



CITY OF AKRON, OHIO
POLICE DIVISION
STEPHEN L. MYLETT, CHIEF OF POLICE

NUMBER P-2023-033	EFFECTIVE DATE May 30, 2023	RESCINDS P-15-033 Issued 4-6-15
SUBJECT Uniform and Professional Appearance Procedure		ISSUING AUTHORITY Chief Stephen L. Mylett

I. UNIFORM CLASSES

A. **CLASS A UNIFORM (DRESS UNIFORM)** – The Class A Uniform will be worn for formal events or at the direction of the Chief of Police. Lieutenants and above may wear the Class A uniform at their discretion. Sergeants and Officers may only wear the Class A uniform when authorized by the Chief of Police. The uniform will consist of the following items:

1. White, long-sleeve shirt with authorized tie and top collar buttoned, with shoulder patches, and appropriate insignia of rank. White crew neck T-shirt worn underneath.
2. Trousers - Standard uniform trousers, 4-pocket. No cargo pockets. Supervisors have the option of a black nylon braid along the outside of both legs.
3. Jacket - Officers and Sergeants will wear Ike jackets. Officers who have not been issued Ike jackets will wear their duty jacket, zipped to the sternum. Lieutenants and above will wear the blouse jacket with appropriate borders and braids.
4. Hat - Eight-point hat shall be worn as described in section H9.
5. Footwear – Authorized plain toe, shined shoes, or boots, with black socks
6. Standard duty belt with Garrison belt
7. Lieutenants and above may wear their service weapon, handcuffs, and at least one magazine on a leather Garrison belt.

B. **CLASS B UNIFORM (STANDARD DUTY UNIFORM)** – The Class B Uniform will be worn when performing regular patrol duties. The uniform will consist of the following items:

1. Shirt – Each officer has the option of wearing the long-sleeve or short-sleeve navy blue shirt with shoulder patches.
 - a. The long-sleeve shirt may be worn over the authorized turtleneck, mock turtleneck, dickey, or a white or black crew neck T-shirt with top collar button unbuttoned. All other buttons must be buttoned including sleeves. Sleeves may not be rolled up. Authorized tie may be worn with top collar buttoned.

- b. A white or black crew neck T-shirt must be worn under the short-sleeve navy blue shirt with only the top collar unbuttoned. A white crew neck T-shirt must be worn under the white short-sleeve shirt when it is authorized to wear.
 - c. Lieutenants and above may wear the white long-sleeve or short-sleeve shirt at their discretion. Sergeants and officers shall only wear the white long-sleeve or short-sleeve shirt when approved by the Chief of Police.
 2. Trousers – Standard or cargo trousers with all buttons and other closures buttoned/closed. Supervisors have the option of a black nylon braid along the outside of both legs on the 4-pocket uniform trousers.
 3. Standard duty belt with Garrison belt
 4. Footwear – Uniform shoes/boots must be plain black with black socks.
- C. CLASS C UNIFORM - The Class C uniform may be worn by those that work in the station on administrative duties or by those attending a court appearance or other meeting not requiring the full Class B uniform. The following modifications from the Class B uniform establish the Class C uniform:
 1. Service weapon on a leather Garrison belt along with handcuffs and at least one spare magazine.
 2. Optional whistle chain attached to the right epaulet.
- D. UTILITY UNIFORM – The following personnel are authorized to wear the Utility Uniform: Equipment Control Officer, K9, SNUD, Crime Scene Unit, Auto Theft Unit, Property Room, Property Crimes Detectives, and Weight Enforcement Truck.
 1. Shirt – Black, long-sleeve or short-sleeve polo shirt, with subdued APD badge patch and appropriate silver or gold embroidered lettering.
 2. Trousers – Black, 6-pocket cargo trousers.
 3. Jacket - Black, all-weather jacket, with appropriate silver or gold embroidered lettering.
 4. Ball Cap – Black with appropriate silver or gold embroidered lettering.
 5. Standard duty belt – The officer’s Unit Commander may modify duty belt requirements for personnel wearing the Utility uniform.
 6. Body armor worn under shirt or with external vest carrier as required by type of duty.
- E. SPECIAL EVENTS UNIFORM - The Special Events Uniform will be worn when authorized by the Chief of Police.
 1. Shirt - Dark navy blue, long-sleeve, or short-sleeve, with shoulder patches, APD badge patch and appropriate lettering. White shirt when uniform of the day requires it.

2. Trousers - Tan, tactical trousers, with tan belt or black uniform belt.
 3. Ball cap.
 4. The special events uniform may only be worn when designated by the Chief's Office or a sub-division commander and only for the duration of the special event.
- F. Personnel in specialized units such as Mobile Field Force, Bicycle, Motorcycle, SWAT, Gun Violence Reduction Team, Training Bureau, and Honor Guard shall wear the uniform authorized by their Subdivision Commander.
- G. Personnel shall not wear their uniform for personal reasons unrelated to their assignment.

H. UNIFORM AND ACCESSORIES STANDARDS

1. Badge – The badge shall be worn in the appropriate location on the left breast area of the outermost garment. Authorized sewn on badge may be used on a jacket or outer carrier.
2. Name Plate - Nameplates shall be centered directly above the top of the right shirt pocket, with the bottom of the nameplate touching the top of the pocket. Sewn on or embroidered name tags may be used on a jacket or outer carrier. Nameplates or nametags bearing only the officer's identification number may be worn when authorized by the Chief of Police.
3. Belt – Leather or Velcro Garrison belt buckled or latched to the center.
4. Standard Duty Belt – Must be worn over a Garrison belt so as not to drape or hang on either side. Belt keepers may be used to ensure proper positioning. Full duty belt consists of the following required equipment:
 - a. Duty belt with retention buckle.
 - b. Department issued service weapon, fully loaded with authorized ammunition, and in authorized holster.
 - c. Handcuffs in single or double handcuff case.
 - d. Two extra magazines fully loaded with authorized ammunition in a magazine case.
 - e. Retractable baton in approved holder.
 - f. OC spray in approved holster.
 - g. Conducted Energy Weapon (CEW) in approved holster if issued.
 - h. Officers must carry at least two less lethal options. The CEW, if equipped, must be carried. The baton or OC spray are optional items. Officers may carry additional authorized equipment on the duty belt at their discretion, e.g., radio holster, additional handcuff case, key ring, flashlight ring.
5. Body Armor – All officers are required to wear the authorized body armor while on duty or performing secondary police employment except as follows:
 - a. When the officer is assigned to an in-house or administrative function.
 - b. When the officer engages in plainclothes or undercover duties that their Subdivision Commander determines would be inappropriate to wear the body armor. This applies to both on duty and secondary police employment.

- c. When a physician determines that an officer has a medical condition that would preclude the use of body armor. The officer must provide a doctor's slip containing the diagnosis or explanation as to why the body armor cannot be worn.
 - d. When the officer has been granted an exemption by their Subdivision Commander.
6. External Vest Carrier – An authorized ballistic panel carrier with badge on the left breast and name or Identification number tag embroidered on the right breast may be worn over the Class B or Utility uniform. Duty belt equipment (excluding firearm) may be mounted on the carrier using the M.O.L.L.E. system. The word "Police" may appear on the front or back of the outer carrier. An American Flag Patch may be worn on the outer carrier. Sworn personnel should only remove the external vest carrier within a secure police facility in areas not accessible to the public.
7. Jacket - Authorized duty jacket may be worn open or closed.
8. Sweater – Can be worn only with the long-sleeve shirt and authorized tie, turtleneck, or mock turtleneck, or dickey.
9. Hat – Must be worn squarely on the head, both side-to-side and front-to-back. Hats must be worn when directing traffic or working pre-planned crowd control events.
 - a. Eight-point hat with hat badge. The eight-point hat may be worn in the station.
 - b. Authorized stocking or beanie cap with APD patch centered on the front of the hat may be worn during inclement weather. The stocking cap may **not** be worn inside the station.
 - c. Authorized ball cap may be worn with the bill forward. The bill may not be shaped. The ballcap may be worn inside the station.
10. Rain gear, hat cover, ear warmers, gloves, and a scarf may be worn during inclement weather. Items must be black. Weighted gloves are prohibited. Reflective vests shall be worn by sworn personnel working traffic control.
11. Rank Insignia – Sergeants will wear blue chevrons sewn on each arm of the long-sleeve shirt, jacket, or sweater. The following specifications will apply in the wearing of insignia of rank by Lieutenants, Captains, Deputy Chiefs, and Chief.
 - a. Lieutenant's single bar and Captain's double bar – The edge of the bar shall be 1/2 inch from the edge of the collar and parallel to the edge of the collar, and centered top to bottom.
 - b. Deputy Chiefs will wear two stars centered on collar angled towards the collar point.
 - c. Chief of Police will wear four stars centered on collar angled towards the collar point.
12. Service Stripes and Stars – Service stripes may be worn by sergeants and officers on the left sleeve. Lieutenants and above may wear service stars on the left sleeve. One stripe or star for every five years of full-time service.
13. Mourning bands, skill designation bars, service pins, and flag pins - No item shall be worn unless authorized by the Chief of Police.
 - a. Mourning bands shall be no more than 1/2 inch wide and worn horizontally on the center of the police badge.

- b. Skill designation bars shall be worn centered, 1/8th inch above the name plate on the shirt. When more than one is worn, the second shall be centered 1/8th inch above the first. No more than two may be worn.
- c. Service and flag pins may be worn centered, 1/8th inch above the name plate or a single skill designation bar. Flag pins may be no larger than a five-cent piece and only depict the flag of the United States of America.

14. Firearms - The Chief of Police will determine which firearms are authorized for on-duty carry and secondary employment. No officer shall have on or about their person any weapon not specifically authorized by the Chief of Police or their Subdivision Commander. Firearm accessories must be authorized by the Chief of Police or their Subdivision Commander and must be installed by authorized department staff. Officers must receive initial and annual training on any such accessory.

II. CARE AND MAINTENANCE OF UNIFORMS AND EQUIPMENT

- A. UNIFORM - Uniforms shall always be clean, neat, wrinkle free, and fit appropriately. Any torn or tattered uniform item will be replaced or taken out of service. All officers will maintain enough uniforms and equipment so that they will be able to present themselves for duty in a clean, neat, authorized uniform. Badges, nameplates, chrome or brass accessories, and shoes shall be clean, polished, and undamaged. Plainclothes officers shall maintain one full uniform with necessary equipment and have it readily available either in their locker or unmarked car so that they may at any time report for uniform duty.
- B. WEAPONS - Firearms shall be in good working order and fully loaded with authorized ammunition. Any defect or other issue concerning a firearm shall be brought to the attention of the department armorer.
- C. DUTY BELT AND FOOTWEAR - All parts of the duty belt shall be checked regularly for wear and serviceability. If any part is found to be worn, it shall be re-dyed to the original color. Any part found to be inoperable shall be repaired. If the item cannot be re-dyed or repaired, it shall be replaced. Shoes and boots shall be kept clean and/or polished.
- D. BODY ARMOR - Each officer is responsible for the proper maintenance and storage of body armor in accordance with manufacturer's instructions. Officers will inspect their body armor daily for signs of wear, damage, and general cleanliness. Any damage or wear to the ballistic panels or cover shall be reported.
- E. RADIOS, FIREARMS, AND OTHER SPECIALIZED EXPENSIVE EQUIPMENT – Such as communications equipment, night scopes, surveillance equipment, etc. shall be secured in an officer's residence or in the station during off duty hours.

III. PHYSICAL APPEARANCE STANDARDS - Except when acting on orders from a supervisor, on-duty officers shall maintain a neat, well-groomed appearance. Officers shall style their hair according to the following guidelines:

- A. HAIR

1. Hair shall be neat, clean, and trimmed to present a groomed appearance. Hair may not overlap the ear. Hair shall be worn at a length that will permit required headgear or protective mask to fit securely on the head. When in uniform, members shall arrange their hair so that it does not touch the shirt collar when the head is held in the position of attention. Hair shall be groomed so that it does not extend out of the front, side, or rear of properly worn headgear. The bulk or length of hair shall be groomed so that it does not bunch, extend out, or interfere with the proper wearing of any authorized headgear.

A ponytail is permissible for female officers and must be positioned in the center at the back of the head, and the length may not extend beyond the bottom of the shoulder blades. Items used to hold the hair in place shall be of a plain design, must be black or navy, and must be concealed as much as possible. No decoration (e.g., bows, ribbons, decorative clips) shall be worn in the hair.

Dyed or highlighted hair is permitted so long as the dyed or highlighted hair is consistent with a naturally occurring color range and is neat and professional in appearance. Members are prohibited from dyeing patterns or prints on their hair. Wigs or hairpieces are permitted if they conform to the above standards for natural hair. Hairstyles such as mohawks, designs, or sculptures cut in the hair, decorations, and pigtailed are prohibited unless the member has received approval in accordance with Section E of this section.

2. Mustache - A short and neatly trimmed mustache may be worn. It shall not extend over the top of the upper lip, nor below the corners of the mouth unless connected to a beard or goatee. Handlebar and waxed mustaches are prohibited.
3. Beards and Goatees - Beards and goatees shall be connected to a mustache, shall be neatly trimmed to a consistent length not to exceed ¼-inch and shall be appropriate for the business environment. All facial hair shall be connected and include no designs. The neck area shall be clean shaven. Shaped and styled beards are not permitted (for example, a chin strap.)
 - a. Growth time allowed - Employees shall have one week to demonstrate progress towards growing approved facial hair. At no time shall a member be in a perpetual state of attempting to grow facial hair. Abuse or noncompliance with this expectation shall result in progressive discipline and/or having this privilege removed.
 - b. Sworn personnel may be required to shave when the use of a protective mask is likely.
4. Sideburns – Members who choose to wear sideburns shall ensure that they are neatly trimmed and no wider than one and one-half inches at the bottom. They will not extend below the tips of the earlobes and will end with a clean-shaven horizontal line.

B. JEWELRY AND BODY PIERCING JEWELRY - If a necklace is worn, it must be completely concealed under the shirt. No more than two rings may be worn on each hand. Bracelets, other than medical bracelets, shall not be worn. Females may wear a single pair of conservative clip-ons or pierced earrings. The earrings will be no larger than 1/4 inch in diameter and extend no further than 1/8th inch below the earlobe. No gauged earrings are

permitted. No visible piercings with jewelry (other than ears) shall be permitted. One watch may be worn with a plain band.

C. TATTOOS

1. Any tattoo that cannot be concealed by wearing the Class A uniform jacket and trousers is prohibited.
2. Any tattoo that depicts obscene or offensive words, language, or images, as determined by the Chief of Police, must always be concealed.

D. FINGERNAILS - Officers shall keep their fingernails trimmed to a length and shape that will not hamper the critical tasks of their job, will minimize the risk of injury to others, and not extend more than 1/8th inch beyond the end of the finger. Female officers may wear nail polish so long as it is simple, does not draw undue/negative attention, and is free of unnatural adornments.

E. A Subdivision Commander may make exceptions or modify the above listed restrictions when appropriate. Members may be excused from the above regulations because of special assignment with the approval of their commanding officer but shall follow the above regulations when wearing the official uniform.

IV. PLAIN CLOTHES ATTIRE

- A. Personnel assigned to wear plain clothes attire shall present a neat, clean, and groomed appearance suitable for the business environment.
- B. Male officers/employees permitted to wear plain clothes during a tour of duty shall wear either a business suit or sport coat and slacks.
- C. Female officers/employees permitted to wear plain clothes shall wear clothing that conforms to standards normally worn by office personnel in private business firms.
- D. Subdivision commanders may prescribe other types of clothing to be worn when necessary to meet police objectives.

ORDERING, REPLACEMENT AND RETURNING PROCEDURE

I. ORDERING PROCEDURE

- A. UNIFORMS - A chit must be obtained from the Commissary before any uniform or equipment item can be ordered. After receiving a chit, the officer will place the order at an authorized uniform supplier within seven days. Officers or uniform suppliers may not make changes to a chit. Officers or uniform suppliers may not make exchanges for uniform or equipment items purchased with a chit.

- B. SPECIAL UNIFORMS AND EQUIPMENT – Any new uniform or equipment item authorized and required by the Chief of Police will be furnished as necessary.

II. LOST, STOLEN OR DAMAGED DEPARTMENT PROPERTY

- A. Any officer, upon discovering that issued department property in their control has been lost, stolen or damaged, shall immediately notify their commanding officer in writing as follows:
1. If any police equipment is lost or damaged, a Lost/Damaged Property BlueTeam Report must be completed.
 2. If any item is stolen or is damaged because of a criminal act, an APD Case Report and a Lost/Damaged Property BlueTeam Report must be completed.
 3. If any item is lost and has any identifying number, serial number, etc., an APD Case Report and a Lost/Damaged Property Report must be completed.
- B. Commanders shall review Lost/Damaged Property BlueTeam Reports and reports of stolen property and forward them to their Subdivision Commander.
- C. Subdivision Commanders will determine if the involved officer is liable or not liable for the lost, damaged, or stolen property and may require re-imburement. They shall then forward a copy of all Lost/Damaged Property BlueTeam reports to the Equipment Control Officer.

III. REPLACEMENT OF UNIFORMS AND EQUIPMENT

A. UNIFORM SHIRTS AND TROUSERS

1. New members will receive:
 - a. Three navy blue long-sleeve shirts
 - b. Three navy blue short-sleeve shirts
 - c. One white long-sleeve shirt
 - d. One white short-sleeve shirt
 - e. Four navy blue trousers, one of which must be the standard 4-pocket trouser
 - f. One black clip-on tie
2. Members with three or more years of service will only receive replacement shirts and trousers upon submitting to the Commissary worn or damaged uniforms because of use in the performance of their duty, or because uniforms have become ill-fitting due to weight loss or gain.
3. The determination as to if an item is worn or damaged rests with Commissary personnel. In cases of conflict, Patrol Operations Bureau supervisory personnel will make the final determination.

B. EQUIPMENT

1. New members will receive all authorized equipment through either the chit system or Commissary.
2. Members with one or more years of service will only receive replacement equipment upon submitting to the Commissary the worn or damaged equipment because of use in the performance of their duty.
3. The determination as to if an item is worn or damaged rests with Commissary personnel. In cases of conflicts, Patrol Operations Bureau supervisory personnel will make the final determination.

C. JACKETS

1. New members will be issued a chit for one authorized duty jacket and one Ike jacket. The Ike jacket will not be used as a duty jacket and will not be replaced unless it is damaged because of use in the performance of their duty.
2. Members may receive a chit for a new authorized duty jacket every five years unless it is damaged because of use in the performance of their duty.
3. Members may receive a chit for a utility type undervest jacket every two years.

IV. RETURNING OF POLICE DIVISION PROPERTY

- A. Upon retiring, resigning, or separating from the Akron Police Department an officer must return items that remain the property of the City of Akron to the Equipment Control Officer. Any item not turned in may result in a delay of the officer's final payroll check.
- B. Required items to be turned in:
 1. All department badges
 2. All identification and swipe cards
 3. Department weapons and ammunition
 4. Department handcuffs
 5. Department retractable baton
 6. Mobile field force equipment
 7. Department OC spray and holster
 8. Department keys
 9. Special unit equipment
 10. Body armor
 11. Electronic control device and related equipment
 12. Radio and charger with adapter
 13. Two radio batteries
 14. Flashlight and charger with adapter
 15. Any other department owned items

V. CHANGES IN AUTHORIZED UNIFORMS AND EQUIPMENT

- A. Any officer may suggest a change or addition to the authorized uniform and equipment requirements. The officer's request for the change must be in writing to the Uniform Committee, through the Chain of Command. All requests will be considered by the Uniform Committee and submitted to the Chief of Police for review.

By Order Of,



Stephen L. Mylett, Chief of Police

Date May 30, 2023_____