant, Operational maximum: 4 short sleeve shirts, 4 long sleeve shirts, 4 cargo-pocket pants. Plain clothes: 1 short sleeve shirt, 1 long sleeve shirt, 4 cargo-pocket pants.

Approved personal purchase items, described in the current labor contract agreement, damaged while in the performance of official business will be covered under section G.3. of this procedure. The Supply Unit will maintain a list of approved personal purchase items including brands, models or specifications.

Information:

Unless specifically directed to wear **Range Attire**, personnel attending training shall be permitted to wear **Business Casual Attire**. Business Casual Attire requires a shirt with a collar, slacks/pants, and appropriate footwear. The wearing of ball caps, skull caps, bandanas, etc., clothing made of denim material, athletic wear (jogging pants, sweatshirts, sweatpants, etc.), gym shoes/running shoes or sandals, are expressly prohibited.

Department personnel attending training who anticipate a court appearance, or who have submitted a Form 663, On-call Court Appearance, must wear or have immediately available to them the traditionally prescribed **Conservative Business Attire**.

Procedure:

A. Approved Uniforms

1. Dress Uniform

- a. Hat and wreath (all-season with convertible band)
 - 1) The convertible band will be worn on the all-season hat between November 1st and March 1st of each year.
- b. Ike jacket with leather gun belt and equipment
- c. Blouse with supervisor style holster and extra magazine in holder
 - 1) Blouses may be issued to police officers/specialists upon approval of the officer's bureau commander.
 - 2) Sergeants and above will have the CPD patch on both sleeves of the blouse.
- d. White long sleeve shirt with clip-on black tie
- e. All weather pant without cargo-pockets
- f. Uniformed personnel will wear the Dress uniform:
 - 1) To full City Council meetings
 - 2) To funerals
 - 3) When participating in a parade
 - 4) When attending promotional ceremonies
- g. Officers assigned to undercover units must be compliant with grooming standards if the Dress or Class-A uniform is worn.

2. Class-A Uniform

- a. Hat and Wreath (all-season with convertible band)
- b. Long sleeve blue shirt and clip on tie
 - 1) Tie tack, plain gold bar type, or gold bar type with City seal only, aligned with the lowest edge of the breast pocket flap. Traffic Unit may wear unit wing insignia as a tie tack.
- c. All weather pant with cargo-pockets
- d. The Class-A uniform may be worn to community meetings, or less formal occasions at the direction of the Police Chief.

3. Operational Uniform

- a. Hat and Wreath (all-season with convertible band)

- 1) The uniform hat will be worn at all times when outdoors, except under exigent circumstances, e.g. foot pursuits, weapon runs or other officer safety situations. This includes, but is not limited to: court appearances, outside employment details, large events, parades and traffic posts.
- b. "CPD" embroidered knit cap
 - 1) May be worn at the individual's discretion during cold weather only when a jacket or winter coat is worn; never with the Dress or Class-A uniforms.
- c. Department approved blue uniform long sleeve shirt and black clip on tie.
 - 1) Sergeants and police officer/specialists may wear the approved embroidered mock turtleneck or dickey under the shirt. Lieutenants and above must wear the black clip on tie.
 - 2) Department personnel will transition from the blue short sleeve uniform shirt to the blue long sleeve uniform shirt on November 1st of each year.
 - a) Captains and above will wear the blue, long sleeve shirt and tie throughout the year.
- d. Department approved blue short sleeve shirt, without tie
 - 1) T-shirts with a crew neck must be black in color. White V-necks are permissible for wear as long as they are not visible.
 - a) Department personnel have the option to begin wearing the blue short sleeve uniform shirt on March 1st of each year.
- e. Department approved trousers with or without cargo-pockets
- f. Raincoat with approved reversible reflective material
- g. Topcoat: captains and above
- h. Approved windbreaker or fleece jacket
- i. Gortex winter coat
- j. Approved personal purchase leather jacket, Taylor's Leatherwear Milwaukee (4450Z) or Indianapolis (4461Z) style
- k. Tie: black clip-on
 - 1) Tie tack, plain gold bar type, or gold bar type with City seal only, aligned with the lowest edge of the breast pocket flap. Traffic Unit may wear unit wing insignia as a tie tack.
 - 2) The tie will only be worn with a long sleeve uniform shirt.

- i. Footwear - approved styles
 - 1) Black, leather or high gloss, low or high cut, plain toe military style shoe
 - 2) Black, leather boots with plain toe
 - 3) Black, winter or inclement weather boots or overshoes
 - 4) Footwear authorized for specialized assignments, including but not limited to the Clandestine Lab Response Team, Special Weapons and Tactics (SWAT), Training Staff and Canine personnel
- m. Socks - solid black or navy blue
 - 1) Officers may wear white socks with **boots** provided the socks are not visible beneath the hem of the pant leg.
 - 2) Officers may wear white socks with **shoes** only when prescribed by the Employee Health Service (EHS) physician.
- n. Belt - black with plain gold plated belt buckle
- o. Gold plated belt keeps
- p. Gloves - black or navy blue
- q. Dickey and sweaters, black or navy blue in color only
 - 1) A dickey, crew neck sweater, or turtleneck sweater designed to be worn over the shirt, will be worn only when the uniform jacket or coat is being worn and is zipped.
 - a) Turtleneck sweaters or dickeys may be worn with or without the uniform shirt or tie, as long as they are under a zipped up uniform jacket or coat.
 - 2) A plain v-neck sweater may be worn at any comfortable temperature with the uniform shirt and tie and when the uniform jacket or coat is worn.
 - a) Officers assigned inside may wear v-neck sweaters with shirt and tie.
 - 3) An approved personal purchase military style v-neck sweater may be worn on top of the uniform shirt and tie without a jacket or coat. It must have:
 - a) Military style patches on the shoulders and elbows.
 - b) Epaulets
 - c) A badge tab and name tape in the same location as a jacket and must have two CPD patches on the same location as a jacket.

- d) Appropriate rank patches for sergeant, sewn to the sleeves below the CPD patches, on the same location as the jacket.
- r. Blackhawk Duty Belt Harness
 - 1) A personal purchase of the Blackhawk Duty Belt Harness may be worn under the shirt only.
 - 2) The uniform shirt must be professionally altered along the side seams to allow the harness to be worn properly.
- 4. District investigators are permitted to wear an approved personal purchase short sleeve polo-style shirt as proper uniform attire during their work day, except when scheduled to appear in court.
 - a. Approved short sleeve polo-style shirts must be navy blue or black in color and have sewn on the shirt:
 - 1) The officer's name and rank above the right breast
 - 2) A replica of the Cincinnati Police Department patch above the left breast with the officer's unit of assignment directly below the CPD patch insignia.
 - b. The short sleeve polo-style shirt may only be worn with personal purchase tan or black khaki-style pants.
 - 1) The khaki-style pants must be full length and neat in appearance.
- 5. Civilian clothes officers in operational assignments, e.g., Criminal Investigations Section (CIS), district investigator, etc., will carry the following equipment. The unit commander may make an exception if possession of items described in Sections A.4, A.5, or A.6 jeopardize a police officer or an official investigation:
 - a. Badge and Department issued ID card
 - b. Department issued Cincinnati Public Schools (CPS) access card
 - c. Handcuffs and key
 - d. Department approved firearm
 - e. Extra magazine
 - f. TASER
- 6. Civilian clothes officers in staff assignments, e.g., Inspections Unit, Internal Investigations Unit (IIU), etc., will carry, at the minimum, the following equipment:
 - a. Badge and Department issued ID card
 - b. Department issued Cincinnati Public Schools access card
 - c. Department approved firearm

7. Uniformed officers in uniform staff assignments will wear the uniform gun belt and all required equipment.
8. Honor Guard and Motorcycle Patrol
 - a. Special assignments are authorized uniform/equipment approved by the Police Chief and addressed in the section/unit SOP
9. Mountain Bike Uniform
 - a. The following items are issued to bike officers as their Department issued bike uniform:
 - 1) Cycling helmet, with winter cover
 - 2) Cycling glasses
 - 3) Nylon gun belt with, magazine holder, radio holder, double cuff cases, silent key ring, holster, badge holder and leather glove pouch containing 2 pairs of "Safeskin" Nitrile Exam Gloves
 - 4) Summer shorts and long trousers
 - 5) Short sleeve shirts
 - 6) Mock turtleneck shirt
 - 7) Winter jacket
 - 8) Balaclava (for inclement weather only)
 - 9) Gloves (winter & summer)
 - 10) Cycling shoes
 - 11) Climits hand protectors
 - b. Wearing of the bike uniform
 - 1) Helmets and eye protection will be worn at all times while cycling.
 - 2) Department issued nylon gear will only be worn with an acceptable bike uniform.
 - 3) The bike uniform will only be worn when officers will be riding their bikes. During inclement weather or when assigned other duties where the officer will not be riding a bike, the uniform of the day will be worn.
 - 4) Off-duty officers attending court, who are assigned a mountain bike, will wear the Department uniform or conservative business attire.

B. Body Armor

1. Wearing body armor is mandatory at all times, all sworn personnel below the rank of captain will wear issued body armor while on-duty or when working off-duty extension of police services details.
 - a. Only the Police Chief or Acting Police Chief may approve the removal of body armor.
2. Captains and above will wear body armor when actively involved in field operations.
3. Personnel will wear body armor with both front and back ballistic panels inserted.
4. Bureau commanders can approve exemptions to the wearing of body armor. The officer must submit a written request through the chain of command. The bureau commander will consider the following exceptions that, if approved, will expire January 1 each year:
 - a. Administrative and staff assignments including district/unit desk personnel. A position, rather than an individual, may be exempt.
 - b. Non-uniform investigative assignments; a position, rather than an individual, may be exempt.
 - c. A medical condition which precludes the wearing of body armor
 - 1) The officer must submit a statement from a physician identifying the condition.
 - 2) The physician's specialty must be consistent with the diagnosis and treatment of the identified condition.
 - 3) The officer has the responsibility for renewing the exemption. The exemption may be renewed using the same process above.
 - 4) Exempt officers will have their body armor ready at hand while on duty.
5. Regardless of any exemptions, officers will wear body armor when executing an arrest warrant, search warrant, during stakeouts which may require enforcement action, and when directed by a supervisor.
6. Off-duty officers are not required to wear body armor while attending court.
7. The body armor manufacturer has recommended body armor be stored in a cool dry place when not in use. This recommendation follows concerns over high temperatures affecting the integrity of the body armor.
 - a. Officers should avoid storage of body armor in a vehicle when high temperatures are likely to be present.

C. Insignia, Badges, ID cards, Cincinnati Public Schools (CPS) Access Cards

1. Name plates and Serving Since Pins
 - a. All uniformed personnel will wear one name plate and the Serving Since Pin on the uniform shirt, blouse or Ike jacket. The plate and pin combination will be worn on the center of the right breast pocket flap just below the seam.
 - b. The Serving Since Pin includes all time served as a sworn law enforcement officer, no matter where the service was performed.
2. Unit identification emblem is worn on the left lapel of the Ike jacket or blouse.
3. CPD patches or insignia worn on all uniforms must be the same style, size and color of the current issued patch or insignia.
4. Service Stripes – 1 for each 5 years of service, which is worn on the left sleeve of the blue long sleeve Operational/Class-A shirt only. Service patches on Ike jackets and Blouses will remain a circle with number.
 - a. The Service Stripes includes all time served as a sworn law enforcement officer, no matter where the service was performed.
5. Rank insignia
 - a. All collar or shoulder rank insignia will be gold in color.
 - b. Supervisors will wear the rank insignia on the collar of the uniform shirt in the following manner:
 - 1) Lieutenants and above will wear the rank insignia on the shoulder epaulets of the blouse, overcoat, Gortex or windbreaker jacket, military style v-neck sweater, and on the collar of the uniform shirt.
 - 2) Sergeants will wear the brass chevrons on the shirt collar of the white long sleeve uniform shirt while in the Dress uniform only.
6. Service Achievement Awards
 - a. The following authorized enamel commendation award bar (CAB) insignia may be worn on the Ike jacket/blouse of the Dress uniform or on the uniform shirts of the Class-A uniform and Operational uniform, centered directly above the wearer's right breast pocket.
 - 1) Medal of Valor
 - 2) Medal of Personal Sacrifice with Scarlet Ribbon
 - 3) Medal of Personal Sacrifice
 - 4) Police Chief's Award for Distinguished Service
 - 5) Department Award for Exemplary Conduct
 - 6) Department Award for Safe Driving

- 7) Department Award for Health and Fitness Achievement
 - b. The enamel CAB insignia shall be arranged in order, dressed from top to bottom and from the wearer's left to right (centerline of the body outwards), according to the above listed hierarchy.
 - 1) Do not exceed three CAB insignia on a single row.
 - c. The authorized cloth commendation ribbon insignia shall be worn only on the windbreaker or storm jacket, sewn on, and centered ½" inch above the officer's name tape.
 - 1) The cloth commendation ribbon insignia are only for the following three awards:
 - a) Medal of Valor
 - b) Medal of Personal Sacrifice with Scarlet Ribbon
 - c) Medal of Personal Sacrifice
 - 2) The cloth commendation ribbon insignia shall be arranged in order, dressed from top to bottom and from the wearer's left to right (centerline of the body outwards), according to the above listed hierarchy.
 - a) Do not exceed two cloth commendation ribbon insignia on a single row.
 - d. The Medal of Valor, Medal of Personal Sacrifice with Scarlet Ribbon and Medal of Personal Sacrifice are authorized to be worn by a recipient during formal ceremonies requiring the wearing of the Ike jacket/blouse – Dress uniform. It shall be the option of the medal recipient to wear the medal, should they elect to do so.
 - e. The Outstanding Achievement Award is worn centered directly above the left breast pocket.
 - f. The Years of Service Recognition Pin (20, 25, & 30 years) is worn centered directly above the right breast pocket, above all other awards and insignia, on the Class-A and Operational uniform shirt.
7. Special assignment insignia is worn centered on the left breast pocket flap of the Ike jacket, nylon windbreaker, blouse or shirt. Officers with more than one insignia will wear no more than two at one time, side by side on the left breast pocket flap. Upon reassignment, retirement, or resignation, the insignia must be turned in.
 - a. Only officers assigned to a special unit are authorized to wear special unit insignia.
 - 1) Traffic Unit personnel will wear the Traffic Unit insignia centered directly above the right breast pocket of the Class-A and Operational uniform shirt.

- a) Traffic Unit personnel authorized to wear a CAB will wear the Traffic Unit insignia centered on the right breast pocket directly above the CAB.
- 2) Only personnel currently assigned to the Traffic Unit are authorized to wear the whistle chain.
 - a) The whistle chain will be worn with the Class-A and Operational uniform only. It will not be worn with the Dress Uniform.
 - 1] The chain will be affixed to the button under the right shoulder epaulet and will be tucked into the right breast pocket.
 - b. Only officers who are trained and certified are authorized to wear pins or insignia for special recognition, including but not limited to MHRT, ESME, and FTO.
- 8. Military Insignia
 - a. Officers who possess military ribbons or awards are authorized to wear them on their Dress uniform (blouse, Ike jacket or Class-A) when dressed for a formal event. Officers are not permitted to wear them during everyday field operations.
 - b. Military designator pins will be worn above the right breast pocket directly above any CAB insignia on the Dress uniform, Class-A uniform, and Operational uniform.
- 9. Badge and Department issued identification card
 - a. Sworn members shall carry their badge and identification card when carrying their Department approved firearm. Sworn members in civilian attire while in police installations shall at all time wear their identification card in a visible manner.
 - 1) Bureau commanders may make exemptions for reasons of safety or practicality, e.g., district exercise rooms.
 - 2) Officers who wish to purchase a flat wallet badge or who are authorized to purchase a detective badge must submit a brief Form 17 to Supply for processing.
 - b. Department issued ID cards are replaced when:
 - 1) An officer is promoted.
 - 2) An officer's appearance changes significantly, e.g., weight, color or length of hair, grows facial hair for a covert assignment, or removal of facial hair.
 - 3) An officer's Ohio driver's license and Department official photographs are renewed every four years.

- a) Personnel Management routes the notice of expiration of the operator's license and file photographs to all offices/districts/sections/units.
- c. Officers will respond to the Personnel Management, Monday through Friday between 0800-1600 hours for replacement of Department issued ID cards. Upon surrender of the expired card by the officer, Personnel Management will destroy the card and immediately issue the new card to the officer. Employees working hours other than those listed above will respond to CIS to have photos taken by a Criminalist. Employees must call, prior to responding, to ensure a Criminalist is available to take photos.
- 1) All officers except those in civilian clothes and covert assignments will respond with an Operational uniform shirt and necktie.
 - a) All officers in civilian clothes and covert assignments, regardless of rank, will respond in proper business attire.
 - 2) One photograph is required for police officers, specialists and sergeants.
 - 3) Two photographs are required for uniformed sworn supervisors, lieutenants and above.
 - a) One photo in Operational uniform shirt with necktie and collar insignia and one without insignia.
- d. Lost or stolen ID card
- 1) Officers must provide Personnel Management with proof of loss or theft and a copy of the Form 317, General Conditions, when replacement cards are requested. Officers will:
 - a) Immediately report lost and stolen cards to their supervisor.
 - b) Teletype the loss or theft to all county agencies.
 - c) Complete a Form 317.
 - 2) Supervisors will investigate the circumstances and ensure a Form 317 is completed.
 - 3) Supervisors will initiate a Form 17, through the chain of command, to Personnel Management explaining the circumstances of the loss or theft. Include in the form any negligence on the part of the officer.
 - 4) The district/section/unit commander will determine the degree of negligence. Upon approval, forward the forms to the affected bureau commander.
 - 5) The bureau commander will review and recommend corrective action to the Police Chief when negligence is a factor.

- 6) The supervisor will direct the employee to respond to Personnel Management for the issuance of a new ID card.
- e. Damaged ID card
 - 1) The employee will respond to Personnel Management and exchange the damaged ID card for a new one.
 - 2) Damaged cards will not require a Form 317 unless the damage is due to employee negligence.
 - a) If the damage is due to employee negligence, the employee will pay for replacement.
 - f. Civilian employees ID card
 - 1) District/section/unit supervisors will ensure new civilian employees assigned to their unit respond to Personnel Management as soon as possible and have an ID card made. The employees will respond in proper business attire.
 - a) The employee may respond to Personnel Management between 0800-1600 hours, Monday through Friday. Employees working hours other than those listed above will respond to CIS to have photos taken by a Criminalist. Employees must call, prior to responding, to ensure a Criminalist is available to take photos.
 - b) Personnel Management will issue the completed ID card to the new employee immediately. If the photos are taken at CIS, the card will be mailed to the employee through Interdepartmental mail.
 - 2) Personnel, on or off-duty, will wear their Department issued ID card on or above the belt on the front of the outermost garment while in a police facility.
 - 3) The ID card will be renewed every four years in conjunction with the renewal of the employee's Ohio driver's license.
 - 4) Civilian employees leaving the Police Department due to retirement, resignation, or discharge will return the ID card to their supervisor, who will forward the ID card to Personnel Management for destruction.
10. Cincinnati Public Schools (CPS) access cards
 - a. Sworn members are required to carry their CPS access card when on-duty. These access cards grant entry by a sworn police officer into any school in the CPS system during an emergency. There is a digital record captured (date, time, location) anytime an officer uses the access card to enter a CPS school.

- 1) SWAT & Tactical Coordination Unit (STCU) will assign all access cards and maintain a record of officers and their assigned card number.
 - a) STCU will forward the record of names and assigned access card numbers to CPS security, who will enter the information into the CPS database.
 - 2) Officers will sign a receipt acknowledging they received the uniquely numbered access card.
- b. Lost or Stolen access cards
- 1) Officers must provide STCU with proof of loss or theft and a copy of the Form 317, when replacement cards are requested. Officers will:
 - a) Immediately report lost and stolen access cards to their supervisor.
 - 1] The supervisor will contact STCU immediately to have the card deactivated and replaced.
 - b) Teletype the loss or theft to all county agencies.
 - c) Complete a Form 317.
 - 2) Supervisors will investigate the circumstances and ensure a Form 317 is completed.
 - 3) Supervisors will initiate a Form 17, through the chain of command, to STCU explaining the circumstances of the loss or theft. Include in the form any negligence on the part of the officer.
 - 4) The district/section/unit commander will determine the degree of negligence. Upon approval, forward the forms to the affected bureau commander.
 - 5) The bureau commander will review and recommend corrective action to the Police Chief when negligence is a factor.
 - 6) The supervisor will direct the employee to respond to STCU Monday through Friday between 0600-1600 hours for the issuance of another card.
 - 7.) STCU will notify CPS immediately of a lost or stolen card so CPS can deactivate the card.
- c. Damaged access cards
- 1) Officers will respond to STCU Monday through Friday between 0600-1600 hours and exchange the damaged access card for another assigned card.

- 2) Damaged cards will not require a Form 317 unless the damage is due to employee negligence.
 - d. STCU will notify CPS to deactivate the access card whenever an officer leaves the Department for any reason.
- D. Leather, Nylon and Individual Equipment
1. Leather Gun belt or Nylon when authorized
 - a. Uniformed personnel will wear the Department issued gun belt and all related equipment for the belt while on duty or when working off-duty extension of police services details.
 2. Key hook with Traffic Box key
 3. Magazine pouches, pistol magazines, and Department issued ammunition
 4. Handcuffs, key, and case
 - a. Officers may carry an extra set of personally owned handcuffs (Peerless or Smith & Wesson) in a black leather two pocket handcuff case or in their CDOP bag.
 - 1) Officers must submit a Form 17 through the chain of command to the Supply Unit listing the brand name and serial number.
 5. Radio swivel mount - worn on opposite side of firearm
 6. Glove pouch
 - a. Department issued black leather pouch with 2 pairs of "Safeskin" Nitrile Exam Gloves
 7. Flashlight
 - a. Department issued, or
 - b. Personally owned:
 - 1) Plastic housing, two or three, C or D battery flashlight
 - 2) Rechargeable flashlight, plastic or metal housing, less than 8 inches long
 - 3) Mini-light, metal or plastic housing, two AA batteries or rechargeable
 - c. The Police Chief may authorize other styles
 8. Utility bag
 - a. On-duty officers will have the utility bag with them at all times.
 - b. District/section/unit commanders may make exceptions due to the nature of some special assignments, i.e., walking beat, bicycle, covert, etc.

9. Riot helmet

- a. All on-duty officers will carry their riot helmet in their utility bag.

10. Reflective Traffic Vests

- a. All sworn officers are issued a reflective traffic vest
- 1) The officer's badge number is marked on the inside of his vest with a black indelible marker.
- b. Department personnel will wear the reflective traffic vest for all uniformed assignments or details, on or off-duty, under the following conditions:
- 1) All accident scenes
 - 2) All traffic posts
 - 3) All expressway assignments when outside the vehicle
 - 4) In the roadway exposed to traffic hazards. Routine traffic stops are not subject to this requirement.
 - a) Officers issued the reversible reflective windbreaker are permitted to wear the reversible reflective windbreaker, reflective side out, in place of the reflective traffic vest, under the above conditions.
- c. Each district has spare vests marked with the district number and vest number.
- 1) These spare vests may be used by officers not having an issued vest for off-duty details, by civilian riders, or Police Clergy team personnel who may be exposed to traffic hazards.

E. Defensive Weapons and Related Equipment

1. Department issued primary duty weapon, backup handgun, and holster

- a. Primary duty weapon
- 1) Worn on the officer's dominant side with the front edge of the holster in line with the leg trouser seam
 - 2) Authorized Weapon Mounted Light – optional (See Procedure 12.025, Authorized Weapons)
 - a) Must be compatible with the Smith and Wesson M&P Picatinny equipment rail
 - b) Must be compatible with the Safariland 6360 holster.
 - c) Must contain an ambidextrous activation switch
 - 1] Pressure or grip switches are not permitted

- d) Will not contain a laser aiming device
 - e) Must be mounted on the weapon prior to reporting for duty and remain mounted for the duration of the officer's tour of duty.
 - f) Officers are permitted to use the weapon mounted light when authorized to draw their firearm as stated in Procedure 12.545, Use of Force.
 - g) Officers will continue to carry an additional light source for situations which do not require the use of a firearm.
- b. Backup handgun
- 1) Holstering systems must be inspected and approved by the Firearms Training Squad (FTS).
 - a) Proficiency with the holstering system must be demonstrated at the time of inspection.
 - 2) Holstering system must have at minimum a level one retention rating and will not interfere with an officer's movement.
 - 3) Officers required to wear body armor during their tour of duty or on a detail will utilize a holstering system that affixes to the body armor carrier.
 - 4) Officers not required to wear body armor may utilize an ankle holster.
 - a) Ankle holsters must be equipped with a security strap.
 - 5) The backup handgun will be carried concealed in a manner which does not detract from the professional appearance of the officer.
 - 6) As long as the officer's primary duty weapon is operational and accessible, the backup handgun will remain holstered and concealed.
- c. Officers responding to court are required to carry the Department issued primary duty weapon.
- 1) Officers responding in uniform are required to carry the Department issued Smith and Wesson, 9mm, Military and Police (M&P9) or Department issued Smith and Wesson, 9mm, Military and Police Compact (M&P9c), secured in the Department issued ALS/Level III/Hood Strap Holster.
 - 2) Officers responding in civilian attire may carry the Department issued M&P9, M&P9c or personally owned M&P9c.

- a) The personally owned M&P9c must meet the FTS requirements for inspection and qualification outlined in Procedure 12.025, Authorized Weapons.
 - b) The M&P9 or M&P9c carried in civilian attire must be in a secure holster and concealed on the officer's person as outlined in Procedure 12.025, Authorized Weapons.
 2. TASER
 - a. Uniformed personnel and officers working uniformed off-duty police related outside employment details will carry the TASER at all times.
 3. Auto-Lock baton and holder
 - a. Uniformed personnel assigned to patrol must have the Auto-Lock baton readily available.
 - 1) Uniformed personnel have the option of wearing the Auto-Lock baton on the gun belt if space is available.
- F. Uniforms/Related Equipment - Inspection and Replacement
1. Uniforms and equipment should be inspected daily by the individual.
 2. Supervisors should conduct a uniform and equipment inspection of their assigned personnel following the guidelines described in Procedure 12.010, Roll Call and Personnel Inspection.
 - a. Uniforms or equipment showing excessive wear or in need of repair between inspections will be brought to the attention of a supervisor. The supervisor will submit a Form 630, Equipment/Supply/Service Order, to the Supply Unit requesting repair or replacement.
 - b. Safety related equipment found to be defective, such as holsters or defensive weapons should be reported immediately. A Form 630 signed by the immediate supervisor is all that is needed for initial replacement.
 - c. All sworn personnel will respond in person to one of the scheduled inspection sessions.
 - 1) District personnel who are on-duty when uniform inspection is held at their district must attend on that date.
 - 2) Off-duty district personnel must attend one of the scheduled inspections as directed.
 - 3) Personnel assigned to units other than districts will attend one of the scheduled inspections.
 3. Spare Firearms, TASERs, Holsters, Badges, Wreaths, and Auto-Lock Baton
 - a. Under unusual circumstances, an officer may need to obtain a replacement firearm, TASER, holster, baton, badge, or wreath.

- 1) During normal working hours, officers will respond to the Supply Unit and obtain a spare holster, badge, or wreath.
- 2) During normal working hours, officers with a defective firearm will call the FTS. If FTS personnel are available, the officer will respond to that location and have the defective firearm repaired or replaced with a spare.
 - a) If FTS personnel are unavailable, the officer will respond to the Supply Unit for a spare firearm.
- 3) During normal working hours, officers with defective TASERs will call STCU. If STCU personnel are available, the officer will respond to that location and have the defective TASER repaired or replaced.
 - a) If STCU personnel are unavailable, a supervisor will perform a TASER download and place the printout in the officer's TASER file.
 - b) The supervisor will place the defective TASER in the unit's property locker and ensure it is delivered to the STCU during normal working hours.
 - c) Each of the five districts and the Special Investigations Section have two spare TASERs which are to be issued to officers with defective TASERs when STCU personnel are unavailable or until the officer's defective TASER has been repaired or replaced.
 - 1] A "User Log" is kept for each spare TASER at the District, and Special Investigations Section.
 - 2] A download will be conducted on a spare TASER upon its issuance and return.
 - 3] A district/section designee is responsible for the security, upkeep, daily spark test, and quarterly download for each spare TASER.
 - a] A copy of each quarterly download, with the downloading officer's name, badge number and employee number, will be placed in the "User Log."
 - b] A malfunctioning spare TASER will be returned to the STCU for repair or replacement.
 - 4] Spare TASER batteries will not be removed for use on other TASERs, or replaced, except by the STCU.
- 4) When the TASER is returned from the STCU, a supervisor will perform a TASER download and place the printout in the officer's TASER file.

- a) If the officer is not on-duty when the TASER is returned, the TASER will be placed in the unit's property locker until the officer returns to duty.
- b) Return issued spare TASER to inventory.
 - 1) Perform a TASER download on the returned spare TASER.
- b. If the need occurs when the Supply Unit is closed, the officer will respond to CIS. The following equipment is kept in the CIS vault:
 - 1) Ten Smith and Wesson Military and Police (M&P) pistols
 - 2) Six spare M&P pistol magazines
 - 3) Two spare M&P holsters
 - 4) Spare badges and wreaths
 - a) One badge and wreath for a sergeant
 - b) Two badges and wreaths for specialists
 - c) Eight badges and wreaths for police officers
- c. Check out the equipment through CIS desk personnel. They will document in the logbook when the equipment is loaned out and when it is returned.
 - 1) Items loaned from the CIS vault are intended for short-term loan only. Officers should arrange to obtain long-term loan items from the Supply Unit and return the borrowed item to CIS within 5 days.
- d. Take defective equipment to the Supply Unit for repair or replacement during their normal work hours.

G. Uniforms, Related Equipment, Personal Property - Lost, Stolen, or Damaged

- 1. Personnel will immediately report lost or stolen uniform parts or equipment to their supervisor.
 - a. The supervisor will investigate and document the circumstances of the incident including the degree of negligence, if any, on the part of the officer.
 - 1) Teletype the loss or theft of uniquely identifiable or serialized property, e.g., badge, wreath, firearm, Body Worn Camera (BWC), handcuffs, etc. to all county agencies.
 - b. The supervisor will ensure a Form 317 is completed along with a Form 630. Attach a copy of the Form 317 to the Form 630.
 - c. The district/section/unit commander will review the Form 630 and/or Form 317 and determine the degree of negligence on the part of the officer, if any. The district/section/unit commander will then forward these forms to the affected bureau commander.

- d. Upon approval, the bureau commander will send the Form 630 and Form 317 attachment to the Inspections Unit Commander.
 - 1) The bureau commander will review the degree of negligence, if any.
 - 2) The bureau commander will recommend corrective action to the Police Chief when negligence is a factor.
 - e. Supply Unit will replace the item.
2. Personnel will immediately report damaged uniforms or equipment to their supervisor.
 - a. The supervisor will investigate the circumstances of the incident and make a Form 630 if needed. The supervisor will include in the investigation the degree of negligence, if any, on the part of the officer.
 - b. Forward the Form 630 or Form 317 to the district/section/unit commander for approval. The district/section/unit commander will determine the degree of negligence, if any, on the part of the officer.
 - c. Upon approval, the district/section/unit commander will forward the Form 630 to the Supply Unit.
 - 1) The district/section/unit commander will send a copy of the Form 630 or Form 317 to the affected bureau commander.
 - 2) Follow Sections G.1.d.1) and 2), if necessary.
 - d. Supply Unit will replace the item and dispose of the damaged item.
 3. Replace personal property in accordance with guidelines set forth in the labor agreement.
 - a. Make a request for replacement or repair of personal property on a Form 630 to the Inspections Unit with replacement receipt attached.
 - b. The Inspections Unit Commander will make a recommendation to the Police Chief concerning replacement of personal property.
- H. Storage of Uniform Equipment during Officer Suspension
1. If an officer is suspended five days or less, the officer's equipment need not be surrendered. IIU personnel will notify the officer of their suspension dates, their police powers are suspended, and that the carrying or use of police equipment is prohibited.
 2. If an officer is suspended more than five days, the officer's commander or designee will immediately relieve the officer of their firearm, magazines, ammunition, Motorola radio, BWC, TASER, badge, wreath, CPS access card, and ID card, and issue a receipt to the officer for the items taken.
 - a. If there is an armory at the suspended officer's unit of assignment, and the suspension is ten working days or less, store the items in the armory.

- b. If the suspended officer's unit of assignment does not have an armory or the suspension is more than ten working days, hand-carry the items to the Supply Unit for storage.
- c. Temporary ID cards will be issued to sworn members of the Department who have their police powers suspended.
 - 1) The affected officer will arrange to respond to Personnel Management for the temporary ID card between 0800-1600 hours, Monday through Friday.
 - 2) Personnel Management will number the ID card and record it in a logbook.
 - 3) When police powers are restored, the supervisor will send the temporary ID card to Personnel Management for destruction.

I. Storage of Uniform Equipment during Active Duty Military Leave

- 1. Officers called to active duty military leave of 30 consecutive days or more must turn in all Department issued equipment, except Department issued ID card, to Supply Unit.
 - a. Officers must arrange with the Supply Unit to turn in equipment prior to their anticipated leave date.
 - b. All equipment will be stored at the Supply Unit until the officer returns from active duty.

J. Misuse of Uniforms/Related Equipment

- 1. Police Department personnel are responsible for the proper use and care of issued equipment.
 - a. If an investigation determines that neglect, unauthorized alteration, destruction, disposal, or other misuse of equipment or uniforms has occurred, disciplinary action could result.
 - b. If the above investigation determines any of the aforementioned misuse, Department personnel may be required to assume all costs of replacement as part of the penalty for such violations.

K. Personal Grooming

- 1. Grooming standards for male police officers.
 - a. Hair
 - 1) In all cases, the bulk and/or length of the hair will not interfere with the wearing of the uniform cap.
 - 2) Hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present an unkempt, ragged, or extreme appearance.

- 3) Hair must be evenly tapered on the sides and back. The hair outline will follow the contour of the ear. Hair will not fall over the ears or touch the collar, except for the closely cut hair at the back of the neck.
 - a) A block-cut in the back is permissible in a moderate degree.
 - 4) Frontal grooming will not permit the hair to be visible on the forehead when the uniform cap is worn.
- b. Sideburns
- 1) Sideburns will be neatly trimmed and the bulk of the sideburns will not be excessive.
 - 2) Sideburns will not exceed one inch in width.
 - 3) The maximum length of the sideburns will not extend below the middle of the ear.
- c. Mustaches
- 1) Mustaches can extend 1/4 inch beyond the line perpendicular to the corners of the mouth. They will not extend below a line horizontal with the corners of the mouth, and will be neatly trimmed. Fu Man Chu and handlebar styles, etc. are prohibited.
- d. Beards
- 1) The face will be clean shaven. Beards and goatees are not considered uniform grooming and are not allowed.
 - a) The Police Chief may approve an exemption to allow facial hair if a pseudofolliculitis barbae medical condition exists.
 - b) To request an exemption:
 - 1] The officer must be diagnosed with pseudofolliculitis barbae by a licensed dermatologist.
 - 2] The diagnosis must be documented on the letterhead of the dermatologist and include:
 - a] The officer's skin condition
 - b] The extent and prognosis of the pseudofolliculitis barbae
 - c] The history of previous medical treatment
 - d] The length of time the officer has received treatment
 - e] The recommendation for current treatment

- f] How frequently the officer may shave while undergoing treatment
 - c) The officer will submit to Personnel Management:
 - 1] The documentation from the dermatologist, for compliance review.
 - 2] A written request for exemption on a Form 17 to the Police Chief.
 - 3] A signed medical release allowing the Police Department to discuss the skin condition with the dermatologist.
 - d) Following the compliance review, Personnel Management will forward the officer's Form 17 request for exemption through the chain of command to the Police Chief.
 - 1] Personnel Management will provide a recommendation to either approve or disapprove the request.
 - 2] The Police Chief will make the final determination to approve or disapprove an exemption.
 - e) Unless the treating dermatologist specifies otherwise, an officer receiving an exemption will maintain the beard length of no more than one-eighth inch.
 - 1] Officers with this exemption will maintain a full beard. The shaving, waxing, plucking, or otherwise removal of superfluous hair from the beard for the purpose of aesthetic grooming or other cosmetic effect is prohibited.
2. Grooming standards for female police officers
- a. Hair
 - 1) The hair will not extend downward below the lower edge of the shirt collar.
 - 2) Longer hair may be worn, but must be uplifted to the top of the head while in uniform. No hair will extend downward below the lower edge of the shirt collar.
 - 3) The length of the hair will not interfere with the proper wearing of the uniform cap.
 - 4) Frontal grooming will not permit the hair to be visible on the forehead when the uniform cap is worn.
 - b. Makeup
 - 1) A moderate use of makeup is permissible.

- a) The use of eye shadow is prohibited.
- b) The heavy use of makeup is not acceptable.
- 2) Fingernail polish, other than a clear or neutral shade, is prohibited.
 - a) Nails are to be cut short and neatly trimmed.
- 3) A conservative amount of lipstick of a clear or neutral shade is permissible.

3. Jewelry

- a. The wearing of jewelry while in uniform will be limited to rings and watches for male officers and rings, watches and conservative earrings for female officers.
 - 1) Religious medals, scapulars, and other bona fide expressions of religious affiliations may be worn around the neck, provided the item is concealed by either the uniform shirt or an undershirt. These items should be worn under the shirt and on the outside of the concealed body armor.
- b. Female officers may wear one pair of earrings of conservative style and design centered on the earlobe while in uniform.
 - 1) Earrings must not exceed 6-mm or ¼ inch in diameter, be unadorned and a pierced, clip-on or screw-on type, in gold, silver, white pearl, or diamond.
 - 2) When worn, the earrings must fit snugly against the ear without extending below the earlobe (unless the piece extending is the connecting band on clip or screw-on earrings) and may be worn only as a matched pair, with one earring per ear.
 - 3) No articles, other than earrings for female officers specified above, shall be attached to or through any part of the ear.

L. Personally Assigned Lockers

- 1. When possible, the Department assigns all personnel locker space at their unit of assignment.
- 2. Each officer receives a locker key. The officer will keep it locked when not in use.
- 3. The commanding officer will securely maintain a duplicate key file by name and assigned locker number.
 - a. Only the commander and supervisory personnel of the district/section/unit have access to the key file.
- 4. Employees may not install combination locks or other type locks on Department lockers without the written approval of the district/section/unit commander.

- a. If the district/section/unit commander grants approval, the employee must furnish the combination or a duplicate key for the duplicate key file.
- 5. A district/section/unit commander or supervisor may open a locker or require a total inventory in the presence of the assigned locker occupant for the following purposes:
 - a. To be sure Department equipment is maintained in a proper manner.
 - b. To determine the location of Department records and reports known to be the occupant officer's responsibility.
 - 1) Citations, records, reports, or other official Department documents requiring processing in accordance with Department policies and procedures will not be kept in any officer's locker.
 - c. For health and safety reasons, i.e., rotting food, mildewed uniform parts, leaking canisters, etc.
 - d. Any other legitimate Department need.
- 6. Supervisors may not randomly search lockers.
- 7. Individually assigned lockers in police facilities are the property of the City of Cincinnati.

M. Tattoos, Branding and Intentional Scarring

- 1. Department members with visible tattoos, branding or intentional scarring hired after 03/28/2013 are subject to the following prohibitions:
 - a. Tattoos, branding and intentional scarring are prohibited on the following body parts:
 - 1) Face
 - 2) Head
 - 3) Neck
 - 4) Hands
- 2. Department members with existing visible tattoos, branding or intentional scarring hired prior to 03/28/2013 are subject to the following:
 - a. Tattoos, branding and intentional scarring are prohibited on the face, head and hands.
 - b. Tattoos, branding or intentional scarring on the neck are acceptable under the following conditions:
 - 1) The tattoo, branding or intentional scarring is not visible above the uniform collar, open or closed; or

- 2) The tattoo, branding or intentional scarring adheres to section M.4.a. of this procedure; or
 - 3) If a tattoo, branding or intentional scarring is determined to be unacceptable according to section M.4.a. of this procedure and cannot be covered by the uniform collar, it must be covered by another means as approved by the Police Chief.
3. All attempts must first be made to conceal neck and unacceptable tattoos, branding, and intentional scarring with the authorized Class-A uniforms. If the neck or unacceptable tattoo cannot be covered with an authorized uniform, then it must be covered by other means as determined by the Police Chief.
4. Any visible tattoos, branding, and intentional scarring must be acceptable in order to promote the professional and neutral image of the Cincinnati Police Department.
 - a. Acceptable is defined and determined by the Police Chief as:
 - 1) Not racially oriented;
 - 2) Not sexually explicit; and
 - 3) Not otherwise offensive to the public.
5. Any visible tattoo, branding, or intentional scarring the Police Chief determines to be offensive or contrary to the professionalism or neutrality of the Department is unacceptable and must be covered as described in section M.3.
6. Any visible tattoos, branding, and intentional scarring not deemed acceptable must be covered by:
 - a. Authorized Class-A uniform;
 - b. Approved on-duty plain clothes; or
 - c. By other means as determined acceptable by the Police Chief