

# **OCOEE POLICE DEPARTMENT**

## **OPERATIONAL ORDER # 110.1**

### **UNIFORM AND APPEARANCE**

**C.F.A. Standards: 11.01**

**Effective Date: November 1, 1998**

**Revision Date: July 21, 2015**

**The purpose of this policy is to establish guidelines for wearing uniforms and physical appearance.**

**This Operational Order consists of the following numbered sections:**

- I. Scope**
- II. Discussion**
- III. Hair Styles and General Appearance**
- IV. Physical Appearance and Fitness**
- V. Uniform Guidelines**
- VI. Member Uniform**
- VII. Uniform Class**
- VIII. Utility Uniforms**
- IX. Non-sworn Uniform**
- X. Ownership of Uniform and Equipment**

#### **I. SCOPE**

**This order applies to all agency members.**

#### **II. DISCUSSION**

**Members are issued uniforms to identify the Ocoee Police Department and their authority. Members will also present a neat, clean, and orderly appearance. It is essential that agency members present an image that inspires and maintains a high level of community trust and confidence.**

### **III. HAIR STYLES AND GENERAL APPEARANCE**

#### **A. Uniformed Male Members (Sworn & Non-Sworn):**

- 1. Hair shall be conservatively styled and present a professional businesslike appearance.**
- 2. Hair shall be off the collar and above the ears and will be tapered along the sides and back of the head.**
- 3. Flamboyant hair colors are prohibited.**
- 4. Wigs and hair pieces will not be worn while on duty or in uniform except for cosmetic reasons to cover natural baldness, physical disfiguration, or unless authorized in accordance with assigned duties. If a wig is worn, it will conform to the hair style regulation.**
- 5. Moustaches will be conventional type, be neatly trimmed, and not present a bushy unkempt appearance. A mustache will not be more than ¼” in thickness, and will not extend onto or over the upper lip.**
- 6. Sideburns shall be uniform from top to bottom, be neatly trimmed, not exceed one inch in width, not be more than ¼” in thickness, not extend below the bottom of the earlobe, and must be squared on the bottom.**
- 7. A conservative goatee may be worn. The goatee may not exceed ½” in thickness/length and must be neatly trimmed. Looking directly at the front of the face and drawing a line straight down from the outer edge of the eye, the goatee may not extend beyond this line (going away from the center of the face). Looking directly at the side of the face and drawing a line straight down, the goatee may not extend beyond this line (going away from the front of the face).**
- 8. Full face beards are only permitted when authorized by the Chief of Police.**
- 9. When representing the Organization the member shall be clean shaven.**

#### **B. Uniformed Female Members (Sworn and Non-Sworn):**

- 1. Hair will be worn neatly in styles that do not extend below the bottom of the collar in normal posture. Maximum length or depth of the hair will be 2 ½”.**
- 2. Hair will be worn in such a way as to minimize the risk of the hair being pulled by a subject, caught in equipment, interference with vision and hearing, and to prevent an unkempt appearance.**
- 3. Flamboyant hair colors are prohibited.**
- 4. Hair clasps, barrettes, or fasteners worn while in uniform will correspond with hair color.**

5. **Wigs and hair pieces will not be worn while on duty or in uniform except for cosmetic reasons to cover natural baldness, physical disfiguration, or unless authorized in accordance with assigned duties. If a wig is worn, it will conform to the hair style regulation.**
- C. **Attention to personal hygiene is a requisite for all agency members while on duty, in uniform, or in official performance of duties.**
- D. **Members will keep their fingernails clean and neatly trimmed.**
1. **Fingernails will not exceed more than ¼” from the end of the fingertip.**
  2. **Nail polish shall be clear or natural in color.**
  3. **Fingernails shall be free from design and jewelry.**
  4. **Non-sworn members shall not have fingernails that interfere with their job or work environment.**
- E. **Tattoos, Brands, Body Mutilation, Dental Ornamentation, and/or Body Ornamentations:**
1. **Visible “body ornamentation,” including but not limited to tattoos, brands, body mutilation, dental ornamentation, and body or tongue piercing, shall be strictly regulated. Body ornamentation shall not include the normal piercing of the lower ear lobe.**
  2. **“Visible” is defined as easily seen while wearing the standard issued short sleeve uniform shirt, short sleeve dress/casual shirt or short pants, while standing in an upright relaxed position, and also includes being visible through uniform clothing.**
  3. **“Excessive” is defined as any displayed body ornamentation on an arm or leg that cannot be completely covered by a 3” by 5” rectangle or three per body. When in agency issued uniform, only low cut ankle socks that do not rise above the anklebone may be worn to cover body ornamentation on legs.**
  4. **Body ornamentation that is prejudicial to good order and discipline or that are otherwise harmful to the reputation of the Ocoee Police Department are prohibited.**
  5. **Body ornamentation on any area of the body that is likely to associate the member with, be interpreted as associating the member with, or be interpreted as the member advocating any racist, sexist, extremist, gang, criminal, or national origin discrimination are prohibited.**
  6. **Visible body ornamentation will not be excessive, obscene, indecent, sexually explicit, or advocate or symbolize sex, gender, racial, religious, ethnic, or national origin discrimination.**

- 7. Members will not have any visible body ornamentation on the head and neck area. The “head and neck area” is defined as the head, scalp, face, and neck above the collarbone in the front and the first cervical vertebrae in the back or otherwise visible due to the open collar of the uniform shirt.**
- 8. The use of gold, platinum, or other veneers or caps for the purposes of ornamentation is prohibited unless prescribed by a dentist as necessary dental work. Teeth, whether natural, capped, or veneer, will not be decorated with designs, jewels, initials, etc.**
- 9. Intentional/non-medical body mutilation, piercing (including tongue), branding, or intentional scarring is prohibited. Examples of prohibited intentional mutilation include, but are not limited to:**
  - a. Split or forked tongues.**
  - b. Foreign objects inserted under the skin to create a design or pattern.**
  - c. Enlarged or stretched out holes in the ears (other than normal piercing).**
  - d. Intentional scarring that is visible.**
  - e. Members employed after April 9, 2014 will not have visible body ornamentation while wearing the Class C or daily uniform, except on the member’s arms. Body ornamentation on the arms must be covered by a compression sleeve that is similar in flesh tone of the member.**
  - f. Members employed after April 9, 2014 will not be permitted to wear uniform shorts if visible body ornamentation would be revealed.**
  - g. Non-sworn Members employed after April 9, 2014 into non-sworn positions will not have visible body ornamentation while wearing appropriate clothing for the assignment.**
  - h. Applicants will be required to sign a form (Appendix A) acknowledging that they are in compliance with this order before they may be employed. Photographs of all visible body ornamentation must be properly documented at the time of hire. The Chief of Police reserves all rights to interpret how this order applies in particular cases to body ornamentations.**
  - i. Members shall document in detail, via a memorandum to the Chief of Police, all tattoos, brands, body mutilations, dental ornamentation, and/or body ornamentation that they had on or before the April 9, 2014 of this policy which are visible when worn with the Class C or Bicycle/Marine/Summer style uniforms.**

**Members shall not add additional body ornamentation which is visible when worn with the Class C or Bicycle/Marine/Summer style uniform.**

#### **IV. PHYSICAL APPEARANCE AND FITNESS**

- A. Members will be responsible for the maintenance of their individual physical fitness and will not allow themselves to become physically unfit to perform official duties by reason of personal neglect or lack of self-discipline.**
- B. Members who become physically unfit to perform the duties of their official position will be subject to dismissal in accordance with agency policy, Collective Bargaining Agreement (CBA), and City rules and regulations.**

#### **V. UNIFORM GUIDELINES**

- A. Uniforms shall be kept neat, clean, and well pressed and be worn in strict conformance with this order. All authorized metallic accessories worn with the uniform shall be kept clean and bright. Shoes and leather goods shall be clean and shined.**
- B. Members will wear uniforms and insignia commensurate with their rank and be provided with authorized equipment. All uniformed members will wear the complete uniform while on duty. This includes during training sessions unless otherwise instructed prior to the training date.**
  - 1. Members shall not wear the agency uniform or identifying insignia at times, or in places, that could foster negative public opinion or give the appearance of using the uniform for personal gain or influence.**
  - 2. Members shall be responsible for requesting replacement of worn or damaged uniforms and equipment.**
  - 3. Members may wear uniforms while proceeding directly to and from duty. Brief stops at convenience/grocery stores for necessities are not prohibited; however, extensive personal business is prohibited while in uniform.**
- C. Approved attire for appearance in court including traffic, county, district, circuit courts and related proceedings shall be the agency's Class A or C uniform, or formal business attire (male members - jacket [if armed] and tie) and (female members -equivalent suitable business attire). For depositions, members shall wear uniforms,**

**formal business attire, or casual business attire (professional polo-style shirt and slacks, and casual style footwear).**

- 1. Non-professional attire such as dungarees, tee-shirts, jogging or tennis shoes, etc. is not acceptable.**
- 2. Uniformed members shall not wear issued uniforms to court when they are a personal party to the proceeding.**

- D. Uniformed items will not be altered other than necessary to ensure proper fit. The member's uniform may be altered by order of the Chief of Police or a division commander for special occasions, situations, or assignments.**
- E. No mixture of non-sworn outer clothing with official uniform will be permitted, on or off-duty, except for recognition purposes by plain clothed members during raids or other such emergency conditions.**
- F. Members will not wear the official uniform outside the City except when necessary to perform official duties or by special permission of the Chief of Police.**
- G. While wearing the uniform, members shall maintain a military bearing avoiding mannerisms such as slouching, shuffling, and keeping hands in pockets.**
- H. No portion of the uniform shall be worn while the member is under suspension.**
- I. Undershirts may be solid white or black and worn at all times.**
  - 1. Solid white undershirts will not be worn in a visible manner with the uniform.**
  - 2. Solid black undershirts may be visible near the collar only.**
- J. Members shall not purchase lottery tickets or engage in any form of gambling, nor shall they purchase, possess, or consume alcoholic beverages while wearing a duty uniform.**
- K. Members may wear the designated uniform during any authorized special duty assignment. This includes, but is not limited to, parades, civic functions, funerals, or while serving as a member of an agency honor guard.**
- L. Members not wearing the official uniform shall wear suitable business attire while on-duty. Division commanders may authorize other types of suitable clothing in order to achieve specific objectives.**

- M. Supervisors have the authority to prohibit members from wearing non-issued items of dress that detract from the professional appearance of the uniform and will ensure that their subordinates' uniforms are properly maintained.
  - N. When not in police uniform, on-duty members shall conceal their handguns, unless they prominently display their badge and police identification in close proximity to their handgun. Off-duty members shall carry their handguns concealed when in public.
- VI. MEMBER UNIFORM:** The official uniform for members will consist of the following items.
- A. **Badge:**
    1. Official agency badges shall be issued by the agency.
    2. The badge will be silver colored for Corporals and below and gold for Detectives and above.
    3. The sworn member badge shall have:
      - a. A stylized eagle at the top.
      - b. Beneath the eagle, shall be a raised, gray, enamel panel with the appropriate rank.
      - c. Beneath the rank panel, a raised, gray, enamel panel with "OCOEE".
      - d. Beneath the "OCOEE" panel, a raised, multi-colored, enamel State of Florida seal.
      - e. Beneath the State of Florida panel, a raised, gray, enamel panel with "POLICE".
      - f. Beneath the "POLICE" panel, a raised, gray, enamel panel with "FL" or in the case of older issued badges, the member's badge number.
    4. The sworn member badge patch shall have:
      - a. A stylized eagle embroidered at the top.
      - b. Beneath the eagle, shall be embroidered "POLICE".
      - c. Beneath "POLICE", shall be embroidered "OCOEE".
      - d. Beneath "OCOEE", shall be an embroidered, multi-colored, State of Florida seal.
      - e. Beneath the State of Florida seal, shall be embroidered "FLORIDA".
      - f. Beneath "FLORIDA", shall be embroidered "DEPT".
    5. The Reserve Officer badge shall have:
      - a. A stylized eagle at the top.
      - b. Beneath the eagle, shall be a raised, gray, enamel panel with "RESERVE OFFICER".
      - c. Beneath the "RESERVE OFFICER" panel, a raised, gray, enamel panel with "OCOEE".

- d. Beneath the “OCOEE” panel, a raised, multi-colored, enamel State of Florida seal.
  - e. Beneath the State of Florida panel, a raised, gray, enamel panel with “POLICE”.
  - f. Beneath the “POLICE” panel, a raised, gray, enamel panel with “FL”.
6. The Auxiliary badge shall have:
- a. A stylized eagle at the top.
  - b. Beneath the eagle, shall be a raised, gray, enamel panel with “AUXILIARY”.
  - c. Beneath the “AUXILIARY” panel, a raised, gray, enamel panel with “OCOEE”.
  - d. Beneath the “OCOEE” panel, a raised, multi-colored, enamel State of Florida seal.
  - e. Beneath the State of Florida panel, a raised, gray, enamel panel with “POLICE”.
  - f. Beneath the “POLICE” panel, a raised, gray, enamel panel with the member’s badge number.
7. The Community Service Aide badge shall have:
- a. A stylized eagle at the top.
  - b. Beneath the eagle, shall be a raised, gray, enamel panel with “CITY OF”.
  - c. Beneath the “CITY OF” panel, a raised, gray, enamel panel with “OCOEE”.
  - d. Beneath the “OCOEE” panel, a raised, multi-colored, enamel State of Florida seal.
  - e. Beneath the State of Florida panel, a raised, gray, enamel panel with “COMMUNITY SERVICE AIDE”.
  - f. Beneath the “COMMUNITY SERVICE AIDE” panel, a raised, gray, enamel panel with “FL”.
8. The badge shall be worn in accordance with agency policy.
9. Black mourning bands shall be worn on a law enforcement badge only in the following circumstances:
- a. Upon the line of duty death of an active law enforcement officer (LEO) in this agency, the mourning band should be worn for a period of thirty days from the date of death.
  - b. By all LEO in uniform or in non-sworn clothing while displaying a badge when attending the funeral of an active LEO. Upon the completion of the funeral, the mourning band shall be removed.
  - c. Upon the line of duty death of a LEO from a neighboring jurisdiction. The mourning band will be worn from the date of death and removed at the conclusion of the day of burial.
  - d. National Peace Officers Memorial Day (May 15th).



- e. **The day of any memorial service the agency has honoring the agency's LEO's who have died in the line of duty.**
- f. **At the direction of the Chief of Police, when special circumstances dictate that a department display of official mourning is appropriate.**

**B. Black Ball Cap:**

- 1. **The issued black ball cap will be part of the official uniform.**
- 2. **The ball cap will not be worn so far forward as to obscure vision. The cap will be worn with the bottom portion of the front of the sweat band positioned no higher than approximately one inch above the eyebrow. The caps brim will be equal distance above each ear and not tilted higher on one side of the head than the other.**
- 3. **Sworn members: The front of the ball cap shall be embroidered with 3/4" high lettering "OCOEE POLICE" (silver or gold depending on rank). No other insignia or markings are authorized unless approved by the Chief of Police or his/her designee.**
- 4. **Community Service Aide (CSA): The front of the ball cap shall be embroidered with 3/4" high lettering "OCOEE CSA" in silver. No other insignia or markings are authorized unless approved by the Chief of Police or his/her designee.**

**C. Black Knit Watch Cap:**

- 1. **A plain black knit watch/skull cap is authorized for wear during cold weather months.**

**D. Sworn Member Uniform Shirts: Will be dark navy blue in color. White shirts may be worn by members assigned to a specialty unit if approved by the Chief of Police or designee.**

- 1. **Shirts will be fitted to allow for wearing of the protective vest and will have military creases. Creases which are not sewn into the shirt will be neatly pressed into the fabric. Pocket buttons shall remain fastened at all times.**
- 2. **The short sleeve uniform shirt will be worn with the collar open and without a tie.**
- 3. **The long sleeve uniformed shirt shall extend to the joint of the wrist and hand and worn as designed.**
- 4. **The long sleeve uniform shirt will be utilized for funerals, special occasions, situations or assignments as authorized by the Chief of Police or designee.**
  - a. **The long sleeve uniform shirt will be worn with the dark navy blue clip on tie and tie tack.**

- b. The long sleeve uniform shirt may also be worn in cold weather months without a tie.

**E. Ties and Tie Fasteners:**

- 1. Members will wear the approved dark navy blue clip-on tie with the long sleeve uniform shirt. Ties will be secured to the shirt with the approved agency tie tack which does not distract from the professional appearance of the uniform.
- 2. The tie tack will be even with the bottom of the shirt pocket flaps.

**F. Pants:**

- 1. Pants shall be dark navy blue in color. Pants shall be pressed with a military crease from the center of the pant leg to the hem. Pant hems will barely touch the vamp of the shoes. The belt worn with uniform pants shall be black. Seams in pants shall not be sewn in.

**G. Socks:**

- 1. Socks shall be dark navy blue or black when wearing low topped shoes. If, white socks are necessary for medical reasons, the member shall wear socks which have a white foot and a dark navy blue or black upper or white socks may be worn under dark navy blue or black socks.

**H. Sunglasses:**

- 1. Sunglasses may be worn with the following restrictions:
  - a. No mirrored lenses or faddish styles are permitted.
  - b. Only black, brown, grey, gold, or silver frames are permitted.
  - c. Sunglass cords (retainers) shall be dark navy blue or black while in uniform. Sunglass cords shall be dark navy blue, black or subdued in color when not in uniform.
  - d. Designer insignia shall not be anything deemed offensive by the Chief of Police or his/her designee.

**I. Inclement Weather Gear:**

- 1. Jacket:
  - a. Approved black jackets may be worn when weather conditions merit. When worn, the official agency badge (metal or embroidered) issued to the members shall be prominently displayed on the left breast consistent with that of uniform shirts.
  - b. Jackets shall be worn only with the Uniform of the Day or with special uniforms.

- c. The approved agency patch shall be displayed on both shoulder sleeves consistent with that of uniform shirts.
  - 2. **Windbreaker:**
    - a. Approved black windbreakers may be worn when weather conditions merit or over non-uniformed clothing so as to rapidly and readily identify agency members.
    - b. The windbreaker shall have affixed insignia consistent with that of the agency jacket.
  - 3. **Sweater:**
    - a. A sweater, if authorized by the Chief of Police, shall be black wool type used by the U. S. Military. It shall display a name tag on the right breast consistent with that of uniform shirts. A badge will be worn on the left side corresponding to those worn on agency uniform shirts.
  - 4. **Rain Gear:**
    - a. **Hat Cover:**
      - 1. During foul weather, members wearing the dress hat will wear the agency issued rain cover in order to protect it from water damage.
    - b. **Rain Coat:**
      - 1. All sworn uniformed members will wear the agency issued rain gear with the words "POLICE" on the back.
- J. **Footwear:**
  - 1. Footwear (shoes and boots) worn by uniformed members will be of smooth black leather or leather-like composition, with plain or plain-capped, rounded toe and rubber heels or solid black leather (or leather-like) athletic shoes.
  - 2. Boots which lace up, have a zipper on the inside, or do not interfere with the restoring of the pant leg position upon standing from a sitting or bending position is permissible.
  - 3. Footwear will not have any contrasting colored letters, markings, or logos visible.
  - 4. High or low shoes or boots are optional.
  - 5. Loafers or shoes with ornamental buckles or fringe are prohibited.
  - 6. Platform footwear, "shape up/toning" shoes, or those having a heel higher than 1 ½" are prohibited.
- K. **Duty Belt Gear:**
  - 1. Agency issued duty belt gear will be a predominantly black basket weave pattern. Materials may vary depending on the

- item and can be composed of leather, synthetic leather, nylon, or plastic.
2. Due to the significant risk of injury to the member, no item carried on the duty belt will cover the spinal area of the member.
  3. Issued or approved duty belt gear for uniformed members shall consist of the following (Appendix B):
    - a. **Gun belt and buckle:** Members holding the rank of Detective and above may wear gold colored buckles and snaps (depending on the manufacturer style of the item). All other uniformed members shall wear silver colored accessories.
    - b. **Sidearm holster:** The holster will be positioned on the primary shooting hand side of the duty belt, in the middle of the hip. No other equipment may be placed directly behind the holster other than the expandable baton holder. Firearms will be securely snapped in the holster at all times, unless removed for approved use.
    - c. **Magazine pouch:** The primary magazine pouch shall be worn on the front on either the right or left hand side (member's preference).
    - d. **Handcuff case:** The handcuff case shall be carried on the duty belt and shall be worn in the rear, on either the right or left hand side (member's preference). Handcuffs will be inserted properly for immediate use and a key will be carried at all times.
      1. Handcuffs shall not be carried loosely on the duty belt, i.e., attached via a keeper strap or looped through the duty belt.
    - e. **Keeper straps:** Keeper straps shall be used to secure the duty belt to the pants belt.
    - f. **Expandable baton holder:** The expandable baton holder shall be worn anywhere on the belt (member's preference). Exception: See #2 above.
    - g. **Radio holder:** The radio holder shall be worn on the non-primary shooting hand side of the duty belt.
    - h. **Chemical weapon holder:** The chemical weapon holder (if issued) shall be worn on the non-primary shooting hand side. Exact placement will be determined by the member.
    - i. **CEW/TASER holster:** The CEW/TASER holster shall be worn on the non-primary shooting hand side toward the front of the duty belt.
    - j. **Approved miscellaneous items** (knife, extra magazine pouches, handcuff cases, flashlights, etc.): Approved miscellaneous items shall be worn in a location

**determined by the member, but avoiding the spinal area. Such items shall be consistent in appearance and materials as other duty belt items.**

**L. Weapons:**

- 1. The official service weapon shall be carried while on-duty in accordance with Operational Order #40.**
- 2. Firearms carried while on duty shall be maintained in a clean and serviceable condition.**
- 3. TASERS, expandable batons, and chemical weapons (if issued) are issued to members only after training and qualification and shall be carried in accordance with General Order #4.**

**M. Gloves:**

- 1. Gloves will be black, except when other gloves are specifically indicated for special occasions or events. Black gloves will not be worn while on patrol or when responding to typical calls for service. Black gloves may be worn in known tactical situations, searches, and in severe weather conditions. Black gloves are not a substitute for medical gloves due to cross contamination and will not be worn during situations requiring medical gloves. Mittens or gloves with fancy detail and weighted gloves are prohibited.**

**N. Shoulder Patches and Chevrons:**

- 1. Members will wear the official shoulder patch designating their respective classification (sworn full-time, sworn reserve, sworn auxiliary, or Community Service Aide).**
- 2. The official shoulder patch will be worn on both shoulders, centered on the shoulder strap of the shirt, and ½” below the shoulder seam of the shirt.**
- 3. Sergeants and Corporals will wear officially designated chevrons on both sleeves of the uniform shirt and jacket. The top point of the chevrons will be ½” below the shoulder patch and centered thereon.**

**O. Longevity Stripes:**

- 1. Longevity stripes will be displayed on the left sleeve of the long sleeve shirt only. The lowest point of the series of stripes will be positioned 4” above the end of the sleeve. Each longevity stripe will be dark blue (on a light blue background) and shall represent 3 years of service with the Ocoee Police Department.**

**P. Collar Insignia:**

- 1. Uniformed members under the rank of lieutenant will wear the ½” O.P.D. collar insignia on both collars for Class A and**

**Honor Guard shirts. Collar insignia will not be worn on short sleeve shirts under the rank of lieutenant.**

- 2. Collar insignia will be worn as follows:**
  - a. Members at the rank of Corporal and below shall wear the silver O.P.D. collar insignia.**
  - b. Sergeants/Detectives shall wear the gold O.P.D. collar insignia.**
  - c. The O.P.D. collar brass shall be placed ¼” from the bottom and side hems of the shirt collar and perpendicular to the inside hem.**
  - d. Lieutenants shall wear rank insignia on the collars of their uniform shirts as follows:**
    - 1. Lieutenants will wear a 3/8” wide gold bar on both collars of their uniform shirts.**
      - a. The gold bar shall be placed ¼” from the bottom and side hems and angled toward the collar point.**
  - e. The Deputy Chief shall wear 3/8” high gold stars (three in a row).**
    - 1. The gold stars shall be placed ¼” from the side hem and ¼” from and perpendicular to the inside hem.**
  - f. The Chief of Police shall wear 3/8” high gold stars (four in a row).**
    - 1. The gold stars shall be placed ¼” from the side hem and ¼” from and perpendicular to the inside hem.**

**Q. Name Plate, Ribbon Bar, and Accessories:**

- 1. Uniformed members will wear the official name plate centered directly over the right breast pocket of the shirt.**
  - a. The name plate pins should be touching the top seam of the pocket flap.**
  - b. A “Serving Since” plate shall be worn and attached to the nameplate recognizing service with the Ocoee Police Department. When attached, the bottom of the “Serving Since” plate should be touching the top seam of the pocket flap.**
- 2. Uniformed members will wear the ribbon bar, centered above the name plate with only the Class A uniform. Members will place the awards on their uniform in accordance with Operational Order #112.**
- 3. Accessories worn on the uniform shirt by members below the rank of Corporal shall have a silver metallic finish. Members with the rank of Detective and above shall have a gold metallic finish.**

4. The police badge is to be placed above the left shirt pocket at the location of reinforced area. The badge will be agency issued. When an outer garment such as a winter jacket or raincoat is worn, and the garment is equipped with a reinforced strap for wearing a badge, the badge will be worn on the outer garment.
5. The whistle chain (optional) shall be attached to the right shoulder epaulette with the whistle being placed in the right front shirt pocket.
6. Two non-descript writing instruments (gold or silver depending on badge color or black) with black ink, a Miranda card, agency business cards, and a pocket note pad may be carried in the shirt pocket.
7. Tobacco products, gum, and candy shall not be carried in shirt pockets.

**R. Tobacco Products:**

1. Tobacco products, cigarettes, cigars, chewing tobacco, etc., shall not be used while having contact with the public, as well as the compliance to the City of Ocoee Smoking Policy, City Rules and Regulations, and CBA.

**S. Colognes, Perfumes, and Cosmetics:**

1. Make-up that is not distracting or offensive may be worn.
2. Colognes and perfumes which could be distracting or offensive to co-workers and the general public should be avoided.

**T. Jewelry:**

1. The Chief of Police reserves the right to regulate the wearing of items of jewelry by agency members.
2. The agency shall not be responsible for any personal jewelry lost, damaged, or stolen while on-duty.
3. Jewelry worn on the hands, wrist, and fingers will be limited to the following:
  - a. Wedding/engagement ring (or set).
  - b. One other conservative ring (such as class, school, or organization ring).
  - c. Traditional wristwatch.
4. Female members may wear one set of plain, small, stud type earrings.
5. Male members are prohibited from wearing earrings while in uniform.
6. No member should display/wear any jewelry other than described above. Excessive amounts of jewelry shall not be worn while on-duty.

7. **Nose, eyebrow, body, and tongue rings or jewelry are not permitted while on-duty as they are a safety issue. Agency commanders may make exceptions for undercover members.**

**U. Body Armor:**

1. **All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.**
2. **All members shall be issued and wear agency approved body armor. CSA's have the option of requesting and wearing agency issued body armor.**
3. **Body armor that is worn or damaged shall be replaced by the agency. Body armor that must be replaced due to misuse or abuse by the member shall be paid for by the member.**
4. **Members who are assigned to a uniform function, and non-uniformed sworn members are required to wear body armor while engaged in patrol or field operations, both on-duty and during extra duty employment (or any time wearing a uniform), unless exempt as follows:**
  - a. **When an agency approved physician determines that a member has a medical condition that would preclude wearing body armor.**
  - b. **When the member is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor.**
  - c. **When the agency determines that circumstances make it inappropriate to mandate wearing body armor.**
5. **Body armor that is not worn by plain clothes or office members must be readily available to the member should circumstances dictate, i.e., drug raids, serving warrants, serious felonies, or hostage situations (if time allows).**
6. **Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and periodic documented inspections.**
7. **Annual inspections of body armor shall be conducted for fit, cleanliness, and signs of damage, abuse, and wear.**
8. **Members shall routinely inspect personal body armor for signs of damage and for general cleanliness.**
9. **As dirt and perspiration may erode ballistic panels, each member shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.**



10. **Members are responsible for the proper storage, maintenance, and care of body armor in accordance with manufacturer's instructions.**
11. **Members are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the Property Custodian.**
12. **Body Armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice.**
13. **The Training Unit shall be responsible for:**
  - a. **Monitoring technological advances in the body armor industry that may necessitate a change in body armor.**
  - b. **Assessing weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.**
  - c. **Providing training programs that demonstrate body armor's stopping power under actual firing conditions and that emphasize its safe and proper care.**
  - d. **Maintaining nationwide statistics, if available, on incidents where armor has or has not protected officers from harm, including traffic crashes.**

**V. Dress Hat:**

1. **The dress hat will be worn so far forward as to not obscure vision. The hat will be worn with the bottom portion of the front part of the sweat band positioned no higher than approximately one inch above the eyebrow. The hats brim will be equal distance above each ear and not tilted higher on one side of the head than the other. The hair of the front part of the head will not extend below, nor be visible under the sweat band.**
2. **The dress hat may be worn at the member's discretion and must be worn when ordered by the Chief of Police.**

**VII. UNIFORM CLASS**

**A. Class A Uniform:**

1. **The Class A uniform will primarily be worn for special functions and shall be worn at the direction of the Chief of Police or his/her designee.**
2. **Full dress uniform.**
3. **Approved dress hat. Ball and/or utility hats are prohibited.**
4. **Long sleeve shirt:**
  - a. **Full brass and ribbon bars, badge, name tag, years of service pin, whistle chain, and authorized metal accessories.**

- b. Issued longevity stripes will be worn on the left sleeve.
- c. Approved agency patch on each shoulder.
- d. Approved rank chevrons.
- 5. Tie with agency approved tie tack.
- 6. Pants.
- 7. Agency approved footwear capable of holding a high gloss shine.
- 8. Full duty belt gear with equipment.

**B. Class B Uniform:**

- 1. The Class B uniform will be the uniform of the day during the cooler months of the year.
- 2. Approved agency ball and/or utility hat may be worn.
- 3. Long sleeve shirt worn with open collar.
  - a. Issued longevity stripes will be worn on the left sleeve.
  - b. Approved agency patch on each shoulder.
  - c. Approved rank chevrons.
  - d. Badge, name tag, and years of service pin.
  - e. Award ribbons may be worn for 30 days after issue.
- 4. Pants.
- 5. Approved agency footwear.
- 6. Full duty belt gear with equipment.
- 7. Agency issued jacket and tie may be worn at the member's discretion.

**C. Class C Uniform:**

- 1. The Class C uniform shall be the normal uniform of the day during the warmer months.
- 2. Short sleeve shirt with approved agency patch on each shoulder.
  - a. Approved rank chevrons.
  - b. Badge, name tag, and years of service pin.
- 3. Pants.
- 4. Approved agency footwear.
- 5. Full duty belt gear with equipment.

**VIII. UTILITY UNIFORMS:**

**A. Bicycle and Summer Uniforms:**

- 1. Black short sleeved polo shirt:
  - a. Right sleeve will have "POLICE" embroidered (½" tall with capital letters) centered one inch above the edge of the sleeve. "POLICE" will be silver/gray for members below the rank of Corporal and yellow/gold for Detective and above.

- b. Left sleeve will have “POLICE” embroidered ( $\frac{1}{2}$ ” tall with capital letters) centered one inch above the edge of the sleeve. “POLICE” will be silver/gray for members at or below the rank of Corporal and yellow/gold for Detective and above.
  - 1. The top of the approved agency patch will be placed centered on the sleeve two inches down from the shoulder seam.
  - 2. The sleeve will be equipped with pen pockets.
- c. Corporals and above will have the rank insignia embroidered on both collars.
  - 1. Corporals will wear a  $\frac{5}{8}$ ” high x  $\frac{3}{4}$ ” wide silver chevron representing their rank on both collars of their uniform shirts. The chevron shall be placed  $\frac{1}{4}$ ” from the bottom and side hems and angled toward the collar point.
  - 2. Sergeants will wear a  $\frac{3}{4}$ ” high x  $\frac{3}{4}$ ” wide gold chevron representing their rank on both collars of their uniform shirts. The chevron shall be placed  $\frac{1}{4}$ ” from the bottom and side hems and angled toward the collar point.
  - 3. Lieutenants will wear a 1” high x  $\frac{3}{8}$ ” wide gold bar on both collars of their uniform shirts. The gold bar shall be placed  $\frac{1}{4}$ ” from the bottom and side hems and angled toward the collar point.
- d. The front left breast will have the approved agency badge patch embroidered in silver/gray for members at or below the rank of Corporal. Members at the rank of Detective and above will have yellow/gold.
- e. The right front breast will have the member’s rank, first initial and last name embroidered on the shirt.
- f. Name and patches will correspond to agency policy.
- 2. Black cargo style shorts.
- 3. The shorts and shirt will be worn as a set and no part will be mixed with any other uniform or other clothing.
- 4. Approved agency footwear.
- 5. Full duty belt gear with equipment.
- 6. If riding a bicycle, agency issued bicycle equipment to include a bicycle helmet.
- 7. The summer uniform may be worn from March 1<sup>st</sup> until November 15<sup>th</sup>.
  - a. The Chief of Police or his/her designee can extend the dates the summer uniform may be worn.

**B. CSA Uniforms:**

1. **CSA members will be issued the same styles, types, and configurations of uniforms as sworn members with the following exceptions:**
  - a. **Shirts:**
    1. **All shirts will be sky blue in color.**
    2. **Badges, hats, jacket, raincoat, traffic vest, and shoulder patches will have the words “Community Service Aide or Service Aide” in place of “POLICE,” or “POLICE OFFICER.”**
  - b. **Approved agency footwear.**
  - c. **The duty belt gear shall not have a firearm, TASER, (ammunition for either weapon) or a baton.**
  
- C. **K-9/Utility Uniforms:**
  1. **Black or dark navy blue fatigue pants and jacket, or black coveralls.**
  2. **Black or dark navy blue ball cap.**
  3. **Standard issue duty belt gear and equipment.**
  4. **Approved agency footwear.**
  5. **Issued K-9 equipment.**
  
- D. **Marine Patrol Uniforms:**
  1. **Shirt:**
    - a. **Issued white polo (water wicking) shirt embroidered with the agency approved badge patch on the left breast consistent with the summer uniform shirt.**
    - b. **The right front breast will have the member’s rank, first initial and last name embroidered on the shirt consistent with the summer uniform shirt.**
    - c. **“Ocoee Marine Patrol” (3” high) embroidered in black on the back of the shirt.**
  2. **Issued black cargo (water wicking) shorts.**
  3. **Black deck shoes may be worn in place of leather shoes.**
  4. **Standard issue duty belt gear and equipment.**
  5. **Members will wear the black ball cap or agency approved utility hat.**
  6. **A personal flotation device will be worn while performing the Marine Patrol function.**
  
- E. **Motorcycle Uniforms:**
  1. **Members assigned to motorcycle duty will wear the official uniform with the following exceptions:**
  2. **Shirts:**
    - a. **Issued white short sleeve uniform shirt may be worn in place of the dark navy blue short sleeve uniform shirt.**

3. Issued blue riding breeches/jodhpurs will be worn in place of the straight leg pants.
  4. Issued black riding boots will be worn to cover the lower leg portion of the breeches/jodhpurs.
  5. Issued helmet will be worn when operating the motorcycles.
  6. The Summer uniform is prohibited.
- F. Reserve and Auxiliary**
1. Uniforms for reserve and auxiliary members will be as prescribed in General Order #5.0.
- G. School Resource Officer (SRO) Uniforms:**
1. The normal uniform of the day is the Class C uniform and/or the summer uniform.
  2. SRO and D.A.R.E. members may wear school related clothing in lieu of agency uniforms.
- H. Traffic Uniforms:**
1. Members assigned to Traffic may wear a white Class B or C uniform shirt.

## **IX. NON-SWORN CLOTHING**

- A. A dress code has been established to present a professional image, as well as develop pride in the Ocoee Police Department and its members. Members authorized to wear non-sworn attire will conform to the following standards of dress. This section does not apply to CSA's.**
1. Non-sworn uniforms shall consist of any issued clothing with or without the City of Ocoee logo.
  2. Attire shall be of a conservative businesslike nature that presents a professional image.
  3. Clothing shall not be too baggy, too tight, too short, or too long.
  4. Washed-out, torn or frayed fabric is not appropriate.
  5. Clothing, shoes, accessories, and jewelry which could pose a safety hazard must be avoided.
  6. Shoes shall be worn at all times. Shoes must have a heel strap for safety purposes and be in good condition. Slippers, thongs, flip-flops, jellies, crocs, beach style, or opened toed shoes are not acceptable.
  7. Dress shirts/blouses shall be worn. Tee-shirts (conventional-style) and other shirts with pictures or wording are not acceptable. Golf style shirts are acceptable.

- 8. Pants or slacks will be of the dress variety. Fabrics such as Lycra, spandex, sweatshirts, and tights/leggings are not acceptable. Denim jeans are allowed on designated casual days.**
- 9. Skirts, dresses, and skorts (split skirts) should be no shorter than 4” from the middle of the knee cap. Dresses/skirts made of denim are permitted, if not faded, torn, frayed, or washed out.**
- 10. Shorts, sun dresses/tops, spaghetti straps, backless, sheer see-through attire are not appropriate. Low necklines revealing cleavage/chest area are not acceptable. Halters or tube tops are not acceptable.**
- 11. Hats or caps are not permitted, except when specified for safety reasons or inclement weather.**
- 12. Court Attire:**
  - a. Approved attire for appearance in court including traffic, county, district, circuit courts and related proceedings shall be formal business attire (male members - jacket and tie) and (female officers - equivalent suitable business attire). For depositions, formal business attire, or casual business attire (professional polo-style shirt and slacks, and casual style footwear).**
  - b. Members authorized to dress in plain clothes while on duty shall dress in accordance with the formal or suitable business attire described above, unless deviation is authorized by Staff for purposes of a specific job assignment.**
- 13. No mixture of agency uniform clothing shall be worn with non-sworn clothing unless specifically issued to the member, such as a sweater, jacket, or polo shirt. Logos on clothing shall not identify or imply that the member is a law enforcement officer except for recognition purposes by plain-clothes members during raids or other emergency conditions.**
- 14. Non-sworn members shall wear their issued uniform for work related purposes only. A non-sworn uniform shall never be worn in places that could foster negative public opinion or give the appearance of using the uniform for personal gain or influence.**
- 15. All non-uniformed members shall be in compliance with the dress code during any business-related working hours.**
- 16. All supervisors shall be held accountable for teaching, role modeling, and enforcing the dress code policy.**
- 17. Authorization of other types of suitable clothing or shoes may be made in order to achieve specific objectives by the Chief of Police or his/her designee.**

- 18. Non-uniformed members as determined by the Chief of Police shall be given an annual allotment for clothing allowance as determined by budgetary proposals dependent on the availability of funds.**

## **X. OWNERSHIP OF UNIFORM AND EQUIPMENT**

- A. The ownership and title to all uniforms and equipment issued to members is vested in the Ocoee Police Department.**
- B. Ocoee Police Department members shall be held strictly accountable for the proper care, use, and maintenance of all issued articles of uniform and equipment. Uniforms and equipment will be worn and used only in accordance with the provisions of policy.**
- C. No item of uniform or equipment will be transferred or exchanged by Ocoee Police Department members without the approval of a Division Commander, and then only after the Property Custodian has been notified of the exchange.**
- D. It shall be the duty of each member of the Ocoee Police Department to produce upon demand of a supervisor, any article(s) or item(s) of issued uniform or equipment or any other item worn or carried while on-duty, which affect the member's appearance or performance of duty.**
- E. When a member resigns, retires, is discharged, is granted an extended leave of absence, or in any way vacates his/her position, the member will surrender all issued items of uniform and equipment except those authorized by a Division Commander or higher. In case of death of a member, the Division Commander shall be responsible for the recovery of all property, keeping in mind the feelings of the deceased member's family. Death or retirement incidents shall be reviewed by Command Staff to decide whether some articles can be retained by family members if a death occurred or by the retiree.**
- F. Members shall not wear any portion of the official uniform or carry an agency firearm while under disciplinary suspension. Depending on the type of suspension, upon notification of suspension, or relief of duty for disciplinary reasons, members will immediately surrender badge, identification card, access card, vehicle and facility's key, and agency issued weapons to the supervisor giving notice of disciplinary suspension.**
- G. When a member is transferred or promoted from one command to another, it will be the responsibility of the exiting commander to**

**officially transfer or recover all property issued by his command. The receiving commander of the transferred or promoted member will ensure that all issued uniforms and equipment assigned to the member that are not needed be returned to the Property Custodian.**

- H. A member who loses, misplaces, or damages any issued property will immediately report such loss or damage to his/her immediate supervisor, in writing and will be held responsible for the replacement of same, when the loss is due to the member's negligence.**
  
- I. Member uniform items which become unsuited for continued use due to normal wear or size change may be replaced upon written approval from a Division Commander.**

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**Charles J. Brown**  
**Chief of Police**





## OCOEE POLICE DEPARTMENT CONDITION OF EMPLOYMENT

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### TATTOOS, BRANDS, BODY MUTILATION, DENTAL ORNAMENTATION, AND/OR BODY ORNAMENTATION

APPLICANT NAME: \_\_\_\_\_

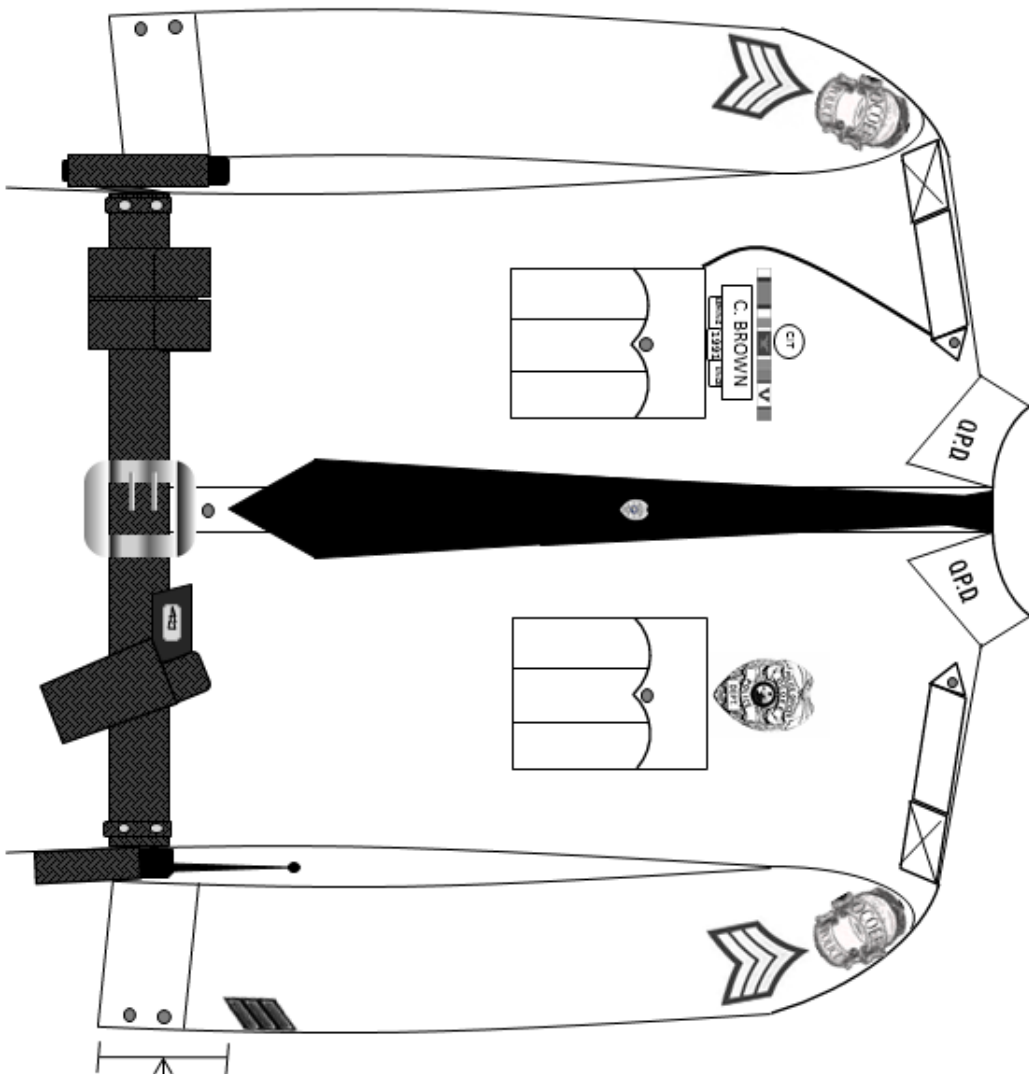
Effective July 21, 2015, the Ocoee Police Department has implemented a policy regarding Tattoos, Brands, Body Mutilation, Dental Ornamentation, and/or Body Ornamentation (see Operational Order 110.0). Pursuant to this policy, an applicant for employment or a current member may be disqualified from employment if the aforesaid tattoos and other body ornamentation are (or would be) visible while wearing the agency's issued uniform or other clothing required for particular assignment. The only exception is body ornamentation on the arms that can and must be covered by a compression style sleeve that is similar in tone of the applicant/members skin tone. To ensure compliance with the agency's policy I, the undersigned applicant, do hereby agree that during my tenure of employment with the Ocoee Police Department that I will disclose any tattoos, brands, body mutilation, dental ornamentation, body piercing, and other body ornamentation, which may be visible while wearing the agency's issued uniform or other clothing required for particular assignment, I understand that I am subject to termination if it is substantiated that I have withheld any of the above mentioned during my employment.

\_\_\_\_\_  
Signature of Applicant

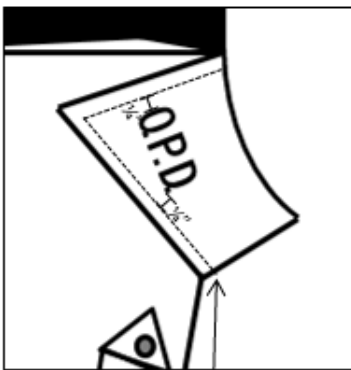
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Signature of Witness

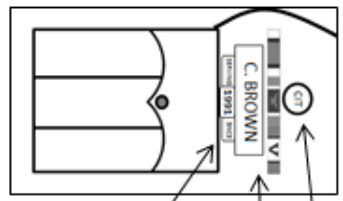
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Date



The bottom of the Longevity Stripes are worn 4" from end of sleeve



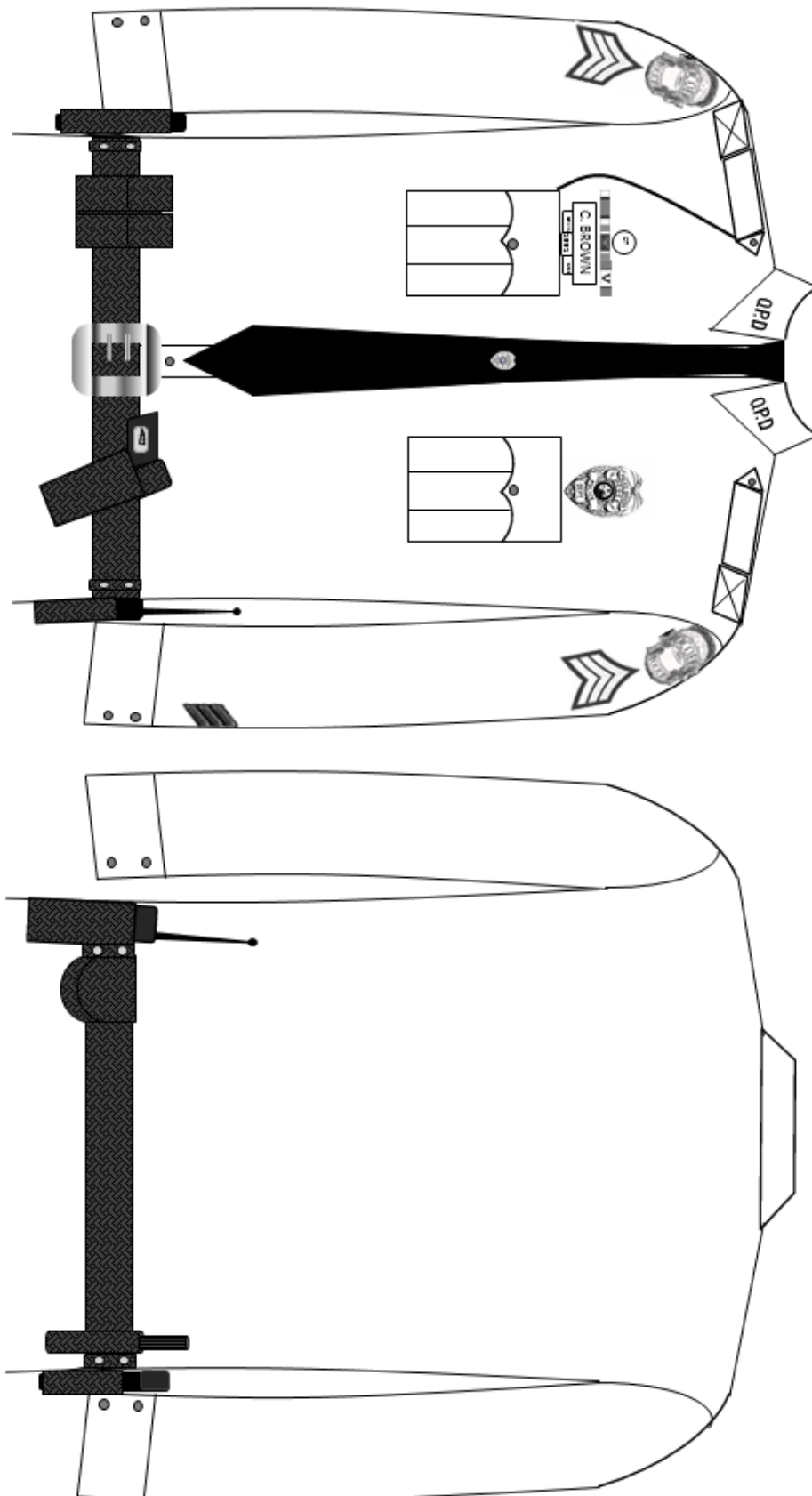
Agency insignia will be worn 1/4" from the inside and bottom collar seams perpendicular to the inside collar seam.

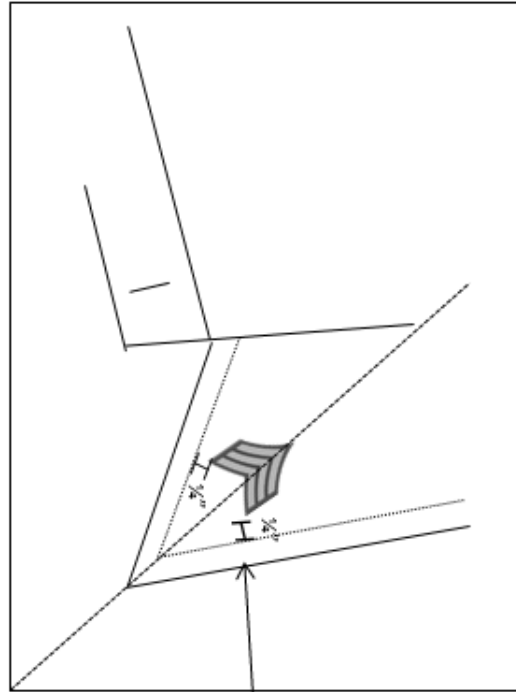


Any other approved pins should be centered 1/4" above the ribbon rack and 1/4" apart.

1/4" space between the top of the name plate and the bottom of the ribbon rack.

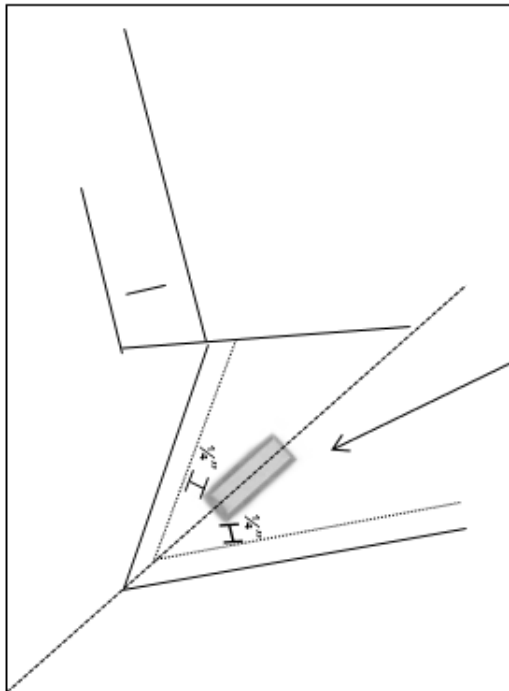
The bottom of the name plate or "Serving Since" pin should be flush with the top of the pocket.





Sergeants/Corporals shall wear rank insignia on the collars of their Summer uniform shirts. The insignia shall be placed 3/8" from the bottom and side hems and angled toward the collar point.

1. Corporals will wear a 5/8" high x 3/4" wide gold chevron representing their rank on both collars of their uniform shirts. The chevron shall be placed 3/8" from the bottom and side hems and angled toward the collar point.
2. Sergeants will wear a 3/4" high x 3/4" wide gold chevron representing their rank on both collars of their uniform shirts. The chevron shall be placed 3/8" from the bottom and side hems and angled toward the collar point.
3. Lieutenants will wear a 1" high x 3/8" wide gold bar on both collars of their uniform shirts. The gold bar shall be placed 3/8" from the bottom and side hems and angled toward the collar point.



Lieutenants shall wear rank insignia on the collars of their uniform shirts as follows:  
 1. Lieutenants will wear a 3/8" gold bar on both collars of their uniform shirts.  
 a. The gold bar shall be placed 3/8" from the bottom and side hems and angled toward the collar point.