

12.020 UNIFORMS, RELATED EQUIPMENT, AND PERSONAL GROOMING

Reference:

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

Purpose:

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

Policy:

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

Utilization of the issued external vest carrier is optional for all sworn members in a uniform capacity. Plain clothes must utilize the external carrier while in the field when enforcement action is possible.

At no time, will officers while on-duty, in uniform or acting in an official capacity, be permitted to use or wear any kind of *Bluetooth* device, i.e., ear-bud type earphones or headphones of any kind unless given prior-authorization from a supervisor. This does not include specialized units or officers authorized to use earpieces connected to the department radio.

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

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

Information:

Unless specifically directed to wear range attire, personnel attending training will wear conservative business attire or the operational uniform. Conservative business attire consists of a suit or sport coat with dress trousers, shirt, tie, and dress shoes for men and a business style dress/slacks or suit and dress shoes for women. Personnel will adhere to the Department grooming standards.

Department personnel attending training who anticipate a court appearance, or who have submitted a Form 663, On-call Court Appearance, must wear or have immediately available to them the traditionally prescribed conservative business attire or operational uniform.

Procedure:

A. Approved Uniforms

1. Dress Uniform

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

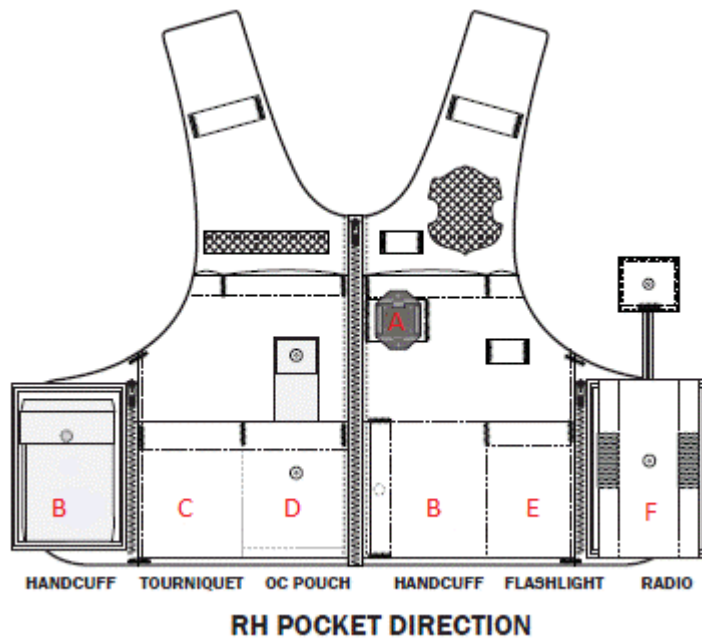
2. Class-A Uniform

- a. Hat and Wreath (all-season with convertible band)
- b. Long sleeve blue shirt and clip on tie

- 1) Tie tack, plain gold bar type, or gold bar type with City seal only, aligned with the lowest edge of the breast pocket flap. Traffic Unit may wear unit wing insignia as a tie tack.
 - c. All weather pant with cargo-pockets
 - d. The Class-A uniform may be worn to community meetings, or less formal occasions at the direction of the Police Chief.
3. Operational Uniform
- a. Hat and Wreath (all-season with convertible band)
 - 1) The uniform hat will be worn at all times when outdoors, except under exigent circumstances, e.g. foot pursuits, weapon runs or other officer safety situations. This includes, but is not limited to court appearances, outside employment details, large events, parades, and traffic posts.
 - b. "CPD" embroidered knit cap
 - 1) May be worn at the individual's discretion during cold weather only when a jacket or winter coat is worn; never with the Dress or Class-A uniforms.
 - c. Department approved blue uniform long sleeve shirt and black clip-on tie.
 - 1) Sergeants and police officer/specialists may wear the approved embroidered mock turtleneck or dickey under the shirt. Lieutenants and above must wear the black clip-on tie.
 - 2) Department personnel will transition from the blue, short sleeve uniform shirt to the blue, long sleeve uniform shirt on November 1st of each year.
 - a) Captains and above will wear the blue, long sleeve shirt and tie throughout the year.
 - d. Department approved blue, short sleeve shirt, without tie
 - 1) T-shirts with a crew neck must be black in color. White V-necks are permissible for wear, as long as they are not visible.
 - a) Department personnel have the option to begin wearing the blue, short sleeve uniform shirt on March 1st of each year.
 - e. Department approved blue hybrid short/long sleeve shirt and LAPD blue hybrid lightweight jacket.
 - 1) The hybrid uniform shirt and hybrid jacket may only be worn with the external vest carrier.
 - f. Department approved external vest carrier.

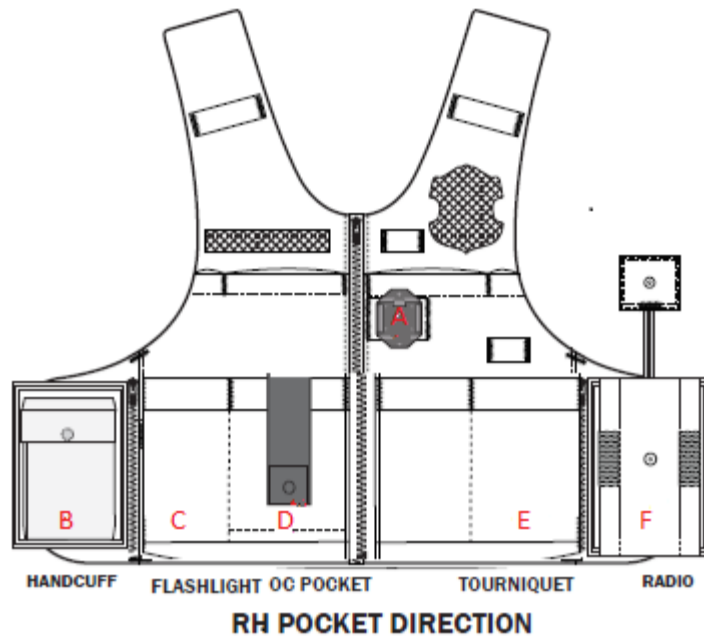
- 1) The carrier can be worn over the blue short-sleeve, blue long-sleeve shirt, blue hybrid lightweight jacket or hybrid short/long sleeve shirt.
- 2) Investigators or officers in specialized, non-uniform assignments will wear the external vest carrier over their normal duty wear when in the field and enforcement action is possible.
 - a) No other tactical vests or external vest carriers may be worn without the approval/consent of the district/section/unit commander (i.e., K-9, SWAT).
- 3) In cases of cold or inclement weather, the external vest carrier may be worn over the winter jacket, fleece jacket, hybrid lightweight jacket or approved sweater, so long as proper vest overlapping can be achieved
 - a) No jacket or other covering will be worn over the external vest carrier; this does not restrict the use of the raincoat.
- 4) When wearing the external carrier, the uniform tie is not required.
- 5) Carriers will not be worn with the Dress or Class-A uniform.
- 6) Ballistic panels, without the outer protective cover, will be placed in the carrier when wearing the external vest carrier.
- 7) There are two different vest types: Standard and Compact.
 - a) Although optional, use of the built-in belt suspenders is encouraged to achieve proper gun-belt weight reduction.
- 8) Only approved equipment will be carried on the vest and only in its dedicated location. Items will be placed in reverse order for left hand dominant users. See below for equipment location.

9) Standard Vest Configuration



- a) BWC (attached to fixed mount)
 - 1] BWC will be powered on and attached to the vest while wearing the external vest carrier.
- b) Handcuffs (one set required)
 - 1] Does not preclude additional set(s) on duty belt
- c) Tourniquet
- d) Chemical Irritant
- e) Flashlight or ASP (officers' discretion)
- f) Radio
 - 1] Can be worn on vest or belt.
- g) Embroidered name plate (no metal name plate)
- h) Standard metal badge.
- i) Pens and/or notepad can be placed in extra front pocket.

10) Compact Vest Configuration



- a) BWC (attached to fixed mount)
 - 1] BWC will be powered on and attached to the vest while wearing the external vest carrier.
- b) Handcuffs (one set)
 - 1] Does not preclude additional set(s) on duty belt
- c) Flashlight or ASP (officers' discretion)
- d) Chemical Irritant
- e) Tourniquet
- f) Radio
 - 1] Can be worn on vest or belt
- g. Department approved trousers with or without cargo-pockets
- h. Raincoat with approved reversible reflective material
- i. Topcoat: captains and above
- j. Approved windbreaker or fleece jacket
- k. Gortex winter coat
- l. Approved personal purchase leather jacket, Taylor's Leatherwear Milwaukee (4450Z) or Indianapolis (4461Z) style
- m. Tie: black clip-on
 - 1) Tie tack, plain gold bar type, or gold bar type with City seal only,

- aligned with the lowest edge of the breast pocket flap. Traffic Unit may wear unit wing insignia as a tie tack.
- 2) The tie will only be worn with a long sleeve uniform shirt.
- n. Footwear - approved styles
- 1) Black, all leather or high gloss, or a combination of black leather and nylon mesh, low or high cut, plain toe military style shoe, specifically non-athletic shoes
 - 2) Black, leather or a combination of black leather and nylon mesh, non-athletic boots
 - 3) Black, winter or inclement weather boots or overshoes
 - 4) Footwear authorized for specialized assignments, including but not limited to the Clandestine Lab Response Team, Special Weapons and Tactics (SWAT), Training Staff and Canine personnel
- o. Socks - solid black or navy blue
- 1) Officers may wear white socks with **boots** provided the socks are not visible beneath the hem of the pant leg.
 - 2) Officers may wear white socks with **shoes** only when prescribed by the Employee Health Service (EHS) physician.
- p. Belt - black with plain gold-plated belt buckle
- q. Gold plated belt keeps
- r. Gloves - black or navy blue
- s. Dickey and sweaters - black or navy blue
- 1) A dickey, crew neck sweater, or turtleneck sweater designed to be worn over the shirt, will be worn only when the uniform jacket or coat is being worn and is zipped.
 - a) Turtleneck sweaters or dickeys may be worn with or without the uniform shirt or tie, provided they are under a zipped-up uniform jacket or coat.
 - 2) A plain V-neck sweater may be worn at any comfortable temperature with the uniform shirt and tie and when the uniform jacket or coat is worn.
 - a) Officers assigned inside may wear v-neck sweaters with shirt and tie.
 - 3) An approved personal purchase military style v-neck sweater may be worn on top of the uniform shirt and tie without a jacket or coat. It must have:
 - a) Military style patches on the shoulders and elbows.

- b) Epaulets
 - c) A badge tab and name tape in the same location as a jacket and must have two CPD patches on the same location as a jacket.
 - d) Appropriate rank patches for sergeants and specialists, sewn to the sleeves below the CPD patches, on the same location as the jacket.
- t. Blackhawk Ergonomic Duty Belt Harness
- 1) A personal purchase of the Blackhawk Ergonomic Duty Belt Harness may be worn over the shirt only.
4. District investigators are permitted to wear an approved personal purchase short sleeve polo-style shirt as proper uniform attire during their workday, except when scheduled to appear in court or when attending training.
- a. Approved short sleeve polo-style shirts must be navy blue or black in color and have sewn on the shirt:
 - 1) The officer's name and rank above the right breast
 - 2) A replica of the Cincinnati Police Department patch above the left breast with the officer's unit of assignment directly below the CPD patch insignia.
 - b. The short sleeve polo-style shirt may only be worn with personal purchase tan or black khaki-style pants.
 - 1) The khaki-style pants must be full length and neat in appearance.
5. Civilian clothes officers in operational assignments, e.g., Criminal Investigations Section (CIS), district investigator, etc., will carry the following equipment. The unit commander may make an exception if possession of items described in Sections A.4, A.5, or A.6 jeopardize a police officer or an official investigation:
- a. Badge and Department issued ID card
 - b. Department issued Cincinnati Public Schools (CPS) access card
 - c. Handcuffs and key
 - d. Department approved firearm
 - e. Extra magazine
 - f. TASER(CEW)
6. Civilian clothes officers in staff assignments, e.g., Inspections Section, Internal Investigations Section (IIS), etc., will carry, at the minimum, the following equipment:
- a. Badge and Department issued ID card

- b. Department issued Cincinnati Public Schools access card
 - c. Department approved firearm
7. Uniformed officers in uniform staff assignments will carry, at the minimum, the following equipment:
- a. Badge and Department issued ID card
 - b. Department issued Cincinnati Public Schools access card
 - c. Department approved firearm
 - d. Full uniform, gun belt and all required equipment will be worn in public.
8. Honor Guard and Motorcycle Patrol
- a. Special assignments are authorized uniform/equipment approved by the Police Chief and addressed in the section/unit SOP
9. Mountain Bike Uniform
- a. The following items are issued to bike officers as their Department issued bike uniform:
 - 1) Cycling helmet, with winter cover
 - 2) Cycling glasses
 - 3) Nylon gun belt with, magazine holder, radio holder, double cuff cases, silent key ring, holster, badge holder and leather glove pouch containing 2 pairs of "Safeskin" Nitrile Exam Gloves
 - 4) Summer shorts and long trousers
 - 5) Short sleeve shirts
 - 6) Mock turtleneck shirt
 - 7) Winter jacket
 - 8) Balaclava (for inclement weather only)
 - 9) Gloves (winter & summer)
 - 10) Cycling shoes
 - 11) Climits hand protectors
 - b. Wearing of the bike uniform
 - 1) Helmets and eye protection will be worn at all times while cycling.
 - 2) Department issued nylon gear will only be worn with an acceptable bike uniform.
 - 3) The bike uniform will only be worn when officers will be riding their bikes. During inclement weather or when assigned other duties

where the officer will not be riding a bike, the uniform of the day will be worn.

- 4) Off-duty officers attending court, who are assigned a mountain bike, will wear the Department uniform or conservative business attire.

B. Body Armor

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

high temperatures affecting the integrity of the body armor.

- a. Officers should avoid storage of body armor in a vehicle when high temperatures are likely to be present.

8. Plate Carriers

- a. All sworn Department personnel are permitted to utilize an approved, personally purchased, plate carrier for use while on duty.
- b. Only authorized plate carriers, approved by the Police Chief, will be permitted for on-duty use.
 - 1) Authorized plate carriers shall provide Level IV protection, be dark blue or black in color, with the word "POLICE" in white lettering clearly visible on both the front and back panels. The two authorized models, manufactured by **Point Blank**, are:
 - a) Point Blank, Model **BL713**, steel plates
 - b) Point Blank, Model **BL519**, ceramic plates
- c. Plate carriers will be kept in the officer's CDOP bag when not in use.
- d. Officers are permitted to don the plate carrier under the following circumstances:
 - 1) Active Shooter
 - 2) Any offense or call for service where the suspect is armed with a firearm and may be on scene or has just fled the scene and the officer is actively involved in the search.
- e. Plate carriers shall be worn over (not in lieu of) the officer's issued body armor.
- f. Once the officer secures from the scene or there is no longer a specific threat, the officer should remove the plate carrier and secure it in the police vehicle.

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

1. Name plates and Serving Since Pins
 - a. All uniformed personnel will wear one name plate and the Serving Since Pin on the uniform shirt, blouse, or Ike jacket. The plate and pin combination will be worn on the center of the right breast pocket flap just below the seam; not while utilizing the external carrier.
 - b. The Serving Since Pin includes all time served as a sworn law enforcement officer, no matter where the service was performed.
2. Unit identification emblem is worn on the left lapel of the Ike jacket or blouse.
3. CPD patches or insignia worn on all uniforms must be the same style, size and color of the current issued patch or insignia.

4. Service Stripes – 1 for each 5 years of service, which is worn on the left sleeve of the blue, long sleeve Operational/Class-A shirt only. Service patches on Ike jackets and Blouses will remain a circle with number.
 - a. The Service Stripes includes all time served as a sworn law enforcement officer, no matter where the service was performed.
5. Rank insignia
 - a. All collar or shoulder rank insignia will be gold in color.
 - b. Specialists will only wear shoulder rank insignia.
 - c. Supervisors will wear the rank insignia on the collar of the uniform shirt in the following manner:
 - 1) Lieutenants and above will wear the rank insignia on the shoulder epaulets of the blouse, overcoat, Gortex or windbreaker jacket, military style v-neck sweater, and on the collar of the uniform shirt.
 - 2) Sergeants will wear the brass chevrons on the shirt collar of the white, long sleeve uniform shirt while in the Dress uniform only.
6. Service Achievement Awards
 - a. The following authorized enamel commendation award bar (CAB) insignia may be worn on the Ike jacket/blouse of the Dress uniform or on the uniform shirts of the Class-A uniform and Operational uniform, centered directly above the wearer's right breast pocket.
 - 1) Medal of Valor
 - 2) Medal of Personal Sacrifice with Scarlet Ribbon
 - 3) Medal of Personal Sacrifice
 - 4) Police Chief's Award for Distinguished Service
 - 5) Department Award for Exemplary Conduct
 - 6) Department Award for Safe Driving
 - 7) Department Award for Health and Fitness Achievement
 - b. The enamel CAB insignia shall be arranged in order, dressed from top to bottom and from the wearer's left to right (centerline of the body outwards), according to the above listed hierarchy.
 - 1) Do not exceed three CAB insignia on a single row.
 - c. The authorized cloth commendation ribbon insignia shall be worn only on the windbreaker or storm jacket, sewn on, and centered ½" inch above the officer's name tape.
 - 1) The cloth commendation ribbon insignia are only for the following three awards:

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

- b) Only officers who are trained and certified are authorized to wear pins or insignia for special recognition, including but not limited to MHRT, ESME, and FTO.
- 8. Military Insignia
 - a. Officers who possess military ribbons or awards are authorized to wear them on their Dress uniform (blouse, Ike jacket or Class-A) when dressed for a formal event. Officers are not permitted to wear them during everyday field operations.
 - b. Military designator pins will be worn above the right breast pocket directly above any CAB insignia on the Dress uniform, Class-A uniform, and Operational uniform.
- 9. Law Enforcement Training Pins
 - a. School attendance/graduation pins such as Southern Police Institute (SPI), FBI National Academy (NA), etc., may only be worn on the dress uniform (Blouse, Ike jacket or Class-A).
- 10. Badge and Department issued identification card
 - a. Sworn members shall carry their badge and identification card when carrying their Department approved firearm. Sworn members in civilian attire while in police installations shall at all times wear their identification card in a visible manner.
 - 1) Bureau commanders may make exemptions for reasons of safety or practicality, e.g., district exercise rooms.
 - 2) Officers who wish to purchase a flat wallet badge or who are authorized to purchase a detective badge must submit a brief Form 17 to Supply for processing.
 - b. Department issued ID cards are replaced when:
 - 1) An officer is promoted.
 - 2) An officer's appearance changes significantly, e.g., weight, color, or length of hair, grows facial hair for a covert assignment, or removal of facial hair.
 - 3) An officer's Ohio driver's license and Department official photographs are renewed every four years.
 - a) Personnel Management routes the notice of expiration of the operator's license and file photographs to all offices/districts/sections/units.
 - c. Officers will respond to the Personnel Management, Monday through Friday between 0800-1600 hours for replacement of Department issued ID cards. Upon surrender of the expired card by the officer, Personnel Management will destroy the card and immediately issue the new card

to the officer. Employees working hours other than those listed above will respond to CIS to have photos taken by a Criminalist. Employees must call, prior to responding, to ensure a Criminalist is available to take photos.

- 1) All officers except those in civilian clothes and covert assignments will respond with an Operational uniform shirt and necktie.
 - a) All officers in civilian clothes and covert assignments, regardless of rank, will respond in proper business attire.
 - 2) One photograph is required for police officers, specialists, and sergeants.
 - 3) Two photographs are required for uniformed sworn supervisors, lieutenants and above.
 - a) One photo in Operational uniform shirt with necktie and collar insignia and one without insignia.
- d. Lost or stolen ID card
- 1) Officers must provide Personnel Management with proof of loss or theft and a copy of the General Conditions Report when replacement cards are requested. Officers will:
 - a) Immediately report lost and stolen cards to their supervisor.
 - b) Teletype the loss or theft to all county agencies.
 - c) Complete a General Conditions Report in RMS.
 - 2) Supervisors will investigate the circumstances and ensure a General Conditions Report is completed.
 - 3) Supervisors will initiate a Form 17, through the chain of command, to Personnel Management explaining the circumstances of the loss or theft. Include in the form any negligence on the part of the officer.
 - 4) The district/section/unit commander will determine the degree of negligence. Upon approval, forward the forms to the affected bureau commander.
 - 5) The bureau commander will review and recommend corrective action to the Police Chief when negligence is a factor.
 - 6) The supervisor will direct the employee to respond to Personnel Management for the issuance of a new ID card.
- e. Damaged ID card
- 1) The employee will respond to Personnel Management and exchange the damaged ID card for a new one.

- 2) Damaged cards will not require a General Conditions Report unless the damage is due to employee negligence.
 - a) If the damage is due to employee negligence, the employee will pay for replacement.

f. Civilian employees ID card

- 1) District/section/unit supervisors will ensure new civilian employees assigned to their unit respond to Personnel Management as soon as possible and have an ID card made. The employees will respond in proper business attire.
 - a) The employee may respond to Personnel Management between 0800-1600 hours, Monday through Friday. Employees working hours other than those listed above will respond to CIS to have photos taken by a Criminalist. Employees must call, prior to responding, to ensure a Criminalist is available to take photos.
 - b) Personnel Management will issue the completed ID card to the new employee immediately. If the photos are taken at CIS, the card will be mailed to the employee through Interdepartmental mail.
- 2) Personnel, on or off-duty, will wear their Department issued ID card on or above the belt on the front of the outermost garment while in a police facility.
- 3) The ID card will be renewed every four years in conjunction with the renewal of the employee's Ohio driver's license.
- 4) Civilian employees leaving the Police Department due to retirement, resignation, or discharge will return the ID card to their supervisor, who will forward the ID card to Personnel Management for destruction.

11. Cincinnati Public Schools (CPS) access cards

- a. Sworn members are required to carry their CPS access card when on-duty. These access cards grant entry by a sworn police officer into any school in the CPS system during an emergency. There is a digital record captured (date, time, location) anytime an officer uses the access card to enter a CPS school.
 - 1) SWAT & Tactical Support Unit (STSU) will assign all access cards and maintain a record of officers and their assigned card number.
 - a) STSU will forward the record of names and assigned access card numbers to CPS security, who will enter the information into the CPS database.
 - 2) Officers will sign a receipt acknowledging they received the uniquely numbered access card.
- b. Lost or Stolen access cards

- 1) Officers must provide STSU with proof of loss or theft and a copy of the General Conditions Report, when replacement cards are requested. Officers will:
 - a) Immediately report lost and stolen access cards to their supervisor.
 - 1] The supervisor will contact STSU immediately to have the card deactivated and replaced.
 - b) Teletype the loss or theft to all county agencies.
 - c) Complete General Conditions Report.
 - 2) Supervisors will investigate the circumstances and ensure a General Conditions Report is completed.
 - 3) Supervisors will initiate a Form 17, through the chain of command, to STSU explaining the circumstances of the loss or theft. Include in the form any negligence on the part of the officer.
 - 4) The district/section/unit commander will determine the degree of negligence. Upon approval, forward the forms to the affected bureau commander.
 - 5) The bureau commander will review and recommend corrective action to the Police Chief when negligence is a factor.
 - 6) The supervisor will direct the employee to respond to STSU Monday through Friday between 0600-1600 hours for the issuance of another card.
 - 7) STSU will notify CPS immediately of a lost or stolen card so CPS can deactivate the card.
- c. Damaged access cards
- 1) Officers will respond to STSU Monday through Friday between 0600-1600 hours and exchange the damaged access card for another assigned card.
 - 2) Damaged cards will not require a General Conditions Report unless the damage is due to employee negligence.
- d. STSU will notify CPS to deactivate the access card whenever an officer leaves the Department for any reason.

D. Leather, Nylon, and Individual Equipment

1. Leather gun belt or Bianchi AccuMold Nylon gun belts.
 - a. Uniformed personnel will wear either the Department issued leather gun belt or a personally purchased Bianchi AccuMold Nylon gun belt and all related equipment for the belts, while on duty or when working off-duty extension of police services details, unless otherwise specified.

2. Officers are authorized to purchase and wear the Bianchi AccuMold Nylon duty belt and accompanying parts instead of the issued leather belt.
 - a. Bianchi AccuMold parts may not be worn with the leather belt.
 - b. Leather parts may not be worn with the Bianchi AccuMold Nylon belt, with the exception of the gun holster and CEW holster.
 - c. The following is a list of approved Bianchi AccuMold parts:
 - 1) Bianchi AccuMold Duty Belt
 - 2) Bianchi AccuMold Double Handcuff Case
 - 3) Bianchi AccuMold Double Magazine Case
 - 4) Bianchi AccuMold Silent Key Holder
 - 5) Bianchi AccuMold Universal Radio Case
 - 6) Bianchi AccuMold Mark III Defense Spray Holder
 - 7) Bianchi AccuMold Flat Glove Pouch, Nylon
 - 8) Bianchi AccuMold Flashlight Holder
 - 9) Bianchi AccuMold Baton Holder
3. Key hook with Traffic Box key
4. Magazine pouches, pistol magazines, and Department issued ammunition
5. Handcuffs, key, and case
 - a. Officers may carry an extra set(s) of personally owned handcuffs (Peerless, ASP, or Smith & Wesson) in a black leather two pocket handcuff case or in their CDOP bag.
 - 1) Officers must submit a Form 17 through the chain of command to Police Supply listing the brand name and serial number.
6. Radio swivel mount - worn on opposite side of firearm
7. Glove pouch
 - a. Department issued black leather pouch with 2 pairs of "Safeskin" Nitrile Exam Gloves
8. Flashlight
 - a. Department issued, or
 - b. Personally owned:
 - 1) Plastic housing, two or three, C or D battery flashlight
 - 2) Rechargeable flashlight, plastic, or metal housing, less than 8" inches long

3) Mini-light, metal, or plastic housing, two AA batteries or rechargeable

c. The Police Chief may authorize other styles

9. Utility bag

a. On-duty officers will have the utility bag with them at all times.

b. District/section/unit commanders may make exceptions due to the nature of some special assignments, i.e., walking beat, bicycle, covert, etc.

10. Ballistic helmet

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

11. Reflective Traffic Vests

a. All sworn officers are issued a reflective traffic vest

1) The officer's badge number is marked on the inside of his vest with a black indelible marker.

b. Department personnel will wear the reflective traffic vest for all uniformed assignments or details, on or off-duty, under the following conditions:

1) All accident scenes

2) All traffic posts

3) All expressway assignments when outside the vehicle

4) In the roadway exposed to traffic hazards. Routine traffic stops are not subject to this requirement.

a) Officers issued the reversible reflective windbreaker are permitted to wear the reversible reflective windbreaker, reflective side out, in place of the reflective traffic vest, under the above conditions.

c. Each district has spare vests marked with the district number and vest number.

1) These spare vests may be used by officers not having an issued vest for off-duty details, by civilian riders, or Police Clergy team personnel who may be exposed to traffic hazards.

E. Defensive Weapons and Related Equipment

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

a. Primary duty weapon

1) Worn on the officer's dominant side with the front edge of the holster in line with the leg trouser seam

2) Department issued Nightstick TWM-850XL weapon mounted light

is MANDATORY for UNIFORMED OFFICERS issued the Smith and Wesson M&P 9mm 2.0 (M&P9 2.0)

- a) Officers in non-uniformed assignments and those at the rank of captain and above are exempt from carrying the weapon mounted light.
 - 1] Officers in non-uniformed assignments working uniformed, outside employment details are required to utilize the weapon mounted light.
 - b) SWAT members may carry weapons and weapon accessories on duty as authorized by the SWAT and Tactical Support Unit's Standard Operating Procedures.
 - c) Must be mounted on the weapon prior to reporting for duty and remain mounted for the duration of the officer's tour of duty.
 - d) Officers are permitted to use the weapon mounted light when authorized to draw their firearm as stated in Procedure 12.545, Use of Force.
 - e) Officers will continue to carry an additional light source for situations which do not require the use of a firearm.
- b. Backup handgun
- 1) Holstering systems must be inspected and approved by the Firearms Training Squad (FTS).
 - a) Proficiency with the holstering system must be demonstrated at the time of inspection.
 - 2) Holstering system must have at minimum a level one retention rating and will not interfere with an officer's movement.
 - 3) Officers will utilize a holstering system that affixes to the body armor carrier or ankle holster with a security strap.
 - 4) The backup handgun will be carried concealed in a manner which does not detract from the professional appearance of the officer.
 - 5) As long as the officer's primary duty weapon is operational and accessible, the backup handgun will remain holstered and concealed.
- c. Officers responding to court are required to carry the Department issued primary duty weapon.
- 1) Officers responding in uniform will only carry the Department issued Smith and Wesson, 9mm, Military and Police M&P9 2.0, or Department issued Smith and Wesson, 9mm, Military and Police Compact (M&P9c), secured in the Department issued ALS/Level III/Hood Strap Holster.

- 2) Officers responding in civilian attire may carry the Department issued M&P9 2.0, M&P9c or personally owned M&P9c.
 - a) The personally owned M&P9c must meet the FTS requirements for inspection and qualification outlined in Procedure 12.025, Authorized Weapons.
 - b) The M&P9 or M&P9c carried in civilian attire must be in a secure holster and concealed on the officer's person as outlined in Procedure 12.025, Authorized Weapons.
 2. TASER (CEW - Conducted Energy Weapon)
 - a. Uniformed personnel and officers working uniformed off-duty police related outside employment details will carry the CEW at all times, unless otherwise specified.
 3. Auto-Lock baton and holder
 - a. Uniformed personnel assigned to patrol must have the Auto-Lock baton readily available.
 - 1) Uniformed personnel have the option of wearing the Auto-Lock baton on the gun belt or on the external vest carrier.
 4. Chemical Irritant
 - a. Uniformed personnel, and officers working uniformed off-duty police related outside employment details, will carry the Department issued chemical irritant in the approved pouch or on the external vest carrier at all times.
- F. Uniforms/Related Equipment - Inspection and Replacement
1. Uniforms and equipment should be inspected daily by the individual.
 2. Supervisors should conduct a uniform and equipment inspection of their assigned personnel following the guidelines described in Procedure 12.010, Roll Call and Personnel Inspection.
 - a. Uniforms or equipment showing excessive wear or in need of repair between inspections will be brought to the attention of a supervisor. The supervisor will submit a Form 630, Equipment/Supply/Service Order, to Police Supply requesting repair or replacement.
 - b. Safety related equipment found to be defective, such as holsters or defensive weapons should be reported immediately. A Form 630 signed by the immediate supervisor is all that is needed for initial replacement.
 - c. All sworn personnel will respond in person to one of the scheduled inspection sessions.
 3. Spare Firearms, CEW's, Holsters, Badges, Wreaths, and Auto-Lock Baton

- a. Under unusual circumstances, an officer may need to obtain a replacement firearm, CEW, chemical irritant, holster, baton, badge, or wreath.
- 1) During normal working hours, officers will respond to Police Supply and obtain a spare chemical irritant, holster, badge, or wreath.
 - 2) During normal working hours, officers with a defective firearm will call the FTS. If FTS personnel are available, the officer will respond to that location and have the defective firearm repaired or replaced with a spare.
 - a) If FTS personnel are unavailable, the officer will respond to Police Supply for a spare firearm.
 - 3) During normal working hours, officers with defective CEW's will call STSU. If STSU personnel are available, the officer will respond to that location and have the defective CEW repaired or replaced.
 - a) The supervisor will place the defective CEW in the unit's property locker and ensure it is delivered to the STSU during normal working hours.
 - b) Each of the five districts and the Special Investigations Section have two spare CEW's which are to be issued to officers with a defective CEW when STSU personnel are unavailable or until the officer's defective CEW has been repaired or replaced.
 - 1] A "User Log" is kept for each spare CEW at the District, and Special Investigations Section.
 - 2] A new battery will be installed in a spare CEW upon its issuance and return.
 - a] An email will be sent to the BWC Coordinator with the issued officer's name, date, time assigned or returned.
 - 3] A district/section designee is responsible for the security, upkeep, daily spark test, and quarterly review for each spare CEW.
 - a] A malfunctioning spare CEW will be returned to the STSU for repair or replacement.
 - 4) When the CEW is returned from the STSU.
 - a) If the officer is not on-duty when the CEW is returned, the CEW will be placed in the unit's property locker until the officer returns to duty.

- b) Return issued spare CEW to inventory.
 - b. If the need occurs when Police Supply is closed, the officer will respond to CIS. The following equipment is kept in the CIS vault:
 - 1) Ten M&P9 2.0 pistols
 - 2) Six spare M&P pistol magazines
 - 3) Two spare M&P holsters
 - 4) Spare badges and wreaths
 - a) One badge and wreath for a sergeant
 - b) Two badges and wreaths for specialists
 - c) Eight badges and wreaths for police officers
 - c. Check out the equipment through CIS desk personnel. They will document in the logbook when the equipment is loaned out and when it is returned.
 - 1) Items loaned from the CIS vault are intended for short-term loan only. Officers should arrange to obtain long-term loan items from Police Supply and return the borrowed item to CIS within 5 days.
 - d. Take defective equipment to Police Supply for repair or replacement during their normal work hours.
- G. Uniforms, Related Equipment, Personal Property - Lost, Stolen, or Damaged
 - 1. Personnel will immediately report lost or stolen uniform parts or equipment to their supervisor.
 - a. The supervisor will investigate and document the circumstances of the incident including the degree of negligence, if any, on the part of the officer.
 - 2. Teletype the loss or theft of uniquely identifiable or serialized property, e.g., badge, wreath, firearm, body worn camera (BWC), CEW, handcuffs, etc. to all county agencies.
 - a. The supervisor will ensure General Conditions Report is completed along with a Form 630. Attach a copy of the General Conditions Report to the Form 630.
 - b. The district/section/unit commander will review the Form 630 and/or General Conditions Report and determine the degree of negligence on the part of the officer, if any. The district/section/unit commander will then forward these forms to the affected bureau commander.
 - c. Upon approval, the bureau commander will send the Form 630 and General Conditions Report attachment to the Inspections Section Commander.

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

- c. Temporary ID cards will be issued to sworn members of the Department who have their police powers suspended.
 - 1) The affected officer will arrange to respond to Personnel Management for the temporary ID card between 0800-1600 hours, Monday through Friday.
 - 2) Personnel Management will number the ID card and record it in a logbook.
 - 3) When police powers are restored, the supervisor will send the temporary ID card to Personnel Management for destruction.
- I. Storage of Uniform Equipment during Active-Duty Military Leave
 - 1. Officers called to active-duty military leave of 30 consecutive days or more must turn in all Department issued equipment, except their Department issued identification card and badge to Police Supply. Firearms must be turned in and stored at the Target Range. The items will remain stored until the officer's return from active duty.
 - a. Officers must arrange with Police Supply and the Target Range to turn in equipment prior to their anticipated leave date.
- J. Misuse of Uniforms/Related Equipment
 - 1. Police Department personnel are responsible for the proper use and care of issued equipment.
 - a. If an investigation determines that neglect, unauthorized alteration, destruction, disposal, or other misuse of equipment or uniforms has occurred, disciplinary action could result.
 - b. If the above investigation determines any of the aforementioned misuse, Department personnel may be required to assume all costs of replacement as part of the penalty for such violations.
- K. Personal Grooming
 - 1. Grooming standards for male police officers.
 - a. Hair
 - 1) In all cases, the bulk and/or length of the hair will not interfere with the wearing of the uniform cap.
 - 2) Hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present an unkempt, ragged, or extreme appearance.
 - 3) Frontal grooming will not permit the hair to be visible on the forehead when the uniform cap is worn.
 - 4) Hair color must be a natural color and not be extravagant or draw undue attention.

b. Sideburns

- 1) Sideburns will be neatly trimmed, and the bulk of the sideburns will not be excessive.
- 2) Sideburns will not exceed one inch in width.
- 3) The maximum length of the sideburns will not extend below the middle of the ear.

c. Mustaches

- 1) Mustaches can extend 1/4 inch beyond the line perpendicular to the corners of the mouth. They will not extend below a line horizontal with the corners of the mouth and will be neatly trimmed. Fu Man Chu and handlebar styles, etc. are prohibited.

d. Beards

- 1) Beards are prohibited unless for medical exemptions. With an exemption, beards will be trimmed as close as medically possible, generally 1/8 inch long.
 - a) Special designs, custom trims, goatees, and other styles cut into or using facial hair are prohibited.
 - b) The Police Chief may approve an exemption to allow facial hair if a pseudofolliculitis barbae medical condition exists.
 - c) To request an exemption:
 - 1] The officer must be diagnosed with pseudofolliculitis barbae by a licensed dermatologist.
 - 2] The diagnosis must be documented on the letterhead of the dermatologist and include:
 - a] The officer's skin condition
 - b] The extent and prognosis of the pseudofolliculitis barbae
 - c] The history of previous medical treatment
 - d] The length of time the officer has received treatment
 - e] The recommendation for current treatment
 - f] How frequently the officer may shave while undergoing treatment
 - d) The officer will submit to Personnel Management:
 - 1] The documentation from the dermatologist, for compliance review.

- 2] A written request for exemption on a Form 17 to the Police Chief.
 - e) Following the compliance review, Personnel Management will forward the officer's Form 17 request for exemption through the chain of command to the Police Chief.
 - 1] Personnel Management will provide a recommendation to either approve or disapprove the request.
 - 2] The Police Chief will make the final determination to approve or disapprove an exemption.
 - 3] Exemptions will be kept on file for supervision on the H: drive.
2. Grooming standards for female police officers
- a. Hair
 - 1) In all cases, the bulk and/or length of the hair will not interfere with the wearing of the uniform hat. Hair will not extend downward below the lower edge of the shirt collar.
 - 2) While in uniform, hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present an unkempt, ragged, or extreme appearance.
 - 3) Frontal grooming will not permit the hair to be visible on the forehead when the uniform hat is worn.
 - 4) Hair color must be a natural color and the hairstyle will not be extravagant or draw undue attention.
 - b. Makeup
 - 1) A moderate use of makeup is permissible. Makeup shall be subtle and professional in appearance.
 - 2) Fingernail polish must be of a single color, not extravagant or draw undue attention, without designs or decorations (i.e. neon colors, glitter).
 - a) Nail length must not interfere with daily duties.
3. Jewelry
- a. The wearing of jewelry while in uniform will be limited to rings and watches for male officers and rings, watches, and conservative earrings for female officers.
 - 1) Religious medals, scapulars, and other bona fide expressions of religious affiliations may be worn around the neck, provided the item is concealed by either the uniform shirt or an undershirt. These items should be worn under the shirt and on the outside of the concealed body armor.

- b. Female officers may wear one pair of earrings of conservative style and design centered on the earlobe while in uniform.
 - 1) Earrings must not exceed 6-mm or ¼ inch in diameter, be unadorned and a pierced, clip-on, or screw-on type, in gold, silver, white pearl, or diamond.
 - 2) When worn, the earrings must fit snugly against the ear without extending below the earlobe (unless the piece extending is the connecting band on clip or screw-on earrings) and may be worn only as a matched pair, with one earring per ear.
 - 3) No articles, other than earrings for female officers specified above, shall be attached to or through any part of the ear.

L. Individually Assigned Lockers

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

M. Tattoos, Branding, and Intentional Scarring

1. Department members with visible tattoos, branding or intentional scarring hired after 03/28/2013 are subject to the following prohibitions:
 - a. Tattoos, branding, and intentional scarring are prohibited on the following body parts:

- 1) Face
 - 2) Head
 - 3) Neck
 - 4) Hands
2. Department members with existing visible tattoos, branding or intentional scarring hired prior to 03/28/2013 are subject to the following:
- a. Tattoos, branding, and intentional scarring are prohibited on the face, head and hands.
 - b. Tattoos, branding, or intentional scarring on the neck are acceptable under the following conditions:
 - 1) The tattoo, branding or intentional scarring is not visible above the uniform collar, open or closed; or
 - 2) The tattoo, branding or intentional scarring adheres to section M.4.a. of this procedure; or
 - 3) If a tattoo, branding, or intentional scarring is determined to be unacceptable according to section M.4.a. of this procedure and cannot be covered by the uniform collar, it must be covered by another means as approved by the Police Chief.
3. All attempts must first be made to conceal neck and unacceptable tattoos, branding, and intentional scarring with the authorized Class-A uniforms. If the neck or unacceptable tattoo cannot be covered with an authorized uniform, then it must be covered by other means as determined by the Police Chief.
4. Any visible tattoos, branding, and intentional scarring must be acceptable in order to promote the professional and neutral image of the Cincinnati Police Department.
- a. Acceptable is defined and determined by the Police Chief as:
 - 1) Not racially oriented.
 - 2) Not sexually explicit; and
 - 3) Not otherwise offensive to the public.
5. Any visible tattoos, branding, and intentional scarring not deemed acceptable must be covered by:
- a. Authorized Class-A uniform.
 - b. Approved on-duty plain clothes; or
 - c. By other means as determined acceptable by the Police Chief