


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Uniforms, Equipment and Personal Appearance		
NUMBER	1101.03	EFFECTIVE DATE	January 21, 2020
Scheduled Review Date	July 29, 2021	ISSUE DATE	January 21, 2020
Date Reviewed	January 20, 2020	REVISION DATE	January 21, 2020
APPROVED BY		ALEAP Standards	1.11; 1.12; 2.13; 7.25

I. Scope and Purpose

- A. Wearing a Texarkana Police Department uniform is a privilege. This policy establishes the personal appearance requirements of all members of the Texarkana Police Department and describes the proper manner in which all members of the Agency will wear the Department issued uniforms. The guidelines within this policy are designed to promote uniformity in the appearance of the Texarkana Police Department while standardizing uniform maintenance requirements throughout the Agency.

II. Policy

- A. It shall be the policy of the Texarkana Police Department to establish, implement and manage a set of procedures that will govern the manner in which the variety of uniforms of the Department are worn. Whether on or off-duty, all members wearing an official uniform or displaying official Texarkana Police Department badges or identification shall remain subject to the guidelines set forth within this policy. Only those items described and issued by the Agency are authorized.
- B. Officers assigned to wear the police uniform shall report for their assigned duty at the designated time properly attired in the complete uniform as prescribed in this policy. Except under the following circumstances, the Texarkana Police Department police uniform shall not be worn off-duty:
 - 1. When traveling to and from work;
 - 2. When appearing in court;
 - 3. When attending training; and
 - 4. When engaging in an approved extra duty assignment or activity in an official Agency capacity.
- C. Portions of the uniform will not be worn at any time. No item of a uniform will be worn at any time except when incorporated as part of the complete uniform. No substitutions for issued uniform items will be allowed unless such items are specifically authorized by the Chief of Police or his designee.
- D. All members of the Texarkana Police Department shall recognize and adhere to the guidelines established within this policy.

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III. Police Uniform Appearance

A. General Guidelines and Requirements

1. Whether the officer is in or out of the uniform, and during those periods in which the officer is on-duty or is engaged in any activity which reflects upon the Texarkana Police Department, he/she shall at all times be neat and clean in their appearance when they are in public.
2. All leather gear and equipment will present a clean and well-polished appearance.
3. Newly appointed officers will be provided with both summer and winter uniforms and all of the necessary equipment. The Department will also repair or replace worn uniforms and equipment as necessary. The Department's Central Supply Technician will be responsible for ordering replacement uniform apparel and equipment while maintaining all records associated with the distribution of this equipment.
4. Officers who are assigned to a position that requires the wearing of civilian attire shall receive a bi-annual clothing allowance paid in June and December. Narcotics officers and officers serving within the Services Division who wear a uniform and civilian clothing shall receive one-half (1/2) of the bi-annual clothing allowance.
5. All officers of the Agency shall wear the assigned uniform that corresponds to the season of the year. The Uniform Patrol Division Commander will designate when the seasonal change of uniforms will occur. Once this decision has been made, all supervisors will ensure the officers on their shift or within their section are aware of the date and time the change will occur and the officers make the transition at the appropriate time.
6. All officers will ensure their assigned uniforms fit properly and remain in a neat, pressed and serviceable condition. All uniforms will be dry-cleaned, pressed with military creases and starched when appropriate. All shirt sleeves shall have a defined crease passing through the center of the authorized Department patch.
7. All officers are responsible to notify the Department's Central Supply Technician when it becomes necessary to order new uniforms. Such a notification should occur no later than sixty (60) days prior to the change identified in subparagraph 5 above.
8. Handkerchiefs or other articles will not be carried in the pockets of a uniform in a manner that causes the item to be exposed. Writing pens are exempted from this requirement.
9. Lodge, club emblems, pins or buttons shall not be displayed upon the uniform. Officers are allowed to wear rings that display such symbols or emblems. Additional guidance surrounding the wearing of rings can be located in Section VI, Paragraph D within this policy.
10. All Department uniform shirts will contain the official Texarkana Police Department patch. One patch will be sewn onto each shirt sleeve in a manner that leaves the patch centered across the sleeve's natural crease line and positioned one (1) inch below the sleeve's intersection with the shoulder. Sleeves Shall not be tailor less than 4 inches below the bottom of the Texarkana Police Department Patch.
11. Department supervisors are accountable for the on-duty appearance of their subordinates.
12. All officers of the Department shall wear the designated uniform of the day during their tour of duty unless otherwise directed by their Division Commander or the Chief of Police. The wearing of civilian attire with any distinguishable portion of the Texarkana Police Department uniform is

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strictly prohibited. Tie tacks depicting Departmental logos are not considered an official part of the Texarkana Police Department uniform.

13. Officers or uniformed civilians shall not wear the Texarkana Police Department uniform—or any part thereof—off-duty except when traveling to and from work or while engaged in a Department assignment.
14. All employees of the Agency shall maintain proper hygiene. With the exception of those officers who are engaged in undercover or covert operations, at no time shall an employee emit an offensive body odor while engaged in a Department related function. Whenever practical, supervisors should allow employees to return to their home and shower and/or change uniforms should the circumstances dictate.
15. **Physical and Mental Condition**
 - a. In order to handle the often strenuous and physical demands required of law enforcement officers, Texarkana Police Officers shall maintain a good physical, medical and mental condition.
 - b. Should it become apparent an officer is not maintaining the appropriate level of physical fitness, or should an officer demonstrate signs of mental incompetence, the officer’s supervisor may recommend—through the established chain-of-command—the officer undergo a medical, psychological or physical examination.
 - c. Any officer or civilian employee of the Texarkana Police Department who is determined to have a substandard medical, psychological or physical condition by a competent medical professional may be transferred to an assignment or a duty status that correlates to the member’s condition. Such an assignment or duty status will continue until the member has corrected the condition and is determined to be in a position to assume normal duty.
 - d. All assignments to light duty status are evaluated on a case-by-case basis and must benefit the Agency. For additional information regarding light duty assignments, refer to [General Orders 1101.02---Compensation and Benefits](#) as well as [1101.09---Department Employee Change of Status](#).

B. Class A Dress Uniform

1. The Texarkana Police Department’s Class A Winter Dress Uniform shall consist of the official long sleeved uniform shirt containing red piping on the shirt’s epaulets, uniform trousers containing red piping on the trousers’ seam and highly polished leather or corfam military style low-quarters or boots. The tie **shall not** be worn with the Class A Winter Dress Uniform.
2. The Texarkana Police Department’s Class A Summer Dress Uniform shall consist of the official short sleeved uniform shirt containing red piping on the shirt’s epaulets, uniform trousers containing red piping on the trousers’ seam and highly polished leather or corfam military style low-quarters or boots. The tie **shall not** be worn with the Class A Summer Dress Uniform.
 - a. The winter and summer Class A Uniform shall be worn with metal buttons. When worn, the shirt will be configured with nine (9) metal buttons.
 - (1) Five (5) metal buttons on the front centerline of the shirt;
 - (2) One (1) metal button on each shirt pocket; and
 - (3) One (1) metal button on each shirt epaulet.

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- b. Commissioned officers of a supervisory rank shall wear gold buttons. All other commissioned officers shall wear silver colored buttons. When worn, all buttons shall contain a highly shined appearance.
3. Officers will display their awarded decorations—commonly referred to as ribbons or service bars—during formal occasions or as directed by the Chief of Police or a Division Commander. Service bars shall only be worn with the Class A Uniform on special occasions as authorized by the Chief of Police.
 - a. Service bars shall be worn centered above the name plate on the right side of the Class A Uniform shirt in rows of two (2) with the highest award closest to the heart. If more than one row of service bars is worn, the highest award shall be displayed on the top row in a centered fashion.
 - b. For additional information related to Department awards, refer to [General Order 1104.02---
Department Awards Program.](#)
 4. Officers will wear the issued uniform hat when outdoors, as the uniform hat is made a part of the Class A Uniform.
 5. Notwithstanding any specialized assignment, all officers shall maintain a minimum of one Class A Winter Dress Uniform and one Class A Summer Dress Uniform at all times.

C. Class B Winter Duty Uniform

1. The Texarkana Police Department’s Class B Winter Duty Uniform shall consist of the issued long sleeved uniform shirt, uniform slacks and approved footwear.
2. A white crew-neck T-shirt shall be worn beneath the uniform shirt so as to enhance the opened-collar appearance. T-shirts that contain logos or any other colorings or emblems which are visible whenever the Class B Uniform shirt is worn are prohibited.
3. The issued uniform tie is not part of the Class B Uniform and will not be worn, as the uniform shirt is required to remain open along the line of the collar. The Department issued windbreaker or duty jacket may be worn with the Class B Uniform.
4. ALTERNATE Class B Winter Duty Uniform-
 - (a) LONG SLEEVE POLYESTER ARMORSKIN® BASE SHIRT
 - (b) POLYESTER ARMORSKIN OUTER CARRIER
5. Supervisor may restrict the wearing of the ALTERNATE uniform if the officer’s appearance does not have a professional crisp look.

D. Class C Summer Duty Uniform

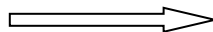
1. The Texarkana Police Department’s Class C Summer Duty Uniform shall consist of the issued short sleeved uniform shirt, uniform slacks and approved footwear.
2. A white crew-neck T-shirt shall be worn beneath the uniform shirt so as to enhance the opened-collar appearance. T-shirts that contain logos or any other colorings or emblems which are visible whenever the Class C Uniform shirt is worn are prohibited.

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3. The issued uniform tie is not part of the Class C Uniform and will not be worn, as the uniform shirt is required to remain open along the line of the collar. The Department issued windbreaker or duty jacket may be worn with the Class C Uniform.
4. ALTERNATE Class C Summer Duty Uniform-
 - (a) SHORT SLEEVE POLYESTER ARMORSKIN® BASE SHIRT
 - (b) POLYESTER ARMORSKIN OUTER CARRIER
5. Supervisor may restrict the wearing of the ALTERNATE uniform if the officer's appearance does not have a professional crisp look.

E. Class A, B and C Uniform Accessories

1. Officers of the Department are issued a black leather level II or III holster constructed with an embossed basket weave pattern. To ensure the duty weapon cannot be discharged by an outside force, the holster shall be designed in a manner that securely confines the duty weapon's trigger mechanism within the holster when the weapon is fully seated. Officers will ensure their weapon is retained and fully seated within the holster whenever the holster is placed in an inverted position without the fastening device secured.
 - a. Once trained and approved officers may purchase a Safariland model 6360 duty holster constructed with an embossed basket weave pattern to be used with an approved weapon mounted flashlight.
 - b. Weapon mounted lights will have to be approved by an agency Glock Armor prior to use.
2. Officers of the Department are issued one (1) black leather handcuff case constructed with an embossed basket weave pattern.
 - a. Officers shall be responsible for purchasing all handcuffs, and all officers are authorize to incorporate a second pair of handcuffs onto their issued duty belt; however, all additional carriers must be of the same style of carrier issued by the Department. All handcuffs incorporated onto the duty belt shall be placed within a carrier.
3. Officers of the Department are issued one (1) Safariland 79 Slimline Double Mag Pouch - Open – constructed with an embossed basket weave pattern. Former issued magazine pouches will be replaced as needed with the Safariland 79 Double Mag Pouch. The magazine pouch may be worn on either the front left or front right side of the duty belt.
4. Officers of the Department are issued a black leather duty belt constructed with an embossed basket weave pattern. The duty belt shall be 2 ¼ inches wide and incorporated with a single prong buckle. The buckle for supervisors of the Agency shall be gold in color, and the buckle for all other officers shall be silver in color. All buckles shall contain a high glossed shine during all times in which the duty belt is worn.
 - (1) Whenever worn, the duty belt shall be positioned in a manner that brings the center of the belt's buckle, the buttons of the uniform shirt and the uniform trouser's zipper enclosure into alignment within one another. This is commonly referred to as the uniform's "gig line".
 - (1) The following picture depicts the manner in which the belt's buckle shall be aligned with the buttons on the uniform shirt and the uniform trouser's zipper enclosure. This same



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alignment applies to the Class D Uniform and the assigned nylon belt that accompanies this uniform:



5. Officers of the Department are issued one (1) OC/ CS chemical spray carrier containing an embossed basket weave pattern with a snapped enclosure.
6. Officers of the Department are issued four (4) black leather duty belt keepers containing an embossed basket weave design. Officers are authorized to wear either single width or double width keepers. All authorized keepers shall have snap enclosures.
 - a. The belt keepers for supervisors of the Agency shall be gold in color, and the belt keepers for all other officers shall be silver in color. All snap enclosures on all belt keepers shall contain a high glossed shine during all times in which the duty belt is worn.
7. Officers of the department are permitted to wear One black Eleven10 style Kydex tourniquet holder and are encouraged to have a tourniquet on their person while in uniform.
8. The Uniform Patrol Commander—or his designee—may authorize different equipment to be worn on duty belts from time to time; however, officers are not permitted to wear colored cell phones or any other communication device on their duty belt. Cell phones and other similar devices which are black in color are authorized for wear on the duty belt.
9. All Department issued leather gear will not show any scuff marks, dull spots or raw leather. All leather gear shall be well maintained and have a shined/glossy appearance.

10. Authorized Footwear

- a. Officers of the Department are required to purchase their own foot wear. There are many different types of footwear that meet Agency requirements.
- b. The Department requires either a traditional slip-on boot with a round and smooth toe, a military style low-quarter lace-up type shoe with a round and smooth toe or a black leather lace-up military style boot for wear with the Department’s Class A, B and C Uniforms.
- c. All foot wear shall be black and polished to a high glossy shine. Corfam (patent leather) material is authorized.
- d. Pointed toes and fancy colored or decorative stitching on footwear is prohibited.

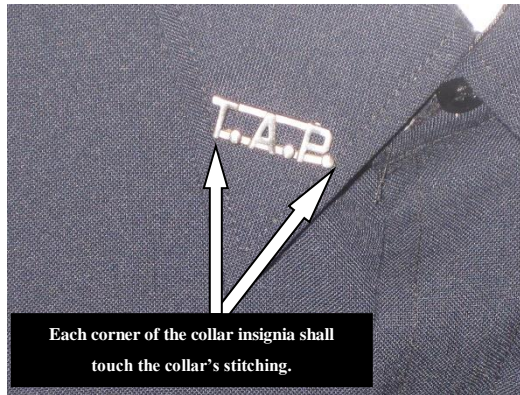
11. Uniform Brass Insignia

- a. All officers holding the rank of patrol officer, detective or Sergeant shall wear “T.A.P.” insignia collar brass on both collar points of the uniform shirt. When worn with the Class A,

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B or C Uniform, the “T.A.P.” insignia shall be worn at an angle across the collar point and orientated in a manner that places the bottom cornered edges of the insignia along the inner stitching of the collars.

- (1) The picture immediately below depicts the manner in which this collar insignia shall be affixed to the Department’s uniform shirts.
- (2) All “T.A.P.” collar insignia for supervisors of the Agency shall be gold in color, and the “T.A.P.” collar insignia for all other officers shall be silver in color. All “T.A.P.” collar insignia shall contain a high glossed shine during all times in which the duty belt is worn.



- b. All officers holding the rank of Patrolman First Class or Corporal shall wear the “T.A.P.” insignia identified above on the left collar of the uniform shirt. Officers holding these ranks shall wear rank insignia that corresponds to their respective level of rank on the uniform shirt’s right collar. The rank insignia shall be nickel plated and worn at an angle across the collar point and orientated in a manner that places the bottom cornered edges of the insignia along the inner stitching of the collars.

- (1) Patrolman First Class Rank Insignia (Nickel-Plated)



- (2) Corporal Rank Insignia (Nickel-Plated)



- (3) The following picture depicts the manner in which these rank insignias shall be affixed to the left collar of the Department’s uniform shirts:

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- c. All officers holding the rank of Lieutenant and Captain shall wear the gold colored “T.A.P.” insignia identified above on the left collar of their uniform shirt. Officers holding these ranks shall wear rank insignia that corresponds to their respective level of rank on the uniform shirt’s right collar. The rank insignia shall be brass plated (gold) and worn at an angle across the collar point and orientated in a manner that places the bottom cornered edges of the insignia along the inner stitching of the collars.

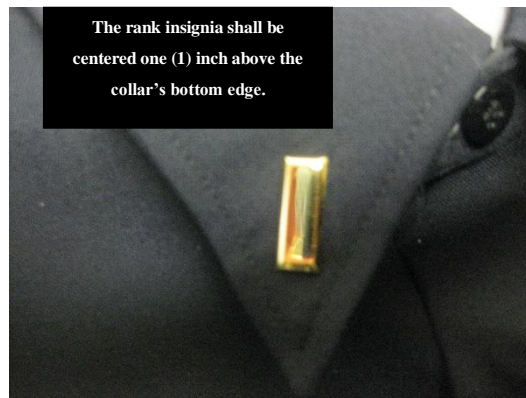
- (1) Lieutenant’s Rank Insignia (Brass)



- (2) Captain’s Rank Insignia (Brass)



- (3) The following pictures depict the manner in which these rank insignias shall be affixed to the left collar of the Department’s uniform shirts:



Each corner of the rank insignia shall touch the collar's stitching.

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- d. Only Department issued brass insignia shall be authorized for wear on the Department's Class A, B, and C uniforms.

12. Sergeant Rank Insignia

- a. The rank insignia for Sergeants when wearing the Class A, B and C Uniform shall consist of chevrons which will be displayed immediately below the authorized Department patch. Each set of uniform chevrons shall be centered on each sleeve and orientated with the Department patch.

(1) Uniform Chevrons—Sergeants with 1 to 3 years time in grade:



(2) Uniform Chevrons—Sergeants with 3 to 6 years time in grade:



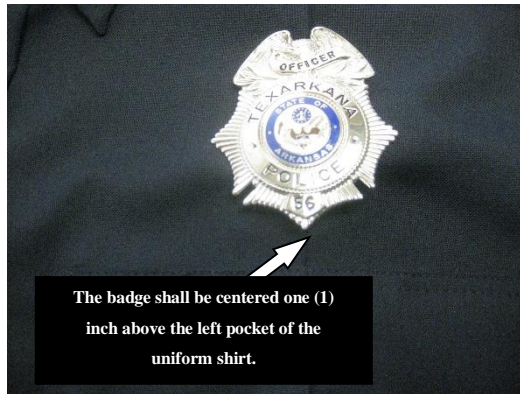
(3) Uniform Chevrons—Sergeants with 6 or more years time in grade:



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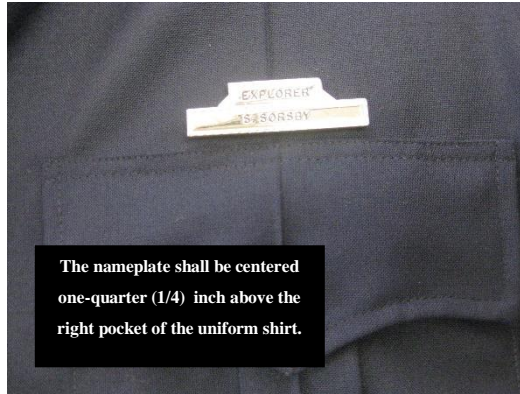
13. Nameplates and Badges

- a. A Department issued metal name plate—of a finish respective to the officer’s level of rank— shall be worn on the Class A, B, and C Uniform shirts. Officers holding a supervisory rank will wear gold colored nameplates, while all other officers will wear silver colored nameplates. No additional alteration or attachment to the nameplate is authorized.
 - b. The metal nameplates shall 2 ½ inches in length, 3/8 inches in width and have a clutch style fastening system. When worn, the nameplate shall be centered ¼ inch above the right shirt pocket and orientated so the name plate is parallel with the pocket.
 - c. The official Department issued metal badge shall be worn on the Class A, B, and C Uniform shirt. All Department issued uniform shirts contain a place for the placement of the uniform badge above the left pocket.
- (1) The following picture depicts the manner in which the official Texarkana Police badge shall be affixed to the Department’s uniform shirts:



- (2) The following picture depicts the manner in which the official Texarkana Police nameplate shall be affixed to the Department’s uniform shirts:

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d. Motor Officer Insignia

- (1) Officers whose current assignment involves riding the police motorcycle are authorized to display the following insignia on their Class A, B and C Uniform shirt. When worn, this insignia will be centered one (1) inch above the officer's nameplate. When worn in conjunction with service bars on the class A Uniform shirt, this insignia will be centered one (1) inch above the service bars.



14. Gloves

- a. Plain black gloves constructed of either leather or synthetic materials are authorized for wear during winter months. Officers are prohibited from wearing gloves with the Class C Uniform. Officers are authorized to wear puncture resistant gloves while frisking or searching suspects.
- b. With the exception of those officer assigned to bicycle patrol during periods in which the officer is riding a bicycle, officers are prohibited from wearing gloves that have no fingers.

15. Socks

- a. Plain black or dark navy colored socks shall be worn with uniform shoes. Officers who are assigned to bicycle patrol are authorized to wear white sports style socks.

16. Headgear

- a. The authorized uniform hat shall be a round navy blue Air Force style 5 star dress hat. The hat will contain an adjustable, flexible metal hat band of a floral design which shall be either silver or gold in color.
- b. When worn, officers will attach an authorized/issued hat badge to the front of the hat. The color of the hat badge and flexible metal band will correspond to the officer's level of rank. Officers holding the rank of sergeant and above shall wear gold colored insignia on their hats while those of all other ranks will wear silver colored insignia.
- c. Officers who are working in temperatures near or below 32 degrees Fahrenheit may wear their issued winter toboggan OR the approved black UnderArmour Style low profile beanie during those periods in which the officer is exposed to harsh weather conditions for extended periods of time. The issued toboggan and the approved UnderArmour Style low profile beanie are the

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only authorized cold weather hat and may only be worn when the officer is out of his/her unit in the cold weather. When worn, these hats will be removed once the assignment has been completed. Officers are prohibited from wearing these hats indoors.

- (1) The shift/section supervisor is responsible for approving the wearing of these hats and determining if the weather conditions warrant its use.



17. Traffic Safety Vest

- a. The Department will issue all officers a traffic safety vest. The traffic safety vest shall be worn by all officers during those periods in which the officer is engaged in any activity involving traffic control. The issued vest will meet or exceed all ANSI/ISEA safety standards.

15. Jackets and Windbreakers

- a. The issued cold weather jacket and windbreaker is authorized for wear with all uniform classifications. Department issued jackets and windbreakers are the only forms of these items that may be worn with the official uniform. A Department issued cloth badge shall be securely sewn onto all jackets and windbreakers. The cloth badge will be of the appropriate color depending upon the officer’s rank.

F. Class D Multi-Purpose and Emergency Call-Out Uniform

1. The Texarkana Police Department’s Class D Uniform is an alternative to the Department’s Class B and Class C Uniforms. The Class D Uniform shall consist of an issued navy blue long and short sleeved shirt and one pair of navy blue BDU pants. Black leather boots with laces will be worn in conjunction with this uniform and the pants will be bloused along the top edge of each boot.
2. The short sleeved uniform shirt shall be worn during the summer months, and the long sleeved shirt shall be worn during the winter months.
3. A white crew-neck T-shirt shall be worn beneath the uniform shirt so as to enhance the opened-collar appearance. T-shirts that contain logos or any other colorings or emblems which are visible whenever the shirt is worn with the uniform are prohibited.
4. The insignia authorized for the Class D Uniform will be sewn onto the Class D shirt. Only those patches/insignia authorized and issued by the Agency is authorized for display on the Class D shirt.
 - a. The insignia on all Class D shirts shall consist of the following:

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- (1) One authorized badge which will be sewn onto the Class D shift in a centered fashion one (1) inch above the shirt's left pocket;
- (2) One authorized fabric name tape will be sewn onto the Class D shirt in a centered fashion along the upper edge of the shirt's right pocket; and
- (3) Each collar on the Class D shirt will contain insignia sewn onto each collar's edge. For supervisors, corporals and patrolmen first class, the insignia will consist of the officer's rank. All other insignia will be in the form of the standard TAP patch. The insignia worn by supervisors of the Agency shall be the color gold, and the insignia worn by all other officers of the Agency shall be the color silver.

(4) **Class D Uniform Collar Insignia**

(a) **Patrolman First Class**



(b) **Corporal**



(c) **Sergeant**



(d) **Lieutenant**



(e) **Captain**



5. The Class D Uniform may be worn at the direction of the Chief of Police or the Division Commanders. Officers working in some specialized assignments may wear the uniform daily. Other officers may be required to wear this uniform for special events, assignments or whenever a supervisor designates this uniform as the "uniform of the day".

6. **Class D Uniform Accessories**

- a. A black nylon web style duty belt with the necessary accessories shall be worn with the Class D Uniform. The Department issued nylon duty belt accessories shall consist of the following:

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- (1) One black nylon design Level II or III holster;
- (2) Safariland 79 Slimline Double Mag Pouch - Open - ;
- (3) One black nylon design single handcuff case with a snap over cover;
- (4) One black nylon design flashlight ring;
- (5) Four black nylon belt keepers;
- (6) One black nylon design baton holder; and
- (7) One black nylon design chemical spray canister carrier.
- (8) One black Eleven10 style Kydex tourniquet holder

b. Class D Uniform Footwear

- (1) All officers are required to purchase their uniform footwear. When wearing the Class D Uniform, a black lace-up leather military/tactical boot is required. All footwear shall be black and polished to a high glossy shine.

7. **ALTERNATE Class D Multi-Purpose and Emergency Call-Out Uniform (IF ISSUED)-**
 - (a) POLYESTER ARMORSKIN® BASE SHIRT (SS/LS Depending on Uniform of the day)
 - (b) B.DU™ ARMORSKIN® OUTER CARRIER

8. Supervisor may restrict the wearing of the ALTERNATE uniform if the officer's appearance does not have a professional crisp look.

9. Specialized Uniforms

a. Special Weapons and Tactics (SWAT) Uniform

- (1) The SWAT Team Commander will designate and authorize the approved uniform for training, and depending upon the tactical situation, the uniform worn during SWAT call-outs.

b. Bicycle Patrol Uniform

- (1) The Uniform Patrol Division Commander will authorize and designate the approved bicycle patrol uniform.

c. Canine Officer Uniform

- (1) Unless otherwise directed by the unit/section supervisor, canine officers are permitted to wear the Class D Uniform.

d. Honor Guard Uniform

- (1) The Honor Guard Supervisor shall be responsible to authorize and approve the specific uniform, accessories and accouterments worn by Honor Guard Officers. For additional

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information surrounding the Honor Guard Uniform, refer to [General Order 1102.18---
Honor Guard and Military Bearing.](#)

e. **Narcotics Investigators, Property Crimes Task Force and Street Crimes Unit**

- (1) Due to the nature of most operations involving these specialized units, officers assigned to these duties shall be allowed discretion to wear clothing appropriate for the assignment upon approval from the Division Commander or section supervisor.

IV. Uniform and Equipment Issue Procedures

A. Sworn Members

1. The Department Central Supply Technician shall remain responsible for issuing Department uniforms and equipment to all sworn members of the Agency. These items—with the exception of duty weapons—will be issued to sworn members during their orientation period. The Personnel and Training Sergeant shall be responsible for issuing all duty weapons.
2. The Department Central Supply Technician will be responsible for ordering any replacement item, and when appropriate, return the item for repair. The Central Supply Technician will notify the officer when the item(s) is available for re-issue.
3. The Department Central Supply Technician will stock a limited amount of clothing items for issue in emergencies. All emergency issues will be evaluated on a case by case basis. All clothing items will be cleaned and placed on clothing hangers upon their return to the Central Supply Technician.

B. Equipment Accountability

1. In addition to the uniforms and equipment issued to Department personnel, there are always other items, property and equipment every employee utilizes during the performance of their assigned duties. Whether the property consists of police units, telephones or desks, the property belongs to the Department and all personnel are responsible to ensure this property is properly maintained and utilized.
2. **Damaged or Lost Equipment/Property**
 - a. All members of the Department are responsible for the proper care and maintenance of the Department property and equipment assigned to them. No member of the Department shall—by way of improper use, negligence or willful misconduct—damage any equipment or property belonging to the Department or the City of Texarkana, Arkansas.
 - b. At the discretion of the appropriate Division Commander, the Department member responsible for damaging or losing the property/equipment will be held liable for replacement of the damaged or missing item. Appropriate disciplinary action may be sought or recommended by a supervisor in accordance with the provisions set forth in [General Order 1104.03---
Disciplinary Process.](#)
 - c. All members of the Department shall immediately report to their supervisor the loss or damage to all Department property placed within their possession. Members of the Department shall notify their supervisor of any defect or hazardous condition surrounding any piece of equipment/property as soon as the defect or hazardous condition is discovered.

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- d. Any claim for damage to clothing or other personal property belonging to a Department member when such damage occurred during the performance of the member's duty shall be made in writing to the affected officer's Division Commander. All damage claims will be reviewed on a case by case basis.
- e. Should any property/equipment owned by the Department be found in a condition that bears evidence of damage—which has not yet been reported—the person who was last utilizing the property will be considered responsible for the damage.
 - (1) At the beginning of their shift, all officers must inspect their police unit and any other equipment to ensure these items are clean, serviceable and in good working condition. All detected discrepancies shall be brought to the attention of the officer's shift or section supervisor. All police units should be locked when the officer is required to be away from the unit.
- f. Clothing items will be classified as unserviceable if they become ripped, torn, frayed, faded or the item has become discolored or otherwise unserviceable. The determination of whether an item is unserviceable shall be the responsibility of the officer's immediate supervisor and/or the Central Supply Technician responsible for issuing the equipment. A complete file of issued police equipment and uniforms shall be maintained in the Central Supply Technician's office and will document all clothing and equipment transactions.
 - (1) All items which have been classified as unserviceable shall be disposed of in the following manner:
 - (a) Shoulder patches, badges and other insignia shall be removed from uniform shirts, jackets and windbreakers.
 - (b) Uniform pants and shirts shall be destroyed by cutting them into pieces and disposed.
 - (2) Items issued as replacements for Department property that have become worn, damaged, lost or unserviceable shall be made at the request of the affected Department member. The member shall forward a replacement request through Department email to the Central Supply Technician. In addition, the affected member shall return any worn, damaged, unserviceable or clothing item of the wrong size that corresponds to the replacement item to the Central Supply Technician.

V. Civilian Attire

A. Sworn Personnel

- 1. Unless otherwise directed by the Chief of Police, sworn members of the Department who have been assigned to wear civilian attire shall wear clothing that conforms to the professional business standards governing office personnel in private business firms.
- 2. Officers assigned to the Criminal Investigation Division or other administrative functions will wear summer and winter attire consistent with the seasonal dress code governing the Uniform Patrol Division as designated by the Uniform Patrol Division Commander. The dress code does not apply to those officers who have been assigned to undercover or covert operations.
- 3. Winter attire for male officers assigned to the Criminal Investigation Division and administrative functions shall consist of a dress shirt, tie, dress slacks and a sports coat and/or suit. Summer attire for male officers with these assignments shall consist of a polo-type knit shift and dress slacks or a short sleeved dress shirt and dress slacks.

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4. Winter and summer attire for female officers assigned to the Criminal Investigation Division of administrative functions shall consist of dress slacks with blouses, polo-type knit shirts, sweaters, dresses or skirts. All clothing not generally accepted as “casual business” attire will not be allowed.
 - a. Items such as halter tops, dresses that openly expose the regions of the back, dresses or blouses that do not allow for the wear of a bra, transparent or semi-transparent fabrics or dresses/skirts that extend above a horizontal line extending two (2) inches above the knees are prohibited. Sleeveless shirts, blouses or sweaters may be worn provided these clothing items do not expose any portion of the undergarments and the shoulder straps are at least two (2) inches wide.
 - b. Exposed midriffs, open toed sandals, tennis shoes, flip-flops, spiked high heeled shoes, bare feet, sweat shirts, tee shirts, shorts or any clothing containing pictures or slogans are prohibited.
5. Officers who are assigned to wear civilian attire shall carry their issued duty weapon in an approved holster with the officer’s issued belt badge prominently displayed alongside the weapon/holster. Whenever practical, the issued duty weapon should be covered with another article of clothing while in the view of the public. During the summer months, officers assigned to wear civilian attire will not be required to cover their duty weapon when the issued belt badge remains prominently displayed alongside the assigned duty weapon/holster.
6. Unless the circumstances of a situation warrants the display of the duty weapon and badge to confirm their identity, officers assigned to undercover or covert operations shall keep their duty weapon and badge covered at all times.
7. **Department Logo Clothing and Call-Out Dress Code**
 - a. Officers may wear clothing that displays Department logo during the spring and summer months when approved by the appropriate Division Commander. Approved Department logo clothing contains the words *Texarkana Arkansas Police* displayed alongside a gold star.
 - b. The approved color for Department logo jackets is dark blue with a gray shell lining. All approved jackets shall contain the words *Texarkana Arkansas Police* displayed alongside a gold star. The approved Department call-out long sleeved shirt shall be beige in color and contain the approved Department logo with no tie. Civilian personnel are not authorized to wear clothing that displays the Department logo.
8. **Manner of Dress for Court, Training and Presentations**
 - a. Officers appearing in court shall wear either the Department issued uniform or a business suit with a tie. Dress slacks, dress shirts and ties incorporated with a sports coat are also permitted.
 - b. Officers attending in-service or out of town training sessions shall wear either the Department issued uniform or a polo-type knit shirt, a dress shirt and dress slacks.
 - c. Denim pants (jeans) and shorts are not permitted to be worn while attending training. Some training may require special clothing that will be authorized at the time of the officer’s assignment to the specific training course.
 - d. Unless otherwise approved by the appropriate Division Commander, officers attending meetings, classes, civic presentations, presentations to governing bodies or any other gathering that finds the officer representing the Department in an official police capacity—whether inside or outside of the City—will wear either an appropriate Class A Uniform (summer or winter) or a business suit with a tie.

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B. Non-Sworn Personnel

1. All non-sworn personnel of the Department wearing civilian clothing shall dress in accordance with their position requirements while considering their environment, public contact and duty responsibilities. All clothing not generally accepted as “casual business” attire will not be allowed.
2. Items such as halter tops, dresses that openly expose the regions of the back, dresses or blouses that do not allow for the wear of a bra, transparent or semi-transparent fabrics or dresses/skirts that extend above a horizontal line extending two (2) inches above the knees are prohibited. Sleeveless shirts, blouses or sweaters may be worn provided these clothing items do not expose any portion of the undergarments and the shoulder straps are at least two (2) inches wide. Shirts and blouses shall not be left unbuttoned in a manner that is contrary to a professional, business-like appearance.
3. Capri pants that have a business attire appearance may be worn during the summer months. Denim pants in good condition are only authorized for wear on Fridays. All clothing shall be clean, pressed and not noticeably worn, torn or patched.
4. All fabric incorporated into jackets, shirts, blouses, skirts and pants must match or be of a presentable color contrast and material. Clothing containing obscene language, slang or advertising slogans are strictly prohibited.
 - a. Clothing brand logos are acceptable for display upon articles of clothing; however, the commercial names and logos of hotels, casinos, bars or any other businesses are prohibited. Flip-flops and sandals are not acceptable, but dress sandals for women may be worn if they have been approved through the appropriate unit/section supervisor.
 - b. Items such as halter tops, dresses that openly expose the regions of the back, dresses or blouses that do not allow for the wear of a bra, transparent or semi-transparent fabrics or dresses/skirts that extend above a horizontal line extending two (2) inches above the knees are prohibited. Sleeveless shirts, blouses or sweaters may be worn provided these clothing items do not expose any portion of the undergarments and the shoulder straps are at least two (2) inches wide.
 - c. Exposed midriiffs, open toed sandals, tennis shoes, flip-flops, spiked high heeled shoes, bare feet, sweat shirts, tee shirts, shorts or any clothing containing pictures or slogans are prohibited.

C. Displaying Department Issued Identification

1. All non-uniformed Department employees shall carry their Department issued identification with them while they remain on-duty; however, all Department employees in uniform are not required to carry their Department issued identification. When armed, sworn officers shall carry their Department issued identification with them at all times.
2. The appropriate identification shall display a photo of the employee as well as information that denotes their sworn or non-sworn status. When worn, the Department uniform will suffice as proper identification. For all non-sworn employees, the identification cards will be worn on a lanyard or attached to the outer most layer of clothing above the employee’s waistline. Unless the sworn employee is wearing his/her duty weapon and belt badge, sworn employees who are performing their duties in civilian attire will display their identification card on a lanyard or attached to the outer most layer of clothing above the employee’s waistline.

VI. Personal Appearance Guidelines

A. Ornamental Body Branding, Body Piercing, Tattoos and Body Decals

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1. Because police officers are highly visible representatives of municipal government and the law enforcement profession, the Agency demands a professional image from its employees.
2. The Texarkana Arkansas Police Department is a professional organization that has a responsibility to avoid offending or appearing unprofessional before the diverse public we serve. For this reason, the Department **prohibits** on or off duty the display of tattoos/body art that are profane, demeaning, patently offensive, give the appearance of a preference or bias to the public or other members of the Department or that contain messages that may be disruptive in the workplace or impact productivity. For the purpose of this General Order, the term tattoo and body art shall have the same meaning and guidelines.
 - a. Body Art Locations
 - i. Visible tattoos, brands or other body art are **prohibited** in the following locations on the body:
 1. On the head, face, neck, or scalp to include inside the eyelids, mouth, and ears (exception for female employees who have permanent eyeliner/lip liner), and
 2. On the hands, fingers, or wrists (below the wrist bone).



- b. Unauthorized Body Art- The following body art is prohibited, regardless of visibility:
 - i. Extremist - Body art affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities, including those advocating racial, gender, ethnic, sexual orientation hatred or intolerance, or illegal discrimination based on race, color, gender, ethnicity, religion, sexual orientation, or national origin and/or tattoos advocating violence or other unlawful means of depriving individuals rights under the U.S. Constitution, and Federal or State law.
 - ii. Indecent - Body art grossly offensive to modesty, decency, propriety, or professionalism, including but not limited to, vulgar images, nudity, or sexually implicit images, words or phrases.
 - iii. Sexist - Body art advocating a philosophy that degrades or demeans a person based on gender.
 - iv. Racist - Body art advocating a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.
 - v. Contrary to the purpose of law enforcement – Depictions symbolizing or indicative of alcohol or narcotics, illegal or gang-related activity, or symbols suggestive of activity that undermines the purpose of law enforcement.
- c. Authorization of Visible Body Art
 - i. Prospective Employees – The training division is responsible for ensuring that prospective employees’ body art is acceptable as outlined in this policy. Employment packages will include the information on any visible tattoos/body art of the applicant.
 1. The training division will electronically submit the information regarding the prospective employee’s body art through the chain of command, up to the Captain/Manager level, for final approval.

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- ii. Pre-existing Body Art – Tattoos existing prior to the authorization date of this General Order which are now prohibited above are grandfathered as prior to the authorization date of this General Order revision. Employees are required to acquire authorization prior to the addition of any new visible body art.

d. Visible Tattoos while on duty

- i. Process for seeking authorization to acquire a tattoo visible in a regular short sleeve uniform
 - 1. The employee will submit the following to their immediate supervisor for determination of whether or not the tattoo follows the guidelines and may be approved,
 - a. A graphic depiction of the body art;
 - b. The size, and;
 - c. The location on the body where it will be visible.
 - 2. The employee’s immediate supervisor will electronically submit the information regarding the requested body art through the chain of command, up to the Captain/Manager level, for final approval.
- 3. Employees are prohibited from having extreme body modifications such as but not limited to ear gauges, tongue rings, tongue splitting, facial piercings, body branding or any other form of extreme body modification while on or off duty.
- 3. Employees who wish to post a photograph of their tattoos onto any form of social media shall remain in the guidelines of the Texarkana Arkansas Police Department Social Media Policy (1109.04) before doing so. All employees who post a photograph outside of the department’s Social Media Policy (1109.04) will be subject to disciplinary action in the form of a written letter from their immediate supervisor.
- 4. Narcotics/Special Assignment guidelines will be set by Division Commander on a case by case basis.

B. Hair Code for Male Employees

- 1. A male officer’s hair shall not be worn in a manner that allows the hair to touch the uniform collar, to cover more than the top half of the ear nor extend below an imaginary horizontal line positioned one (1) inch above the eyebrows. Male employees of the Agency will not report for duty needing a haircut.
- 2. Hair shall be combed in a neat and orderly fashion. With the exception of those officers performing duties in special assignments, and under approval from the Chief of Police, male personnel shall wear their hair in a manner that conforms to the professional business standards.
 - a. If dyes, tints or bleaches are used, the resulting colors must be natural to the color and texture of human hair. All haircuts and facial hair will be judged solely on the criteria and standards as set forth within this policy so long as the hair is maintained in a clean and neat manner.
- 3. Sideburns shall be neatly trimmed, worn straight and extending downward in an even width (not flared). When worn, sideburns shall not exceed past the bottom of the ear and will end in a clean shaven horizontal line.
- 4. When worn, mustaches shall be neatly trimmed and shall not extend over the upper lip, below the corners of the mouth and not extend more that ¼ inch beyond vertical lines located at the corners of mouth.

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5. Department personnel working in non-uniformed assignments may be permitted to wear beards of a type specified and approved by the appropriate Division Commander or the Chief of Police. At no time shall any officer working in a uniformed assignment wear any type of beard. Male employees of the Agency shall not report for duty needing a shave.
6. During periods in which the Class A Uniform hat is worn, hair shall not present a bunched or flared appearance. In no case will an officer's hairstyle interfere with the proper fit of the Class A Uniform hat.

C. Hair Code for Females

1. A female officer's hair shall not be worn longer than 9 ½ inches below the bottom of the collar nor extend below an imaginary horizontal line positioned one (1) inch above the eyebrows. For females assigned to patrol duty functions, hair that exceeds shoulder length shall be gathered and worn in a single, bundled strand. Non-uniformed female personnel shall wear their hair in a neat and professional manner.
 - a. The length and bulk of the hair will not be excessive or present a ragged or extreme appearance.
2. Providing that such an alteration is pleasing to eye and of a natural color, hair may be frosted or dyed. Wigs may be worn as long as the hairpiece is of a color consistent with that of natural human hair and the wig's style and length conform to Departmental standards.
3. No decoration shall be worn in the hair. Items used to hold the hair in place shall be concealed as much as possible and shall be of a style, color and material that blends with the hair.
 - a. Implements use to hold hair in place—such as barrettes, pins and clips—must be transparent or similar to the color of the hair and inconspicuously placed. Beads, bows or similar ornamentation is prohibited.
4. To degrees that conform to professional business standards, female personnel may wear makeup. False eyelashes are prohibited while in uniform, and eye shadow—if worn—shall conform to professional business standards.
5. Only clear or natural fingernail polish may be worn while in uniform. To degrees that conform to professional business standards, female personnel may wear fingernail polish while not in uniform.
6. During periods in which the Class A Uniform hat is worn, hair shall not present a bunched or flared appearance. In no case will an officer's hairstyle interfere with the proper fit of the Class A Uniform hat.

D. Jewelry Guidelines

1. The following items of decorative jewelry are authorized for wear with the uniform. Visible necklaces or chains are not permitted:
 - a. Wrist watches;
 - b. Identification bracelets; and
 - c. One ring per hand.
2. Female officer are authorized to wear one (1) earring stud in the lower portion of each ear lobe. When worn, the earring will not extend over the side of the ear at any point. Dangling types of earrings will not be worn while an officer is in uniform.

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3. Male officers are forbidden from wearing earrings while on-duty.

I. Ballistic Vests

- A. All officers will be issued a uniquely fitted vest that is department approved soft body armor meeting NIJ standards for ballistic protection that meets or exceeds a minimum threat level of IIA or higher.
- B. Upon approval from their Division Commander, officers who wish to purchase soft body armor of a higher threat level than purchased by the Agency may be permitted to do so.
 - 1. If approved, the body armor must be purchased from the same vendor—and of the same material—used by the Department, and the officer must pay the difference in price. Should the officer sever his/her employment from the Agency, the body armor will remain the property of the Agency, and the officer will not be reimbursed for his/her cost.
- C. Under normal conditions, soft body armor will be replaced every five (5) years—unless the circumstances dictate it be replaced sooner. It will remain the responsibility of the officer and his/her supervisor to track the replacement date as indicated on the vest itself.
- D. All officers assigned to uniform duty assignments shall wear their issued soft body armor whenever on-duty. This mandate applies to both regular and extra duty assignments. Officers who are assigned to duties that require the wear of civilian attire shall have their ballistic vest readily available for deployment.
 - 1. The Division Commander may—for a justifiable cause—relieve the employee from the requirement to wear his/her body armor pursuant to this policy. Requests for waivers must be made in writing to the respective Division Commander.
- E. Officers who are participating in pre-planned operations deemed to be “high risk” in nature—such as the execution of search warrants—shall be required to wear an issued ballistic vest during the execution of the operation.
- F. Officers are responsible for maintaining their soft body armor in good condition. Damage, loss or theft shall be handled in accordance with the provisions identified in Section IV Paragraph B Subsection 2 of this policy.

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