

	Houston Independent School District Police Department Directives	DIRECTIVE: 430-002
		EFFECTIVE DATE: September 23, 2013
	SUBJECT: Uniform and Equipment Directive	REVISED DATE: January 23, 2022

POLICY

This directive aims to establish uniform regulations and grooming standards for all Houston Independent School District Police Department personnel. All employees shall dress professionally conservatively with design, color, and style suitable to their job function. Personnel shall adhere to the standards set by their assignment.

All classified employees shall possess and maintain in good repair an official classified uniform as issued or approved by the department, regardless of the nature of their assignments. All classified employees shall be dressed in a manner rendering them capable of safely carrying out the functions of a police officer.

This directive applies to all Houston Independent School District Police Department Classified and Non-Classified personnel when on duty or performing police-related extra employment.

DEFINITIONS

Medical Necessity. For this policy, a medical necessity refers to a bona fide medical condition documented by a physician that may reasonably accommodate the department's dress code and within the course and scope of the employee's regular job duties.

Official Classified Uniform. The set of uniform items issued to classified employees or approved for wear by the Chief of Police upon becoming a Houston Independent School District Police Officer. This excludes special assignment uniforms.

Special Assignment Uniform. Any special attire, uniform, or gear that deviates from the official classified uniform; displays colors, logos, and official patches of the Houston Independent School Police Department; and is worn by the authority of the Chief of Police.

OFFICIAL CLASSIFIED UNIFORM

When in uniform, on or off duty, officers shall wear the official classified uniform or a special assignment uniform issued approved by the Chief of Police. All uniforms shall be clean, neatly pressed, properly hemmed, in good repair, in working order, and worn in a manner that presents a professional appearance. All weapons and accessory equipment shall be clean, in good repair, in working order, neatly polished, and worn in a manner that presents a professional appearance.

All uniformed classified employees shall be inspected at least once a year by their supervisor. The inspection shall ensure each classified employee's official classified

uniform or special assignment uniform and equipment meet the standards of this policy. Each classified employee must have at least one serviceable Class "A" uniform. Unless otherwise approved by the Chief of Police, classified employees assigned to uniformed divisions shall wear their official classified uniform or approved special assignment uniform while attending or engaged in any of the following activities:

- a) On-duty assignments or activities.
- b) Approved uniformed extra employment.
- c) Approved speaking assignments.
- d) Testifying for the state in courts of law, unless the court approves of or requires plainclothes attire.

CLASS A UNIFORM

The Class "A" uniform is the formal dress attire worn on ceremonial occasions or for certain special events and details designated by the Chief of Police. The Class A Dress Uniform shall consist of:

- a) Long-sleeved shirt polyester shirt
- b) Uniform pants (no BDU. style pants)
- c) Hi-gloss shoe or black boots
- d) Uniform hat with a hat shield
- e) Metal name tag, HISD. Police insignia and badge

The official classified uniform shall include the following approved items or those issued by the department and approved by the Chief of Police:

- a) Headgear (hat with shield)
- b) Short or long sleeve dark navy-blue uniform shirt
- c) Badge, name tag, pins, ribbons, and other approved insignias
- d) Tie. (For Official Ceremony). A tie will not be worn with a short-sleeve shirt
- e) Dark navy-blue pants or dark navy-blue battle dress uniform (BDU) pants
- f) Plain black, Accumold Elite Sam Browne belt, firearm holster, closed case handcuff holders (single or double case), ammunition holder or case, accessory equipment holders or cases, keepers (if needed), and other equipment authorized by the Chief of Police
- g) Black footwear with black or dark navy-blue socks

Classified employees shall wear a Class "A" uniform when attending formal occasions. The Class "A" uniform for classified employees consists of the official classified

uniform with the issued "dress" pants, long-sleeve shirt, tie, award ribbon bar, PD collar emblems, and official classified uniform headgear. Body armor shall be worn under the official classified uniform shirt.

The Chief of Police and the classified Command Staff dress uniform consists of the white long sleeve shirt, tie, uniform dress slacks, black belt, dress coat, and headgear. The Chief of Police and Command Staff members may wear their dress uniform on other occasions at their discretion.

CLASS B UNIFORM

Class "B" uniforms are Rip-Stop style uniforms that consist of embroidered badges and name tags that are not to be worn in place of the dress uniform or for special events unless authorized by the Chief of Police.

Classified employees voluntarily choosing to replace equipment or insignias listed above shall do so at their own expense. The department-issued uniform will be replaced by the police department when the item becomes unserviceable. Employees will bring their old or damaged uniforms to their supervisor for replacement.

FOOTWEAR

Shoes or boots are to be worn with all approved uniforms and shall be one of the following:

- a) Lace-type military dress shoes of a high or low-quarter style with rubber walking heels
- b) Boots of Wellington or similar type with rubber walking heels and a rounded, smooth toe design
- c) Lace-type, low-quarter leather shoes with smooth toes and rubber walking heels
- d) Oakley SI Patrol Boots or a similar lace-type military boot with mesh along the sides of the boot, as long as the boot has a smooth rounded toe capable of maintaining a shine

Footwear must be capable of maintaining a shine. All approved footwear shall be black and have no ornate, decorative stitching or perforation that detracts from a professional appearance. Boot tops must be of sufficient height to prevent pant leg bottoms from falling into or hanging inside the boot.

Specially approved shoes may be worn with the uniform if a classified employee has a bonafide medical reason that the officer's Captain has approved. Specially approved shoes may be worn when required to perform a particular assignment for which the official classified uniform shoes would be inappropriate or prohibitive to the task. Classified employees in specialized units shall use the shoes approved for their assignment.

HEADGEAR

The official classified uniform headgear for classified employees shall consist of the department-issued military officer style dark navy-blue hat. The gold (supervisors) or silver (officers) colored band and department shield is mandatory and shall be attached to the front of the headgear. The top of the shield shall be even with the upper seam of the crown.

The official classified uniform headgear for classified Command Staff members shall be the same in appearance as for all supervisors; however, the visor on headgear for those holding the rank of Assistant Chief of Police and Chief of Police will display golden oak leaf embellishments. The gold-colored department shield is mandatory and shall be properly attached to the front center of the headgear. The top of the shield shall be even with the upper seam of the crown.

All uniformed classified employees shall wear the official classified uniform hat whenever performing extended assignments subject to high citizen visibility, whether on or off duty. Such specific assignments include traffic control, outside post assignments, and all occasions when the dress uniform is appropriate (e.g., parades, funerals, award and promotion ceremonies, and graduations). All headgear shall be worn level on the head, with the band of the hat parallel to the ground and the hat's visor centered on the forehead.

Baseball-style caps are authorized but shall be navy blue and have the HISD Police Department logo affixed to them. The approved ball cap must have an official mini HISD PD patch, or a shield is sewn on the front of the cap and displayed to be visible. Baseball-style caps are not authorized to be worn with the official Class A uniform when worn with a tie.

Western Hat (Cowboy hats) are approved only for extra jobs. The cowboy hat is a self-purchased item by the employee and is not approved to wear shorts. The western hat will be worn well-balanced on the head front and back with the front tip of the hat brim level with the top of the eyebrows as viewed from the side. There will be no extreme dips in the front or back or excessive roll of the brim. No customization of any type may be made to, worn with, or attached to the hat and the highest degree of cleanliness of the hat is to be maintained at all times. Western hats can be beige or cream-colored.

Hats must not interfere with the rest of the uniform or performance of duties. If a hat is approved by this policy but would interfere with the rest of the uniform or performance of duties, wearing it becomes prohibited. Nothing should be added or affixed to the approved hats. When duties permit, the uniform cap, western hat, or ball cap should be removed at events where invocations or prayers are offered, in courtrooms, and at all times where proper decorum should be maintained. An officer shall show proper respect at funerals by placing their headgear over the left chest when passing the casket.

SHIRTS

All uniform shirts shall be clean and neatly tucked inside pants with no overhang. Shirts shall be worn with buttons buttoned (except the top button), and all zippers completely zipped. The uppermost button shall be buttoned when the long sleeve shirt is worn with a tie.

Long sleeves shift may contain a service mark on the left sleeve containing a hash mark for every five years of service. A tie shall not be worn with the short-sleeve shirt.

The cuffs of the long-sleeve uniform shirts shall be buttoned and not rolled up. Officers shall not alter the sleeve length or width of the issued short-sleeve uniform shirt or special assignment uniform (issued or self-purchased).

All approved regular and special insignia items shall be attached to the uniform shirt in the manner prescribed by this policy. No shirt other than the one issued shall be worn as part of the official classified uniform or special assignment uniform unless specifically approved by the Chief of Police.

A crew-neck undershirt or T-shirt may be worn under the uniform shirt but shall not be visible at the neck unless it is a dark navy blue or black. Long-sleeve undershirts can be worn with long-sleeve uniform shirts and may be worn with short sleeves but must color. Undershirts and T-shirts must be clean and in good repair. They shall not contain any inscriptions or decorative artwork.

There shall be no specific winter or summer uniform shirt. The wearing of either a short- or long sleeve shirt shall be based entirely on individual comfort.

PANTS

The official classified uniform pants shall be the issued six-pocket BDU pants or the issued dress pants hemmed to the proper length required for a good fit. The pant leg openings may be altered for length only, not width, and shall be worn as issued. Additionally, uniform pants shall not be worn inside uniform boots unless this action is part of the officer's special assignment uniform.

A classified employee requiring non-standard uniform pants is responsible for being measured by a department-approved vendor to ensure procurement of the pants before the date the officer is to receive this department-issued piece of clothing.

SHORTS

The official classified uniform pants shall be 5.11 style short, dark navy, and nine inches long. Shirts must be the approved standard uniform shirt. Only uniform shorts as prescribed shall be worn.

Short length will be no longer than two (2) inches above the knee and no shorter than four (4) inches above the knee for a more uniform appearance. When wearing shorts,

socks will be ankle-length socks, plain white or black. No rolled top or socks bearing stripes, commercial emblems, or other insignia are prohibited.

PD COLLAR EMBLEMS

Pin on "PD" insignias will be worn only on the Class A uniform. Sew on "PD" insignias will only be worn with the Rip-Stop style uniform. Police officers and sergeants shall wear the appropriate color (gold or silver according to rank)

"PD" collar emblems on the official classified or special assignment uniform shirt collars. The leading edge of each insignia shall be one inch from the collar's leading edge. The bottom of the insignia shall be positioned half an inch from the collar's lower edge. The base of the letters shall be parallel to the lower edge of the collar. No "HISD PD" collar insignias shall be worn on uniforms with embroidered badges (e.g., Rip-Stop uniform).

Some specialized units are authorized to have the emblem, such as "ERT" and "K9" embroidered on the collar. All other emblems will require written approval from the Chief of Police.

BADGES

The badge shall be affixed or sewn on the front left side of the uniform shirt. The badge is a mandatory item of the official classified uniform. No officer shall wear a badge or a hat shield of another officer at any time or for any reason. Only one badge may be worn at one time to prevent loss or damage to the department-issued badge.

NAME TAGS

The name tag shall be worn affixed to the front of the uniform shirt, centered immediately above the right shirt pocket flap or in the allotted slots. When wearing the department-issued award ribbon bar, the name tag shall be worn affixed to the front of the uniform shirt, centered immediately above the award ribbon bar. Customized designs or attachments to the name tag are prohibited (e.g., miniature badges, "Serving Since"). The name tag is a mandatory item of the official classified uniform.

RANK INSIGNIA

Sergeant and Corporal chevrons shall be affixed to the official classified uniform shirts and select special assignment uniform shirts worn by all personnel holding the rank of Sergeant and Corporal. Sergeant and Corporal chevrons shall be sewn on both sleeves of the long-sleeved uniform shirt directly below the shoulder patch and centered laterally with the yoke seam. Smaller chevrons shall be worn on short-sleeve shirts in the same manner.

Insignia stars for the ranks of Chief of Police, Assistant Chief, and Captains shall be worn adjacent and parallel to the long seam along the bottom of the collar beginning just inside the front seam.

Rank insignias are mandatory items of the official classified uniform and some special assignment uniforms.

SHOULDER PATCHES

Shoulder patches shall be worn on all approved official classified uniforms, jackets, windbreakers, dress coats, and special assignment uniforms. The shoulder patches shall be sewn to the upper part of both sleeves. The top of each patch shall touch the shirt's yoke seam and be centered laterally.

TIES

The issued uniform tie is optional with the long-sleeve shirt except as described below. Ties shall not be worn with the short-sleeve shirt or any shirt that has a sewn-on badge.

A buttoned long-sleeve shirt with tie shall be worn on formal occasions. When the tie is worn, it shall be worn appropriately. It shall not be affixed to the epaulets or buttonhole of the open collar or worn in any other fashion contrary to its generally accepted usage.

Additionally, if wearing a tie, personnel shall wear their body armor under their official classified uniform shirt and not wear the outer vest cover. The tie will be dark navy, silver clasp for officers, or gold clasp for supervisors.

SPECIAL ASSIGNMENT UNIFORMS

Special assignment uniforms authorized by the Chief of Police may be worn by employees assigned to units with a standard uniform instead of the official classified uniform. Special assignment uniforms shall not be altered without the Chief of Police's written permission.

Employees assigned to a specialized unit shall be issued a special assignment uniform for that unit or division. Such special assignment uniforms shall be worn while performing their duties. Special assignment uniforms shall not be worn for any purpose not associated with the employees' assignments.

Emergency Response Team Members, K-9 officers, and CORE uniforms are outlined in the Uniform Catalog.

An exception to this policy is allowed if the classified employee is working police-related extra employment.

Issued riot control helmets or other types of headgear may be worn on assignments or occasions as required. No employee shall wear a special assignment uniform unless approved by the Chief of Police.

Emergency Response Team

The official uniform for ERT (Emergency Response Team) will consist of the following:

- a) Class "B" Uniform shirts dark navy short or long sleeves with embroidered "ERT" on the collar. Silver for officer and gold for supervisor
- b) Class "B" uniform pants dark-navy in color, or tactical pants in dark navy
- c) Adhere to classified employee uniform guidelines
- d) Safariland Outer Vest Carrier, black
- e) Black Safariland Carrier V1 Load Bearing Vest

ERT members wear a black vest with pouches in the front. When worn with an outer vest carrier, the ERT officer may wear the undervest shirt, dark-navy embroidered with name, badge, and "K9".

Authorized pouches are Safariland or Tactical Tailor. Pouch placement is left to the officer's discretion, expecting that the TASER is worn on the opposite side of the duty weapon.

A cloth badge is worn on the left breast, a name tag is on the right breast, and a 4" x8" POLICE patch is worn on the carrier's back.

A tactical holster with a 1.5" drop or a thigh holster may be worn.

Canine Officer

The official uniform for Canine (K-9) will consist of the following:

- a) Class "B" uniform dark-navy short or long sleeves with embroidered "K9" on the collar. Silver for an officer, gold for a supervisor.
- b) Class "B" uniform pants dark-navy in color or tactical pants in dark navy.
- c) Adhere to classified employee uniform guidelines.
- d) Outer Vest carrier, black.

Canine Officer may wear the undervest shirt, dark-navy embroidered with a name, badge, and "K9" when worn with outer vest carrier. K9 Officers are authorized to wear the patch "K-9 Unit" in the back of their vest pouch placement is left to the discretion of the officer

CORE: Community Outreach Responsive Engagement Team (CORE)

The official uniform for CORE officers will consist of the following:

- a) Uniform shirt in any approved color collar pullover short-sleeved in black, navy, or cobalt.
- b) The collared pullover shirt shall display the HISD. Insignia patch embroidered on the front upper left side of the polo shirt.
- c) The collared pullover shirt shall display the embroidered name of the employee. The officer's name shall be silver in color. Supervisors will be in gold.
- d) Tactical pants khaki, blue or black.
- e) Follow plainclothes officers' guidelines when in public.

Honor Guard

The official uniform for Honor Guard members will consist of the following:

- a) Poly wool navy matching trouser with red inlay stripe
- b) Poly wool jacket with star/patches/rocker
- c) Elbeco white long sleep poly with patches/rocker
- d) Red shoulder cord no tip
- e) Blackinton name tag with the wreath on top
- f) Navy clip-on tie
- g) Clarino leather strap shoulder
- h) Sam Browne clarino belt with gold buckle
- i) High gloss handcuff case
- j) White gloves with ridge and snap
- k) Single clarino keepers
- l) Double clarino keepers
- m) PD collar brass
- n) Honor guard badge
- o) Clarino shoes
- p) 5-star navy hat with a gold band

Dispatch Uniform

The official uniform of HISD. Police Department dispatch personnel will consist of the following items:

- a) Uniform shirt in any approved color collar pullover short-sleeved in black, navy, or cobalt.
- b) The collared pullover shirt shall display the HISD. Insignia patch embroidered on the front upper left side of the polo shirt.
- c) The collared pullover shirt shall display the embroidered name of the dispatcher in silver.
- d) Black leather belt.
- e) Black footwear with dark socks.
- f) The trouser will be black or navy. The uniform trousers will be tailored with a straight bottom pant leg and hemmed to the proper length. A black leather belt will be worn with the uniform trousers or skirt where appropriate.
- g) Shoes to be worn with all approved uniforms must be black and have a closed toe. The footwear must be capable of retaining a high-gloss shine.
- h) Any shoes worn with the uniform will be clean, polished, and in good repair.

Variations may be authorized in individual cases if a dispatcher has a legitimate medical reason and an excuse from a physician. The variation must be approved in advance by the respective dispatcher's manager.

Security Officer Uniform

The official uniform of the HISD. Security Officers will consist of the following items:

- a) The official uniform shirt will be cobalt blue, long or short-sleeved pullover shirt. The uniform shirt must either be issued by the department or meet department specifications.

- b) The badge worn while on duty will be the badge issued by the department. The badge may not be modified in any manner. The badge will be worn in the sewn-in slot on the front, left side of the uniform shirt.
- c) The name tag issued or authorized by the department will be worn centered upon and no more than 1/8 inch above the right breast pocket flap of the uniform shirt.
- d) The official department-issued or authorized uniform trousers will be worn as part of the regular uniform and clean, neatly pressed, and in good repair. The trousers, including BDUs, will be dark blue with no leg stripe. A black leather belt will be worn with the uniform trousers.
- e) Undershirts, if worn, shall be white or navy blue. The collar of the undershirt shall not be visible in the neck opening of the uniform shirt. An example of an undershirt meeting this requirement would be a v-neck tee shirt.
- f) Shoes to be worn with all approved uniforms will be either lace-type military-style dress shoes of a low-quarter oxford style, a walking shoe with no obvious ornamentation, an over-the-ankle style, a "Wellington," "Roper," or a similar type boot with rubber walking heels and a rounded toe design, or military or SWAT-style lace-up boot. The footwear worn must have no large cleats or metal taps. All footwear must be black. The footwear must have either a "Clarino" or "Corfam" type of finish or be capable of retaining a high-gloss shine. Shoelaces on all footwear must be hidden by the uniform trouser leg when the officer is standing. Boot tops must be high enough to prevent trouser bottoms from falling into or hanging inside the boot.
- g) Plain black or navy-blue socks, in good repair, will be worn with all approved uniforms.
- h) The Prevention Control Officer shoulder patches issued by the department will be worn on all uniform shirts and jackets, sewn to the upper part of both sleeves. The top edge of each patch will be approximately 1/4 inch below the yoke seam and centered on the epaulet.
- i) Handcuffs, if carried, shall be constructed of metal and be capable of being double-locked to prevent the handcuffs from tightening up. Each officer will have more than one handcuff key available on site. The use of flexible plastic handcuffs (Flexcuffs) is not authorized without supervisory approval.
- j) Only departmentally approved rain gear will be worn.
- k) Optional Apparel. An example of optional apparel is the turtleneck shirt or dickie. The turtleneck shirt or dickie is worn beneath the long-sleeved shirt only.

PLAINCLOTHES REGULATIONS – CLASSIFIED EMPLOYEES

Authorized polo shirt colors for civilian or administrative personnel shall be black, navy and cobalt. A firearms instructor is the only person authorized to wear a red polo shirt.

Pants shall be tactical-style pants in khaki, blue, or black. Unless otherwise indicated, all plainclothes classified employees shall dress conservatively in a design, color, and

style suitable to their job function whenever performing a police function.

Employees shall present a business-like appearance at all times. All clothing and footwear shall be clean, neat, and in good repair. Hats shall be conservative in design and color. Baseball caps are not permitted unless otherwise approved by the Chief of Police.

Police Captains shall determine the appropriate level of dress for an officer's job function. Supervisors shall allow moderate deviations in the type and style of clothing and jewelry worn by plainclothes officers if required for a specific assignment, working condition, or event.

While on duty, all classified employees shall carry their badge, department identification, a pair of handcuffs, and a loaded and approved primary weapon.

RESTRICTIONS

Classified employees shall not wear any portion of a department-issued or approved uniform while under suspension or relieved of duty. Personnel on light duty shall not wear a police uniform, operate a marked vehicle, openly display a badge, or be visibly armed. Personnel on light duty shall only wear properly concealed firearms if the nature of their light duty does not affect the safe handling of said firearm.

When the department issues a particular uniform item, that item shall supersede any similar item previously issued. If the department does not issue a particular item, officers shall use only those comparable items that have been approved in writing by the Chief of Police.

The uniform shall always be worn as a total unit except as authorized by policies or as directed by a supervisor. Officers shall not give or loan any part of their department uniform to a person who is not a classified department employee.

Officers shall wear department uniforms only when acting in an official capacity.

Except as authorized by policy 420-005, Use of Social Media, classified employees shall not intentionally and publicly appear in or post or allow to be posted any print, photograph, video recording, or other representation of themselves while wearing any portion of a department uniform (or any other uniform that resembles what is issued by the department) without prior written consent from the Chief of Police. Even if the situation is not for personal gain or benefit, this prohibition is in effect.

This directive does not prohibit classified employees from having personal or family pictures taken for display in their office or home.

SAM BROWNE EQUIPMENT AND ACCESSORIES

Mandatory equipment on the Sam Browne shall be as follows:

- a) Loaded approved primary weapon
- b) Issued or approved holster

- c) Closed handcuff case
- d) Handcuffs
- e) Loaded conducted energy device (CED), if assigned to the employee
- f) Portable radio and radio holder
- g) Fully loaded magazines
- h) Ammunition case
- i) Baton (mandatory as noted below)

All issued equipment shall be worn, carried, and used only as authorized by the Chief of Police. No changes, modifications altering the appearance, or substitutions shall be made to department-issued equipment unless approved by the Chief of Police.

All accessory equipment or carrying cases not issued by the department but authorized by the Chief of Police for self-purchase shall be black and plain in design (no basket weave or ornamentation).

Specialized equipment such as tactical earpieces or body-worn cameras shall be worn when required or necessary for an officer's assignment. Such items must be approved by the Chief of Police and maintained in the same manner as standard accessory equipment.

Classified employees who have small waists leaving no room on the Sam Browne belt for a closed handcuff case, the Commander of the Training Division may grant permission to wear a handcuff case other than the authorized closed handcuff case on a case-by-case basis, and the division commander of the concerned employee shall be notified of the exception.

BATON

The ERT police baton issued by the department is an optional accessory except as described in policy *450-001, Response to Resistance*. Classified employees shall properly care for the ERT-issued baton and have the item readily available. Personnel authorized to wear ERT batons may use a ring holder on a duty belt.

FIREARM HOLSTER

The department's appropriate holster issued or approved shall be the official classified uniform holster (430-001, Firearm and Qualification).

CED HOLSTER

The CED holster issued or approved by the department shall be the official classified uniform CED holster. Modification of the issued or approved holster in any form is prohibited. Classified employees shall wear this holster only in a cross-draw manner. Under no circumstances shall the CED be worn adjacent to the holstered primary weapon.

KNIVES

Knives shall not be worn in such a way that they are visible.

PERSONAL ELECTRONIC EQUIPMENT

Electronic devices furnished by the department shall be worn as mandated by the department. All personal electronic equipment (e.g., cellular telephones, pagers) carried by uniformed officers shall be worn only on the Sam Browne or shall be concealed. Electronic equipment shall be black or carried in a black-covered case when worn on the Sam Browne.

While wearing the official classified uniform or special assignment uniform and in public view, classified employees may wear electronic earpieces, microphones (e.g., Bluetooth device), or cameras in black color only as specifically assigned and authorized by the department.

UNIFORM ACCESSORIES

Cool or Cold-Weather Gear Coats, Jackets, and Windbreakers

Uniformed classified employees may wear their department-issued or approved coat, jacket, or windbreaker during cold or cool weather. Windbreaker may be blue or black, with police in the back only. Coats, jackets, special assignment uniforms, and gear issued out by the department. These items are approved by the Chief of Police and may be worn while on duty.

Classified employees shall not wear any cool or cold-weather gear not approved by the Chief of Police.

Sergeants and Corporals may individually purchase and affix gold metal Sergeant chevrons to the collar areas of the cold weather gear and shall not be affixed to the official classified or special assignment uniform shirts.

Gloves

Classified employees may self-purchase cool or cold-weather gloves (not to be confused with search gloves) that are plain black or dark navy-blue to wear as long as the gloves allow for the proper hand and finger use and control of police equipment.

Turtleneck Undershirts

Uniformed classified employees may wear turtleneck undershirts beneath the long-sleeve uniform shirt during cool or cold weather. The turtleneck must be black or dark navy blue and may bear the embroidered "PD" insignia on the upper collar (silver or white for officers and gold or yellow for supervisors). No other inscription or alternative colors are permitted.

Rain Gear

During inclement weather, uniformed classified employees are advised to use the department-issued rain gear for their comfort and avoid unnecessary damage to the official classified uniform and gear. Rain gear shall not be worn as a replacement for more appropriate department-issued cool or cold-weather gear when the weather is cool or cold but not raining.

Body Armor

Classified employees shall wear department-approved body armor as required by this policy. Approved body armor and other department-approved ballistic protection items are listed below.

Supervisors shall ensure compliance with this policy. Officers found to be not in compliance will be subject to discipline.

The following personnel shall wear their body armor while wearing the official classified uniform:

- a) Classified employees are regularly or temporarily assigned to a uniformed division at which they regularly interact with the public.
- b) Classified employees working extra employment.

Plainclothes classified employees shall also wear body armor when conducting high-risk operations. Police Captains shall determine what is considered high risk for their divisions.

Classified employees shall be provided with an instruction manual or a copy of the manual that outlines the proper maintenance and care procedures for department-issued body armor.

Upon acceptance of the body armor, classified employees shall maintain and care for the vest in the manner prescribed in the instruction manual.

Body armor shall be worn by both instructors and students when shooting at a departmental range or a departmental-sponsored firearms training event.

To guard against the potential development of heat-related illness, especially while wearing body armor, supervisors should be mindful of particular assignments in abnormally high heat and humidity conditions. In such circumstances, supervisors should ensure their subordinates have adequate breaks to cool down and remain hydrated. Classified employees should notify their supervisors of the need for breaks during such assignments.

Uniform Outer Vest Carrier (optional)

Exterior body armor vest carriers must be navy blue only to maintain the look of a traditional police uniform. This is the only exterior vest authorized to be in dark navy. Exterior carrier material must be either polyester or a wool blend only. The exterior vest carrier must be worn with matching fabric with the authorized uniform shirt (long or short sleeve). No other shirts are authorized to be worn with this carrier.

The exterior vest carrier is an optional piece of uniform equipment and is not reimbursed. Officers desiring to wear an exterior vest carrier must purchase and maintain it at their own expense. Exterior vest carriers must be clean and well maintained at all times. Vest carriers that are damaged and faded must be removed

from service and replaced. Vest Cover System WILL NOT display "POLICE" on the back of the carrier. Members must wear their metal badge and name tag with the Elbeco Body Shield Vest Carrier.

Non-Patrol Exterior Vest Carriers (Specialized Unit)

The Patrol Vest Carrier is worn in a non-uniformed assignment and will require "POLICE" visible on the back. Exterior body armor vest carriers must be black or navy blue. Exterior vest carriers must be designed to include 100% nylon carriers and not be shiny. Exterior vest carriers must be clean and well maintained at all times. Vest carriers that are damaged and faded must be removed from service and replaced. Employees will make NO MODIFICATIONS to the exterior vest carriers issued by the department.

The exterior carrier is designed as a "load-bearing" vest with pouch pockets added to the exterior. The exterior carrier will be designed with NO military creases sewn into the carrier front or rear. Exterior vest carriers will display the word "POLICE" in block lettering in silver or white visible on the front of the vest carrier. Members may also embroider their names in 3/8 inch silver block lettering on the right front. Exterior vest carriers shall display "POLICE" in 3" inch silver or white embroidered block letters centered mid-back on the exterior rear of the carrier with "POLICE" visible on the back). Exterior vest carriers are authorized to have the same pouch/pocket configurations as the patrol outer vest carriers. Exterior vest carrier TASER CEW pouches are used by TASER CEW trained members only.

EXCEPTION

Classified employees may elect not to wear body armor under the following circumstances:

- a. Uniformed classified employees are assigned to administrative positions and do not usually contact suspects or prisoners.
- b. Exempt status has been given in writing from the Chief of Police to a division or a unit that requires a special assignment uniform.

Uniformed classified employees working on an assignment listed above in this subsection shall wear their body armor whenever they leave that assignment and go to lunch or any other place where they may interact with the public.

UNIFORM ACQUISITION

Uniforms are made available upon joining the department on an "as needed" basis through the Chief of Police's office. Any deviation from approved uniforms shall be made in writing for Chief of Police review and approval.

PERSONAL APPEARANCE STANDARDS

Personal appearance is critical to a professional image. A strong professional image instills discipline and supports the assertion of authority. The requirement of projecting a professional appearance applies to uniformed and plainclothes personnel.

It is not possible to precisely and explicitly define and categorize all articles of dress. No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience an uncertainty about acceptable business casual attire for work, please ask your supervisor.

GROOMING STANDARDS

Personal appearance is critical to a professional image. All employees wearing a department-approved uniform, displaying on their person an HISD employee identification card, or representing the department in an official capacity shall follow the standards of appearance outlined in this section. A strong professional image instills discipline and supports the assertion of authority.

The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignment, and accordance with any additional standards established by their supervisors and approved by the Superintendent. (DH Local)

SUPERVISORS' RESPONSIBILITIES

The department's facial hair policy shall be strictly enforced. Supervisors shall ensure that employees conform to this policy. Police captains shall conduct regular inspections to ensure employees under their command comply with the department's policies regarding facial hair.

FACIAL HAIR AND SKIN CONDITIONS

The color of an employee's facial hair, if worn, shall be consistent with the individual's regular hair color. Abnormal or unnatural multicolored facial hair is not permitted. Male civilian employees are allowed to have facial hair that is neatly trimmed and conservative.

Male classified employees shall maintain either a clean-shaven appearance or a facial hairstyle as described in this subsection. Examples of approved facial hairstyles for male classified employees are depicted in the attachment to this policy

Requests for an exception to the facial hair policy outlined in this subsection must be submitted in written correspondence via the chain of command and subject to Chief approval.

MUSTACHES

Male classified employees may have mustaches without other facial hair, but they shall be neatly trimmed and not extended:

- a) More than half an inch beyond the outer corners of the mouth.
- b) Below the outer corners of the mouth
- c) Below the upper line of the upper lip.

Extreme styles such as handlebar mustaches are prohibited.

SIDEBURNS

For male classified employees, sideburns worn without an approved beard shall not extend farther than the lowest tip of the earlobe. Sideburns shall be of naturally even width and shall end with a clean-shaven horizontal line.

BEARDS AND GOATEES

Male classified employees are allowed to have beards or goatees as outlined in this subsection and as depicted in the attachment to this policy. If worn, beards and goatees shall be worn with an adjoining mustache and shall be at least one-quarter inch and not more than one half-inch in length.

If an officer shaves his beard or goatee below the minimum one-quarter inch length or does not attain the minimum length during an authorized growth period. In that case, the officer shall be required to completely shave all facial hair (except for an approved mustache) and will not be permitted to grow a beard or goatee again until the next authorized growth period.

Goatees with an adjoining mustache, a.k.a. circle beards, shall be neatly trimmed and conservative in appearance. The cheeks, jawline, and neck shall remain clean-shaven. Beards with an adjoining mustache shall cover the jawline and shall be neatly trimmed and conservative in appearance. The cheeks shall be clean-shaven, and the beard shall extend no more than one inch below the jawline.

The following styles of facial hair are not permitted:

- a) Chin Strap Beards: Beards trimmed to a thin line along the jawline without a mustache.
- b) Patchy Beards: Beards of uneven or patchy growth.
- c) Stubble: Beards shorter than one-quarter inch in length.

Police cadets and the following classified employees are not authorized to wear a beard or goatee:

- a) Command Staff personnel
- b) Probationary police officers
- c) Honor Guard personnel
- d) Training Unit personnel

Personnel called to perform a task for which the department requires a clean-shaven appearance or the donning of a gas mask or respirator. Facial hair (other than an approved mustache) shall not be worn with a gas mask or respirator because a proper seal cannot be obtained. The officer shall be required to shave.

SKIN CONDITIONS

If a dermatologist diagnoses a classified employee with a skin condition (e.g., pseudofolliculitis barbae) that precludes shaving from complying with the department's facial hair policy or wearing a respirator effectively, that employee shall

be assigned to a transitional duty assignment that does not require wearing an official classified uniform or special assignment uniform.

The transitional duty assignment shall continue until the condition is alleviated. While assigned to a transitional duty assignment, officers shall be allowed to work extra employment, but only if it is non-police-related (see Occupational Safety and Health Administration guidelines).

If a dermatologist diagnoses a classified employee with a skin condition that precludes shaving, the individual may be temporarily excluded from applicable parts of the department's facial hair policy, provided the dermatologist prescribes a treatment. If a beard is worn, it shall not exceed a length of one-half inch. Affected classified employees shall submit a physician's report to their supervisors, including documentation of the diagnosis, prognosis, and the anticipated period during which the classified employee will need to refrain from shaving.

Classified employees who are diagnosed with a skin condition that precludes shaving or wearing a respirator shall adhere to all of the following guidelines:

- a) Classified employees must have a written excuse from a certified State of Texas physician specializing in dermatology.
- b) Classified employees may go to a dermatologist of their choice but shall be responsible for all costs associated with the office visits and treatments.
- c) Once the physician prescribes treatment directing the classified employee to wear a beard that does not comply with the department's facial hair policy, the classified employee must have a written excuse from the physician every 30 calendar days.
- d) It shall be the responsibility of the classified employee's immediate supervisor to verify all pertinent information in the physician's written statement.

If the attending physician continues to prescribe that the classified employee wear a beard that does not comply with the department's facial hair policy for longer than 90 calendar days. In that case, the department shall require the classified employee to sign a medical release.

If it is determined by the classified employee's attending physician and the School District physician that a classified employee's skin condition is of such a nature as to prevent the classified employee from shaving permanently, the classified employee may be excluded from applicable parts of the department's facial hair policy.

The officer may be allowed to remain in or return to his regular assignment, including a uniformed position, but is precluded from working SRG or the call for service loop in patrol. Classified employees who have been issued an escape hood due to a skin condition that permanently prevents shaving may be allowed to work extra employment in uniform with approval from the Chief of Police.

HAIR

Any exceptions to the policies outlined in this subsection require approval by the Chief of Police. All employees shall keep their hair clean and neatly groomed to present a professional appearance at all times.

Classified employees shall wear their hair in a manner suitable to a quasi-military organization and shall not wear their hair in such a way as to interfere with the proper wearing of official classified uniform headgear. Hair is not to be worn in unusual ways to detract from the professional appearance of the uniform. Unusual styles include, but are not limited to, abnormal coloring or multi-coloring, carvings, ducktails, mohawks, and mullets.

HAIR STANDARDS FOR FEMALE EMPLOYEES

The hair of female classified employees in uniform shall not extend more than four inches below the top of the collar of the official classified uniform shirt. Braids or a single ponytail shall be accepted but shall not hang below four inches from the top of the collar. Any braids must have a professional appearance. No style can interfere with the wearing of the uniform hat. Hair restraints may be worn, but they must complement the hair color or be black, brown, silver, or gold and have no ornamentation.

HAIR STANDARDS FOR MALE EMPLOYEES

The hair of male classified employees in uniform shall not extend more than half an inch below the top of the collar of the official classified uniform shirt. Hair on the sides shall not cover more than half of the ears. Hairstyles shall represent conservative and professional standards.

JEWELRY

All personnel shall have a professional appearance, and any visible jewelry shall be conservative in style. While wearing a department authorized uniform, classified employees shall abide by the appearance standards regarding wearing jewelry and accessories outlined below.

- a) All jewelry shall be modest and conservatively styled.
- b) Only one wristwatch at a time may be worn.
- c) Only one ring per hand may be worn. (A wedding set is considered one ring.)
- d) Necklaces of any type shall be concealed at all times.
- e) Bracelets shall not be worn unless specifically for a medical alert notification.
- f) No insignia except that which the Chief of Police authorizes shall be worn.
- g) Female classified employees may wear small, conservative, single-colored earrings on their earlobes. Earrings shall not extend below the earlobes or have loose or dangling parts and shall not extend above the middle part of the outer ear. Only one earring per ear shall be permitted.
- h) Male classified employees shall not wear earrings.

- i) No jewelry or tie bar shall be worn on the uniform tie. Tie tacks may be worn but must be concealed from view.
- j) All jewelry, except that which is specifically authorized by this policy, shall be concealed and not visible while in uniform

MAKEUP AND FINGERNAILS

Civilian employees' fingernails shall be conservative in appearance and length and not hinder them from their daily job functions.

Classified employees' fingernails shall be clean and neatly trimmed and shall not extend more than a quarter-inch beyond the fingertip/fingernail length to not interfere in any way with the performance of police or office tasks or with the safe drawing of the service weapon.

Only female employees may wear nail polish or makeup, but both must be subdued and moderate in tones and application. When female classified employees wear nail polish, all fingernails shall be the same single color. Uniformed female officer's fingernails shall be manicured to no longer than 1/4 inch past the longest part of the nail bed and shall not be covered with fluorescent, neon, gold, silver, or any metal-colored polish, or otherwise flashily colored, designed, or ornamented.

When toenail polish is worn and exposed, all toenails shall be the same single color. No visible ornamentation on the nail is allowed.

TATTOOS AND BODY ART

No employee may have an offensive tattoo or body art visible. Examples of offensive tattoos include, but are not limited to, racial, sexual, discriminatory, gang-related, or obscene. Suppose an employee has visible tattoos or body art that may be offensive. In that case, such an employee shall properly utilize an approved black or blue cover-up tattoo sleeve to conceal such tattoos or body art.

Regardless of content, no tattoo or body art located on the hands or on or above the neck shall be visible on any employee.

BODY PIERCING

Body piercing of the face, head, and mouth detracts from a professional appearance and poses a serious risk and potential for injury in a confrontational situation and shall not be worn by any member of the department while on duty.

Gauges (or large holes in the ears), body piercing of the face (other than ears), head, and mouth are not authorized for wear by any personnel while on duty.

Any other body piercing, which is not concealed by the authorized uniform or plainclothes, is prohibited for wear by any personnel while on duty.

CIVILIAN PERSONNEL AND PLAINCLOTHES OFFICERS

Hair

Hairstyles must represent conservative and professional standards. Unusual hairstyles that would detract from a professional appearance are not authorized. All civilian personnel and plainclothes personnel will keep their hair clean and neatly groomed at all times.

Jewelry and Accessories

All jewelry and accessories will be modest, conservatively styled, and good taste. Jewelry worn by female civilian personnel must not attract unnecessary attention or disrupt normal work activities.

No personnel can wear visible rings, pins, or studs that pierce the flesh of any body part except pierced ear lobes. Male personnel may not wear earrings while on duty.

Dental ornamentation

The use of gold, platinum, silver or other veneer caps for dental ornamentation is prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewels, initials, etc.

GROOMING STANDARD VARIATIONS

Variations to grooming standards may be authorized in individual cases and will generally depend on the assignment. Any request for grooming standards modification not listed or variations shall be limited in scope and shall be authorized, in writing, by the Chief of Police.

LOGOS

To ensure the Houston I.S.D. Police Department displays a professional image, any division, unit, detail, or employee producing or having produced any item (coins, hats, mugs, shirts, etc.) containing any HISD. PD or Houston I.S.D. the logo must present this item to the Uniform Committee. Once reviewed, the committee shall present their recommendation to the Chief of Police for a final decision. This order applies even if no district funds are used in the production.

The employee must submit correspondence through the employee's chain of command. The correspondence must explain in detail the item to be reviewed, its use, justification for the item, and costs, if applicable.

DEPUTY SANDEEP DHALIWAL ARTICLES OF FAITH EXCLUSIONS AND EXCEPTIONS

The dress code applies to all HISD. PD employees. HISD PD does not discriminate against any employee because of that person's race, color, religion, sex, sexual or gender orientation, national origin, age, disability, handicap, or veteran status. The the department is committed to making reasonable accommodations for an employee regarding a dress code issue when the employee proves a unique need due to a firmly

established religious belief. Such belief does not otherwise prevent the employee from fulfilling all of his regular assigned job duties. An employee who believes that they should be allowed to deviate from the dress code policy for religious reasons may request an accommodation from the Chief of Police. The request shall include the employees:

- a) Name
- b) Present assignment
- c) Immediate supervisor's name
- d) Captains' name
- e) Reason for requesting the accommodation

Each accommodation request shall be specific and shall be submitted individually. The employee may request as many accommodations as may be required by their religion.

The Chief of Police shall review each request on a case-by-case basis. All circumstances surrounding the request shall be investigated to determine whether the accommodation shall be granted or denied.

MEDICAL EXCLUSIONS AND EXCEPTIONS

The department shall make reasonable accommodations for an employee regarding a dress code issue when the employee proves a unique need due to a medical necessity. Such a condition does not otherwise prevent the employee from fulfilling their regular assigned job duties. An employee who believes that they should be allowed to deviate from the department's dress code policy for medical reasons may request an accommodation from the Chief of Police. The Chief of Police shall review each request on a case-by-case basis, and any approved accommodation or denial shall be expressly noted in writing to the employee.

If the accommodation becomes a health or safety issue for any employee, prisoner, or the public, HISD reserves the right to cancel a previously approved accommodation. An employee may appeal the denial or cancellation of accommodation in the chain of command.

DISTRICT IDENTIFICATION

Whenever personnel is on police property, they shall wear their official police Department identification card prominently displayed at or above the waist on the front of their person so that the employee's photograph and name are easily visible.

Classified employees may display their badge and official identification; however, it is not considered a substitute. Only classified employees in an approved uniform are exempt from this requirement.

INSPECTIONS

Supervisors shall hold regular division inspections to ensure compliance with this policy and related directives, and corrective action shall immediately be taken when violations occur. Supervisors shall be held responsible for the appearance of their subordinates.

NEW UNIFORM ITEMS

Proposed new uniform items must be submitted through the chain of command for review by the Uniform Standards Committee.

Approved By


Pedro Lopez Jr., Chief of Police

Attachment

Approved Facial Hair Styles for Male Classified Employees

The following figures depict approved facial hair styles for male classified employees as described in this Policy.



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5

Figure 1: Clean Shaven

Figure 2: Mustache

Figure 3: Goatee with adjoining mustache

Figures 4 and 5: Beard with adjoining mustache