



Carrboro Police Department



Subject: Chapter 20: UNIFORMS & EQUIPMENT		Number: VI. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 1 of 8

- I. Uniforms/Equipment Provided
- II. Uniform Regulations
- III. Care and Use of Uniform and Equipment
- IV. Appearance
- V. Required Equipment While On-Duty
- VI. Body Armor (Vests – Kevlar Helmets)

I. UNIFORMS/EQUIPMENT PROVIDED

- A. An adequate number of uniforms and other necessary equipment shall be provided by the Department to each officer, as directed by the Chief of Police.
- B. Investigators required to wear civilian clothing shall be given a yearly clothing allowance as provided in the Town Budget, as authorized by the Chief of Police.

II. UNIFORM REGULATIONS

In order to ensure that all officers with the Carrboro Police Department are professionally dressed, these uniform standards have been established. The following describes the uniform class and conditions of wear that officers are required to follow when on-duty with the Carrboro Police Department.

- A. **Class A Uniform**
 - Dress coat
 - Dress cap
 - Uniform slacks
 - Uniform shirt with long sleeves
 - Duty belt
 - Black shoes or boots
 - Tie and clip
 - Any awards or ribbons earned

This uniform is to be worn during special events or as designated by the administrative staff.

- B. **Class B Uniform**
 - Dress cap
 - Uniform slacks



Carrboro Police Department



Subject: Chapter 20: UNIFORMS & EQUIPMENT		Number: VI. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 2 of 8

Uniform shirt with long sleeves
 Duty belt
 Black shoes or boots
 Tie and clip
 Any awards or ribbons earned

This uniform is to be worn during special events or as designated by the administrative staff.

C. **Class C Uniform**

Uniform slacks
 Uniform shirt with short or long sleeves or ballistic over-vest
 (Dark blue or black t-shirt shall be worn under uniform shirt when the collar is unbuttoned)
 Duty belt
 Black shoes or boots

Class C uniform shall be the standard uniform worn by patrol officers during day-shift and night-shift operations. The only time deviation from these standards may occur is when wearing part of the uniform may constitute a medical hardship for the officer. Deviation may occur when the officer produces written verification from his doctor indicating that wearing a particular part of the uniform creates medical difficulties.

D. **Class D Uniform**

Uniform shorts or nylon police pants
 Uniform shirt, police polo-type shirt, or long sleeve cotton police shirt
 Police vest/jacket
 Duty belt
 Black dress shoes or walking shoes
 Socks must be worn
 Baseball cap may be worn
 Dress cap may not be worn

Officers assigned to a specific duty (such as bike patrols) by their supervisor may wear this type of uniform. It also may be worn with the permission of the



Carrboro Police Department



Subject: Chapter 20: UNIFORMS & EQUIPMENT		Number: VI. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 3 of 8

administrative staff during special events. Officers of the administrative staff have the option of wearing this type of uniform as part of their daily activities.

E. **Class E Uniform**

- Plain clothes
- Leather or web gear
- Police T-shirt may be worn
- Shoes, boots, walking or running shoes

This type of uniform may be worn during special duty assignment work as instructed by the special duty assignment supervisor.

F. **Training Uniform**

Officers will dress appropriately for the training attended. Business casual will be the standard for class room training. At no time are shorts, flip-flops, tank-tops, or similar attire to be worn unless specifically requested by the training instructor.

III. CARE AND USE OF UNIFORM AND EQUIPMENT

- A. Officers shall keep their uniform clean and pressed and shall maintain the rest of their equipment, keeping it clean and in good working order.
- B. If any part of the uniform becomes shabby or shows excessive wear or is damaged as a result of official duty, it shall be replaced or repaired by the Department.
- C. Any piece of the uniform or other equipment damaged through neglect, carelessness, or misuse by the issued officer shall be replaced or repaired at the expense of the officer to whom it was issued.
- D. Officers shall not wear any part of the uniform with civilian clothes.
- E. Members shall not permit any citizen to use their badge, identification card, weapon, or any part of their uniform or other equipment at any time, without the authorization of the Chief of Police.



Carrboro Police Department



Subject: Chapter 20: UNIFORMS & EQUIPMENT		Number: VI. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 4 of 8

IV. APPEARANCE

Members represent the Carrboro Police Department to all segments of the community they serve and shall strive to maintain a neat, clean, well-groomed, and professional appearance at all times.

- A. All members of the Department, males and females, shall style their hair according to the following guidelines.
 - 1. Hair shall be neatly trimmed or arranged so that it allows secure wearing of the uniform hat, does not extend in length beyond the shirt collar, does not completely cover the ears and cannot be grabbed easily. Wigs or hairpieces may be worn if they are of natural color and conform to all other regulations. Hair may be colored or dyed as long as it is of natural color.
 - 2. Sideburns, if worn, shall be neatly trimmed and rectangular in shape. They may be no more than one inch wide at the widest point and shall not extend below the lowest part of the exterior ear opening.
 - 3. Mustaches, if worn, may not extend beyond the corner of the mouth nor below the upper lip line. A neatly trimmed beard or goatee is permitted for Investigations and Administrative staff. Patrol and Community Services officers are not permitted to wear either a goatee or beard. Beards and goatees may not be worn by any member when wearing a Class A uniform. The remainder of the face shall be clean shaven and facial hair other than that described above shall not be permitted.
 - 4. Nothing herein is intended to infringe any right protected by Federal or State law.

- B. Body Art or Modification
 - 1. Intentional, non-medical body modification that cannot be concealed or eliminated, such as split tongues, gauged piercings, and facial implants, is prohibited. Any additional piercings that cannot be concealed by clothing, such as those in the tongue, nose, lip, etc., must be removed while on duty or in uniform.



Carrboro Police Department



Subject: Chapter 20: UNIFORMS & EQUIPMENT		Number: VI. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 5 of 8

2. Tattoos, Brandings, or Intentional Scarring

- a. Brandings, or intentional scarring, as defined by this department, shall not be visible to the public. Brands, or intentional scars shall be covered when on duty by uniform or business attire if in plain clothes.
- b. Tattoos, brandings, or intentional scarring are not permitted on the face, neck, ears, scalp, or hands. Exceptions may be made for female employees for permanent makeup (e.g., eyeliner, lip liner) that conforms to the makeup guidelines found in this policy.
- c. Tattoos, brandings, or intentional scarring that are gang related; that convey sexual, racial, religious, ethnic, or related intolerances; that promote a partisan political statement or expression; or that portray derogatory or offensive characterizations contrary to the values of this department are prohibited.

C. Jewelry

1. Officers may wear no more than two rings per hand (wedding and engagement rings worn together are considered as one). Rings, especially those on the trigger finger(s), must not interfere with safe and proficient operation of weapons.
2. Officers may wear one bracelet per arm (with the exclusion of memorial bands and medical alert bracelets) that is of conservative size and appearance, does not include charms or other attachments and would not interfere with duty requirements or create a safety risk.
3. Necklaces and neck chains of small diameter are permitted if they do not hold multiple or lengthy attachments, can be worn under the officer's uniform, and would not create a safety risk.
4. Officers may wear conservative, small, matching earrings that do not extend below the earlobe. Earrings are prohibited for male officers while



Carrboro Police Department



Subject: Chapter 20: UNIFORMS & EQUIPMENT		Number: VI. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 6 of 8

on duty or in uniform.

D. Head Wear

Head wear must be department issued or approved. Officers wishing to display religious head gear must seek approval from the Chief of Police or designee.

E. Members shall maintain their quarters, lockers, vehicles and desks in a neat, clean, and orderly condition.

F. Uniformed officers may wear their hat when directing traffic, and at all other times when wearing the hat would assist the officer in alerting the public to the presence of the officer. Hats need not be worn when to do so would be impractical or unsafe.

G. Uniformed members shall salute the President of the United States and the Governor of North Carolina. Uniformed members shall also salute when the United States Flag passes by or when the National Anthem is played. Nothing herein is intended to infringe any right guaranteed by the United States or North Carolina Constitutions.

V. REQUIRED EQUIPMENT WHILE ON-DUTY

A. While on-duty, members shall carry with them or have immediately available, as directed, the equipment required by their supervisor.

B. Any superior officer may conduct an inspection of the officers under his command on an announced or unannounced basis, as such officer deems necessary. Members directed to attend such an inspection shall report in the prescribed uniform carrying all required equipment.

VI. BODY ARMOR (VEST – KEVLAR HELMETS)

A. Effective November 15, 1999, the Town of Carrboro, NC, shall furnish body armor for the sworn law enforcement personnel of the Carrboro Police Department.



Carrboro Police Department



Subject: Chapter 20: UNIFORMS & EQUIPMENT		Number: VI. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 7 of 8

B. It shall be the policy of the Carrboro Police Department that the following guidelines shall be adhered to for officers possessing body armor provided by the Department:

1. Uniform Patrol and Community Service:

Each officer assigned to Uniform Patrol or Community Services shall be required to wear Department issued body armor at all times that he is in uniform and is functioning in the capacity of a sworn officer, including uniformed off-duty work. When a supervisor deems body armor wear unnecessary, due to the specific nature of the duty, an exemption of this requirement may be made.

2. Investigators

Each officer assigned to investigations while wearing plain clothes shall have at his disposal his body armor. The officer shall have the discretion, while in plain clothes, of wearing or not wearing the body armor based upon the circumstances at hand. Investigators assigned to perform uniform patrol function, while in uniform either on or off-duty, shall follow guidelines set forth under Uniform Patrol for body armor wear.

3. Administration

Each officer assigned to Administration shall be exempt from wearing body armor while performing administrative function in uniform or not. When an officer assigned to Administration works a street assignment, street party, parade, etc., or performs an off-duty function while in uniform, he shall wear body armor. Additionally, officers assigned to light duty (should circumstances warrant) in an administrative function shall follow guidelines set forth under Administration for body armor wear.

4. Hazardous Duty Circumstances

All Carrboro Police officers, participating in any way, with entry teams for search warrant service, or at the scene or called to the scene of a hostage or barricaded subject(s), or at any scene which by its specific nature is or may present a greater than usual danger or hazard, shall be



Carrboro Police Department



Subject: Chapter 20: UNIFORMS & EQUIPMENT		Number: VI. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 8 of 8

required to wear body armor regardless of the officer's uniform or clothing. The circumstances may also require ballistic helmets and such determination shall be made by the on-scene supervisor.