
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

ORDER NUMBER: **40.07**
ISSUED DATE: 09/29/2021
EFFECTIVE DATE: 10/01/2021
RESCINDS: 03/15/2021

REFERENCE: CALEA Ch.41, Ch.22

CROSS REFERENCE:

CONTENTS:

I. PURPOSE

II. UNIFORM POLICY

III. FIELD UNIFORM AND EQUIPMENT REGULATIONS

IV. GENERAL UNIFORM

V. NON-UNIFORM CLOTHING AND EQUIPMENT REGULATIONS

VI. COURT ATTIRE

VII. TRAINING UNIFORM AND DRESS REQUIREMENTS

VIII. PERSONAL APPEARANCE

I. PURPOSE

- A. To set policy regarding wearing the Department's uniforms and other apparel and carrying authorized equipment.
- B. To establish policy and regulations for personal appearance and the proper wearing of Department uniforms and equipment as well as civilian clothing for officers in authorized assignments.

II. UNIFORM POLICY

- A. With the exception of undercover officers, members, whether in uniform or authorized civilian clothing, will present a neat and clean professional appearance at all times.
- B. The uniforms and equipment outlined in this directive are the official uniforms. Requests for uniform and/or equipment changes should be forwarded to the uniform and equipment committees for review.

- 1. The following designations will be utilized throughout this order to delineate the type of uniforms and civilian clothing authorized:

Class "A" Uniform

Class "A" Dress Uniform

Class "B" Uniform

Class "C" Casual Attire

Tactical Uniform

Honor Guard Uniform

Class "A" Business attire

Class "B" Business attire

Plain clothes

- C. Officers assigned to the following elements will wear either the Class A or B uniform at all times while on duty, unless they have been specifically authorized by their bureau director to deviate.

Bureau of Operations

Traffic Support Unit (Motorcycle variation for officers so assigned)

COPPS Unit

- D. Officers assigned to the following elements may wear Class "C" Casual Attire at all times while on duty, unless they have been specifically authorized by their bureau director to deviate.

Logistics Unit

CSI Unit

Training Unit

CIT Officer

1. Officers who are working in "light-duty" assignments may wear Class "C" casual attire or uniform in accordance with the orders issued by the Chief of Police or their Bureau Director for the temporary assignment.
- E. All other members will wear the uniform or attire from the categories in Section II, B, 1, as designated by their Bureau Director or the Chief of Police as appropriate for the duties to which they have been assigned.
- F. Non-sworn personnel required to wear a uniform will do so in accordance with this directive and the guidelines established by the unit to which they are assigned.
- G. All aspects of this order apply to the wearing of uniforms for both on-duty and off-duty employment. Members shall obtain approval from the Chief of Police before wearing any uniform off-duty, however, such approval is not required for:
1. A court appearance directly related to the performance of police duty as a Department member.
 2. Authorized ceremonies, memorial services, speaking engagements, or other functions approved by the Chief of Police or a Bureau Director.
- H. When attending a speaking engagement or other function authorized by the Department, the Class A or B uniform, business attire or business casual will be worn as directed by the officer's supervisor.
- I. No item of uniform clothing shall be worn with civilian clothing and no visible item of civilian clothing will be worn while in uniform.
- J. Supervisory personnel shall ensure that all employees dress uniformly in accordance with this order. All clothing, uniforms, leather, metal items and other equipment worn on duty or for approved off-duty employment or other engagements shall always be worn in such a manner that will pass inspection under reasonable circumstances. Lost, damaged, or worn out uniforms, clothing or equipment that will not pass inspection shall be replaced utilizing the officer's clothing allowance funds.
- K. Officers will be held accountable for utilizing their allotted uniform allowance for the purpose of maintaining a sufficient quantity of uniform items and/or civilian clothing and equipment that is in good repair and projects a professional image to the public. Only authorized items on the official Department order form may be purchased through the Department issued clothing allowance. The officer's Bureau Director may approve exceptions upon written request.
1. Clothing allowance forms are available for all officers on the KCKPD Portal under Department documents.
- L. Property will not be issued to the officer at the time of purchase. Items will be sent to the Property/Logistics Unit for pick up.
- M. The entire clothing allowance will be used on a maximum of four (4) visits per officer, per year and funds not used by October 1, will be forfeited. The individual officer will pay for orders in excess of the maximum allowance.
1. Bureau Directors may authorize individual officers to receive the allotted clothing allowance funds in cash, based on the officer's assignment and normal duty attire.
- N. Anytime an officer is transferred from a uniform assignment to a non-uniform related duty, he/she shall be required to maintain at least one (1) Class A uniform and required equipment.
- O. Officers transferred back within a two (2) year period will not receive additional clothing funds for reestablishment of uniform clothing.
1. Transfers after two (2) years shall entitle the officer to enough additional funds to establish necessary uniforms and equipment.
- P. Officers are expected to dress appropriately with regard to the weather conditions. No allowances will be made to permit an officer to return home to change uniforms due to varying weather conditions.
- Q. Only Department approved leather goods, equipment, clothing and uniforms may be worn on duty, however, other items not described or contained in this order may be worn temporarily for test and evaluation purposes if approved in advance by the Chief of Police.
- R. Department issued uniforms and equipment, and those purchased through the clothing allowance, are the property of the Kansas City Kansas Police Department and if requested, are subject to immediate return to the Department upon a member's separation from employment and to inspection at any time.
- S. Any clothing item contaminated with blood or other bodily fluids should be handled in accordance with General Order 40.14.

III. FIELD UNIFORM AND EQUIPMENT REGULATIONS

- A. All officers shall possess sufficient uniform items as described below in order to assemble a minimum of one (1) Class A uniform.
- B. **Class A and B Uniform Shirt** – A short or long-sleeved, Department approved, medium blue shirt with pressed creases and the following accouterments in silver for officers and cadets. Gold for all other ranks.
 - 1. **Department approved badge**
 - a. The currently authorized Department badge for uniform wear is the SymbolArts custom Department badge. Members in uniform shall display the badge on the outermost garment of uniform clothing, unless a cloth badge is utilized as authorized in subsection a below. This badge will be utilized for all uniforms. Members shall carry and display only the current Department issue badge appropriate to the officer's rank.
 - b. Authorized cloth badges in corresponding colors may be used on the outer carrier, tactical uniforms, synthetic uniform jackets and Hidden Agenda Jackets only.
 - (1) Members of SOU are authorized to wear the subdued badge on their uniforms.
 - c. No unauthorized badge will be worn on any uniform clothing.
 - d. Cadets will wear only appropriate Department issued or approved badges.
 - e. Black mourning bands may be placed horizontally around the badge, covering the Kansas State seal. The band may be either elastic cloth or plastic tape. Mourning badges may be worn only for the Department's annual police memorial service, National Police Memorial Day, or in the event of a line-of duty-death of a sworn member of the Department or cadet, commencing when the death becomes known until after the member's funeral is over, unless otherwise directed by the Chief of Police, or on other occasions as authorized by the Chief.
 - 2. **Collar Brass** - 3/8" "KC" "PD" for Officers, cadets, and Detectives.
 - a. Sergeants may wear the "KC" "PD" or Chevrons
 - b. Commanders will wear the appropriate rank insignia.
 - 3. **Name Plate** - A 2 3/4" x 5/8" metal nameplate bearing the officer's first initial, middle initial and last name in blue lettering.
- C. **Class A Trousers** - Navy blue Department approved wool trousers with one (1) inch, French blue piping or riding breeches for motorcycle officer.
- D. **Class B Trousers – Navy blue Department approved trousers (poly/wool blend six pocket) with one (1) inch, French blue piping or riding breeches for motorcycle officers.**
- E. All authorized footwear shall be black in color with a polishable heel and toe. The footwear will not contain rings, buckles, patterns, or designs. Socks must be black in color, if visible.
 - 1. Formal
 - a. Plain or Clarino black oxfords
 - 2. Class A
 - a. Officer may choose to wear an all leather boot or ¾ boot, plain or Clarino black oxfords or Acme Western style boots.
 - 3. Class B & C
 - a. Plain black oxfords, boots or athletic shoes
 - 4. Motorcycle officers shall wear the appropriate knee-high riding boots for that assignment when wearing the Class A shirt and breeches. Motorcycle riding boots will not be worn with the Class C uniform. Motorcycle officers in the Class C uniform may wear other Department approved boots.
 - 5. Cowboy style boots are not authorized for wear with any uniform.
- F. Wearing of the eight-point hat is optional for normal duty assignments, however all officers who choose to wear the formal, Class A or B uniform shall have the eight-point hat available for wear as prescribed by the Chief of Police.
 - 1. The approved eight-point style soft hat frame shall be worn with a white cover for traffic personnel, French blue cover for cadets and navy blue for all other personnel.
 - 2. All officers will possess a rain cover for the eight-point hat and use it as necessary.

3. Detectives' and Sergeants' hats will display gold metal rank bands.
 4. All commanding officers' hats will display a gold rank band and gold brocade.
- G. All Class A and B uniforms will have the following items on their equipment belt.
1. Duty weapon and holster.
 2. Taser and holster for all Operations, SOU, Traffic, and COPPS officers.
 3. Oleoresin Capsicum (OC) spray and holder
 4. At least one, but no more than two, pair of Department approved handcuffs.
 5. Handcuffs may be carried in a single handcuff case, a double handcuff case or two single handcuff cases. A belt keeper with handcuff snap may be utilized.
 6. One single or double magazine holder
 7. Metal baton ring that will hold a Department issued wooden baton or a Monadnock Autolock collapsible baton and issued or approved carrier. Baton rings should be either silver or gold in color, as corresponds to the officer's collar insignia.
- H. The following items are optional for the Class B uniform
1. Latex glove pouch
 2. Flashlight ring or other carrier. Flashlight rings should be either black, or silver or gold as corresponds to the officer's collar insignia
 3. Portable radio holder.
 4. Key holder.
 5. Case for utility tool as described in Section III, I, 19, a.
 6. Necessary in-car camera accouterments.
 7. Pager and/or mobile telephone.
 8. Pagers and telephones must be black or gray in color and must be carried in conservative cases or holders that meet with the approval of the officer's supervisor
- I. Uniform Outerwear
1. Department issued and approved synthetic uniform jackets may be worn with any of the approved uniforms as needed.
 2. Synthetic uniform jackets will display only the following accouterments worn as shown in appendix A, regardless of which uniform the jacket is being worn with:
 - a. A metal or cloth badge
 - b. A metal nameplate
 - c. Department shoulder patches.
 - d. Cloth longevity star(s)
 - e. Sewn on chevrons for sergeants.
 - f. Appropriate metal or cloth 1" rank insignia for commanders
 - g. The accouterments on the synthetic jackets will be of like type.
 3. Cloth 1" embroidered stars (silver for patrol officers and gold for all other ranks) may be worn on the left sleeve of synthetic uniform jackets as shown in appendix A. One star represents five continuous years of sworn service from the date of hire (cadet service will be included for longevity).
 4. The Department approved leather jacket is an optional item authorized for wear with any of the approved uniforms. The leather jacket will display the metal badge.
 5. The commando sweater may be worn with the Class A or B uniform and tie, and will only be worn during the winter or optional periods.
 - a. The sweater will display the approved metal badge and nameplate.
 - b. Commanders will wear appropriate 1" metal rank insignia on the epaulets.
 - c. Metal chevrons will be worn on the epaulets for sergeants instead of being sewn on the sleeve.
 6. The Hidden Agenda Jacket is not to be worn in conjunction with any uniform. It is authorized for wear with business casual attire and plain clothes only.

7. A Department issued or approved traffic safety vest shall be worn whenever an officer is engaged in directing traffic or other similar activities, unless the officer is wearing a Department approved reversible rain coat with the yellow fabric worn to the outside or other approved high visibility apparel.
- J. Kansas City, Kansas Police identification cards will be issued to all employees of the department. The cards will be white in color, and contain a holographic Department patch or badge on the front. The current Chief's name and signature will be on the back.
1. The identification card for sworn employees will contain their picture, police (in bold black lettering), current rank (Police Officer, Sergeant, etc.), date of hire, and the Department badge equivalent to their rank.
 2. The identification card for non-sworn employees will contain their picture, CIVILIAN EMPLOYEE or CIVILIAN INTERN, assignment to, and their employee number on the front. The back will contain the "Mission of the Unified Government".
 3. All employees will have their identification card readily available to any member of the public that may ask for Department identification.
 4. All Members of this Department will identify themselves using their rank, full name, and serial number when communicating via telephone.
 5. The Chief of Police will direct officers when to obtain a new Department issued identification card with an updated photograph.

IV. GENERAL UNIFORM

A. Class "A" Uniform

1. The Class A uniform consists of the following clothing items:
 - a. A long-sleeved, Department approved, shirt with pressed creases.
 - (1) A tie will be worn at all times with the Class A uniform. Only one small, rank appropriate, tie tack or clip may be worn.
 - b. Navy blue Department approved trousers or riding breeches for motorcycle officers, and
 - c. Officers may not wear the outer vest carrier while in Class A uniform, unless exigent circumstances are present.
2. Class A uniform shirts will display the following accouterments as shown in appendix A.
 - a. Department approved metal nameplate
 - b. Collar brass
 - c. A Department issued metal badge.
 - d. Sergeants with less than 10 years in grade will wear Department approved sewn-on, cloth rank insignia on the sleeves, consisting of three chevrons as shown in appendix A.
 - (1) More than 5 years – 1 Rocker.
 - (2) More than 10 years – 3 Rockers
 - (3) The senior most Master Sergeant may wear a blue star centered in the middle of the chevrons.
3. The Class A Dress uniform with long sleeves and a neck tie will be worn for formal ceremonies such as funerals, police memorial services, etc. and as directed by commanding officer, regardless of the time of year. When the Class A uniform is worn for such a function or event, the eight-point hat should be readily available.
4. Class "A" Dress Uniform
 - a. The class A dress uniform will consist of all accouterments of IV, A, 2 but service ribbons will be mandatory for Command personnel.
5. All officers appearing before any Arbitration Hearing, Grievance Board, Accident Review Board, Awards Committee, or any similar Department hearing, will wear attire as directed by the Chief of Police or his designee.
6. Officers assigned as the Sergeant-at-Arms for Unified Government Commission meetings will wear the Class A, or B uniform.
7. Officers appearing before a Termination Hearing will not wear any Department uniform.
8. Only pins, emblems, or ribbons authorized by the Chief of Police shall be worn on the Class A and B uniform.
9. Officers have the option of wearing Department authorized service ribbons indicating the units, positions, and assignments in which they have served, accomplishments they have earned and which are reflected in the officer's official Department personnel record on file in the office of the Chief of Police. Specific ribbons corresponding to Department units, positions and accomplishments will be indicated on the clothing allowance form. These are the only ribbons authorized. Service ribbons may only be worn only on the Class A uniform. They will be worn one-quarter (1/4) inch above the nameplate above the right pocket as shown in appendix A & B. They will be worn centered, or in rows of up to three ribbons. Multiple ribbons will be worn on a board to assure a

professional appearance. The ribbon representing the most recent assignment or accomplishment will be worn at the officer's upper right and additional ribbons shall be worn in descending chronological order from right to left in each row. With the exception of undercover officers, officers must have completed one year of continuous service in a unit or assignment in order to be eligible to wear that ribbon. (Appendix C).

10. Award Ribbon

- a. Only the highest-ranking award ribbon bestowed on the officer will be worn. The ribbon will be centered directly below the badge at the top of the pocket. The ranking of the awards is: Service Award for Valor, Meritorious Service Award, Distinguished Service Award and other authorized citation ribbons.
- b. Officers who have been awarded multiple citation ribbons may wear the appropriate service ribbon to represent these other awards, as outlined in the following section of this order.
- c. In order to qualify for the Adjunct Academy Instructor ribbon, an officer must have undergone formal train-the-trainer instruction in a specific subject, received certification to instruct the subject and must have taught the subject to an academy or In-Service class while not assigned to the academy on a full-time basis.
- d. An officer with an immediate family member who was also a law enforcement officer and who died in the line of duty qualifies to wear the Purple Heart Ribbon with a silver star affixed in the center.
- e. An officer serving five (5) years in a unit may place a silver longevity star inside the ribbon. A star may be placed inside the ribbon for each five (5) years of service in a unit.
- f. An officer that has supervised or commanded a unit may place a gold star inside the ribbon.

D. Class "B" Uniform

1. The Class B uniform consists of the following clothing items:
 - a. A short or long-sleeved, Department approved, medium blue shirt with pressed creases.
 - (1) A Department approved black turtleneck, mock turtleneck, dickey or black t-shirt may be worn with the Class B uniform with no tie.
 - b. Navy blue Department approved trousers or riding breeches for motorcycle officers.
2. Longevity star(s), may be worn on the Class B uniform.
3. Only Department approved, synthetic or leather uniform jackets and coats will be worn with the Class B uniform.
4. COPPS officers may choose to acquire the Blauer style bicycle shorts. The shorts may only be worn while officers are actively patrolling on the bicycle for that tour of duty.
5. Officers may wear the optional, Department approved utility cap, available for purchase at Cumpys, with Class B uniform only.

E. Class "C" Casual Attire

1. The Class "C" Casual Attire consists of the following approved items:
 - a. A short or long-sleeved, Department approved, polo shirt.
 - b. Department approved 5.11 pants.
 - c. Plain black oxfords, boots or athletic shoes
 - d. All equipment as described in section V, C, 2

F. Tactical Uniform

1. Officers assigned to the SOU, and Narcotics Unit may wear a tactical uniform and utilize other specialized equipment as authorized by their Bureau Director. However, every officer while wearing the tactical uniform shall still carry the mandatory equipment listed in Section III, C, 8, a-f, of this order. Officers will maintain 1 (one) Class A uniform.

G. Honor Guard Uniform

1. Officers assigned to the police honor guard, including pipers, shall wear such uniforms and accoutrements as approved by the Chief of Police for that element. Officers so assigned shall wear the honor guard uniform only on such occasions and for events approved by the Chief of Police.

H. Additional Uniform and Equipment Regulations and Requirements.

1. The sleeves of long-sleeved Class A and B uniform shirts and sweaters may not be rolled up in any fashion.

2. The sleeves of any black shirt worn with the uniform must not extend beyond, or be visible below, the end of the sleeves of the medium blue uniform shirt worn over it.
3. Any design or lettering on any black shirt worn with the uniform must not be visible through the medium blue uniform shirt.
4. Only the top button of the Class B short or long sleeved shirts may be worn unbuttoned.
5. Bulky articles shall not be carried in the shirt or jacket pockets. Pockets on shirts, jackets and other garments should remain secured when not in use.
6. Jewelry worn under the uniform shirt shall not be visible.
7. Sunglasses worn by Department members shall be conservative in style. Mirror or reflective type sunglasses are prohibited.
8. Metal 3/8" longevity stars (silver for patrol officers and gold for all other ranks) may be worn on the Class A or B uniform shirt as shown in appendix A & B. One star represents five continuous years of sworn service from the date of hire (cadet service will be included for longevity). The stars will be worn directly below the nameplate.
9. An approved black stocking cap from Cumpy's may be worn with the Class A, or B uniform. The approved winter fur cap with cap badge is authorized for wear with the winter Class A or B uniform.
10. Neck scarves that are black or dark blue in color may be worn with a uniform jacket or coat.
11. Officers may choose to wear a black ski band for ear protection against inclement weather. The ski band must have no lettering or decals. The ski band is only authorized to be worn with the Class B uniform during the winter months.
12. Gloves worn with the uniform must be black and have no decorative design. Gloves unique to a specific assignment may be worn at the discretion of the officer's division or unit commander. No gloves shall be worn which allow fingers or other parts of the hand to be left exposed or which contain any type of weighted material. Officers will only wear gloves for protection against inclement weather and as a barrier against other hazards. As such officers will not wear gloves when these conditions do not exist.
13. Officers may carry utility tools with single or multiple blades less than 5" in length and/or containing other implements.
 - a. Folding tools may be carried on the Class A or B uniform equipment belt only in a magazine pouch or similar case made by the manufacturer of the equipment belt, the finish of which exactly matches the belt, holster, and other items on the belt.
 - b. Tools not carried on a uniform equipment belt shall be concealed from public view, with the exception of the pocket clip of those items so equipped.
 - c. Officers authorized to wear tactical uniforms are authorized to carry such tools in any manner approved by their Bureau Director.
14. All new personnel are issued a bullet resistant vest. In addition, vests are available on the clothing allowance.
 - a. Officers are encouraged to wear Department approved vests at all times, while on duty, in the interest of officer safety.
 - b. An officer wearing the outer vest carrier must adhere to the following guidelines:
 - (1) Must be the Department approved navy blue Overt Molle carrier System.
 - (2) Officers will be required to have their short or long-sleeved light blue uniform shirt on under the carrier.
 - (3) The metal name plate will not be worn on the carrier itself. If the officer removes their vest in view of the public they must have the proper metal name plate and badge on their shirt.
 - (a.) A metal or cloth badge may be worn on the outer carrier.
 - (4) Officers will only wear approved accessory options on their carrier.
 - (5) Officers are permitted to where the SPIEWAK performance soft shell jacket underneath the outer vest.
 - (6) Officers will not be permitted to affix anything to the vest that is not currently authorized to be worn on the duty belt.
 - (7) Officers will not be permitted to wear Department citations, patches, ribbons, or unit pins on the carrier.
 - (a) Cloth longevity stars may be affixed
 - (8) Officers will not be allowed to affix their duty weapon to their carrier; it must stay on the belt.
 - (9) Officers on bicycle patrol will be allowed to wear the outer carrier over their uniform.
 - c. Officers who are participating in pre-planned, high-risk assignments are required to wear their bullet resistant vests during such operations. These operations include, but are not limited to, participation in the service of high-risk warrants, barricaded subjects, hostage situations, tactical bus assaults, and other situations as determined by an Incident Commander or the S.C.O.R.E. Unit Commanders.
 - d. In order to maintain maximum bullet resistance, the manufacturer's cleaning and replacement instructions must be followed closely.
15. All on-duty officers, except for undercover officers, regardless of rank or assignment, will have readily available for use while in the field, each of the following:
 - a. One Department approved riot helmet with chinstrap and face shield.
 - b. One Department approved flashlight.

- (1) The sole purpose of the flashlight is to provide illumination and it will not be carried in lieu of the wooden or collapsible baton.
- e. Department issued or approved gas mask.
- f. A Department approved long-sleeved shirt or jacket.
- g. Department issued pagers, mobile phones and radios.
- h. It is recommended, but not required, that officers have available:
 - (1) One Department approved full length or hip length orange or other approved high visibility color and black (reversible) raincoat.
 - (2) One approved metal whistle. Whistle chains are prohibited, except for motorcycle units.

V. NON-UNIFORM CLOTHING AND EQUIPMENT REGULATIONS

A. Business, business casual, and casual attire

1. Members working in assignments in which a duty uniform is not required may be authorized by the Chief of Police or their Bureau Director to wear conservative business or business casual attire that reflects a professional appearance, as determined by their immediate supervisor.
2. "Class A" Business attire for male officers shall include a suit or sport coat and slacks, button-front dress shirt and necktie. Business attire for female officers shall include a coordinated outfit consisting of a coat with skirt or slacks, and blouse or sweater, or business dress.
 - a. A (wool or leather) overcoat may be worn over the sport coat or suit coat.
3. "Class B" Business casual attire for both male and female officers shall consist of business slacks, "for example: gabardine or wool or wool blend or polyester blends" style or equivalent slacks, A collared shirt (either a button-front dress shirt or a polo shirt) will be worn with the aforementioned slacks or pants.
 - a. On either shirt style, all but the upper-most button must be fastened.
 - b. The shirt must be tucked into the pants.
 - c. A sweater or wind shirt may be worn over the collared shirt.
 - d. T-shirts, denim shirts, sleeveless shirts and jeans are prohibited
 - e. A mock turtleneck may be worn underneath any long sleeved shirt while in business casual attire.
4. "Class C" Casual attire for both male and female officers shall consist of Department approved long or short sleeved polo shirts, with the Department logo on the front. Department approved 5.11 pants in various colors, and Department approved footwear.
5. Officers wearing either "Class A or B" business or business casual attire will not wear items of clothing that display any logo, symbol, wording, advertisement, etc. (other than those which are approved by the Department or Unified Government) which is visible to the public. Small clothing labels may be acceptable as long as they are approved by the Department.
6. Officers wearing "Class A" business or "Class B" business casual attire may wear dress brimmed hats, but baseball caps and similar style caps are not authorized.
7. Officers wearing "Class B" business casual attire may also wear a sweater, vest, jacket, business style coat or Department approved outerwear or Department issued polo, if so desired. Any outerwear worn will not represent another organization or business which might create a distraction to our official purpose.
8. Officers wearing "Class A or B" business or business casual attire will wear appropriate, conservative dress or casual dress shoes or boots. Athletic shoes are not approved for wear with business or business casual attire (Class A, or B). All footwear must be clean, not excessively worn in appearance or in disrepair, and polished at the beginning of the officer's tour of duty.
9. Appropriate business or business casual attire for non-sworn Department members may be determined by the member's Bureau Director or Assistant Bureau Director.

B. Plain Clothes

1. Officers, working in assignments in which a duty uniform is not required, may be authorized by their Bureau Director to wear plain clothes consisting of any attire which the officer's division/unit commander(s) deem appropriate for the officer's current assignment and duties.

C. Additional Civilian Clothing and Equipment Regulations

1. With the exception of undercover officers, all sworn and non-sworn personnel wearing either business, business casual or plain clothes are required to wear their Department issued photo identification at all times while in headquarters or any other Department facility while either on or off duty. All personnel will show the Department photo identification to any member of the public when requested.
 - a. The identification card may be worn around the neck on a Department approved lanyard, with the Department approved badge hanging or clipped to the officer's clothing in the front of the torso area, at the beltline, in a manner so it is visible to the public.
2. With the exception of undercover officers and others who have been specifically authorized by their bureau director to deviate on a temporary basis (both of whom must still conform with the firearms requirements of General Order 1.6), all officers wearing business or business casual attire or plain clothes shall have on their person at all times while on duty a minimum of the following equipment:
 - a. Authorized duty handgun carried in a holster.
 - b. At least one pair of handcuffs.
 - c. At least one spare magazine for semi-automatic duty handguns
 - d. Their Department issued identification card and metal badge worn as indicated.
 - e. An intermediate weapon consisting of either a Department approved collapsible baton or O.C. spray.
 - f. Pager if issued. (Issued mobile telephones must be readily available)
 - g. Officers dressed in plain clothes will conceal from public view the duty equipment listed above at all times.

VI. COURT ATTIRE

- A. An officer appearing in court on a case directly related to the performance of police duty as a Department member shall be considered on-duty for uniform and civilian clothing purposes.
- B. An officer appearing in court as a defendant or on a case not directly related to the performance of police duty as a Department member shall obtain written permission from the Chief of Police to wear any Department uniform for the appearance.
- C. Officers may wear either the Class A or B Uniform or the "Class A or B" business attire. Plain clothes are not authorized.
- D. For all appearances before any District Court or Federal Court of law, competent investigating body, judicial tribunal, outside hearing board or person authorized to take testimony, including depositions, officers shall wear either the Class A or B uniform or "Class A" business attire.
- E. The outer vest carrier can be worn during District Court, Federal Court, or Municipal Court appearances.
- F. All headwear will be removed inside of the courtroom.

VII. TRAINING UNIFORM AND DRESS REQUIREMENTS

- A. All officers attending In-service Training at the Kansas, City Kansas Police Academy or at other locations in conjunction with their yearly In-Service Training, with the exception of undercover officers, may wear the Class C uniform, unless otherwise directed.
- B. An officer's personal appearance while attending In-Service Training or specialized training sessions at the Kansas, City Kansas Police Academy, or any other training at any location, will not deviate from the standards of this order as set forth in Section VII.

VIII. PERSONAL APPEARANCE

- A. To effectively serve the citizens of Kansas City, Kansas, it is necessary for the Chief of Police to issue and require compliance with the rules and regulations governing the appearance and grooming of Police Department employees to ensure that a neutral and uniform appearance is maintained. An extreme or shabby appearance may lead to loss of confidence by the public, which undermines the respect needed by the police to effectively perform their duties.
- B. Police officers of the Kansas City Kansas Police Department must present a neutral, uniform and consistent professional image to effectively relate to all segments of the population they serve. Certain regulations are necessary to promote the personal safety of members, enhance the Departmental esprit de corps and to facilitate the public recognition of officers. For these reasons, all sworn members of the Kansas City Kansas Police Department, with the exception of undercover officers, will comply with the provisions of this section.
- C. All members of the Department will maintain personal habits of cleanliness and hygiene.
- D. Males in Sworn or asset protection positions will adhere to the following:
 1. The hair must be combed in an orderly manner and the grooming must be maintained under all but the most adverse conditions.

2. The hair will present a tapered appearance on the sides and back of the head. Hair will not protrude onto the forehead below the band of properly worn headgear. The bulk or length of hair will not be so excessive as to present a ragged, unkempt or extreme appearance. Ponytails, pigtails, rat tails, etc. are prohibited in order to minimize their use by an individual during a confrontation.
 3. The hair will not be cut or shaved so that any letters, wording, design, logo, symbol, etc. is visible.
 4. When combed, the hair will not fall over the ears or touch the collar except for closely cut hair at the back of the neck.

In all cases, the bulk or length of hair will not interfere with the normal wearing of all standard issue headgear. The style will not conflict with nor jeopardize an officer's safety, taint the Department's image, or impede the employee's performance.
 5. Beards, goatees, and other facial hair will be no longer than ¼ inch and neatly kept.
 - a. The manufacturer of the MSA mask will not warranty the mask if an officer has facial hair in areas requiring the mask to seal. Officers will still be required to perform the necessary functions of a law enforcement officer, regardless of facial hair and without delay.
 - b. Due to the nature of the assignment and the frequent necessity of wearing the mask, members of the SOU/Tactical Unit will not be permitted to have beards or goatees.
 6. Sideburns will be kept neatly trimmed. They will not extend below the lowest part of the ear lobe and will be of even width not to exceed 1 inch. Sideburns shall end with a clean-shaven horizontal line no lower than the bottom of the ear lobe.
 7. Mustaches will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from the corner of the mouth.
 8. Wigs or hairpieces will not be worn on duty except for cosmetic reasons to cover natural baldness or physical disfiguration. Under these conditions when a wig or hairpiece is worn, it will conform to prescribed requirements for hairstyles.
- E. Females in Sworn or asset protection positions will adhere to the following:
1. Sworn females in uniform will wear their hair in styles that permit the proper wearing of prescribed headgear.
 2. In all cases, female employees will wear their hair in a style that does not conflict with or jeopardize their safety. The style will not taint the Department's public image or impede the employee's performance. Styles such as pigtails, rat tails and large bouffant hairstyles are not acceptable.
 - a. All female members in uniform will wear their hair in conservative styles that do not extend below the bottom edge of the shirt collar. Hair longer than collar length will be in a bun or ponytail.
 3. A wig is acceptable if it meets the prescribed requirements for hairstyles.
 4. Braided hairstyles worn close to the head such as a "French braid" or "plait braid" are permissible if neatly worn.
 - a. Beads or other ornamentation will not be allowed. All braided hairstyles must be tucked under to prevent the appearance of a ponytail, rat tail, pigtail, etc.
- F. Decorative hair ornaments such as ribbons and jeweled pins will not be worn. Plain pins, combs, barrettes, or rubber bands, similar in color to the individual's hair color, may be worn. Spray-on hair paint or extreme coloring will not be worn. Items used by female employees to hold the hair in place will be concealed as much as possible and will be of a color and style that blends with the hair.
1. Female employees working in other than uniform assignments may wear their hair in a conservative, contemporary style.
- G. Sworn male and female personnel in specialized units or performing specialized duties may deviate from the hair and personal appearance provisions of this order if:
1. Such deviations are necessary to perform specialized duties (i.e., undercover narcotics assignments), and:
 2. The officer has received prior approval from his/her Bureau Director for such deviations.
- H. Employees in uniform may wear a wristwatch or identification bracelet. Rings may also be worn, but only one on each hand is permitted. A wedding set is considered one ring.
- I. Ear studs or stones may be worn with the uniform by female employees only. Such items will be limited to one ear stud per ear. Earrings will not extend below the bottom of the ear lobe, and will not have loose or dangling parts. They will not be worn in the upper portion of the ear.
- J. Visible body piercing studs or simulated body-piercing studs, other than ear studs, are prohibited for both male and female employees.
- K. Fingernails will be kept clean, neatly trimmed and will not extend more than one-eighth inch (1/8") from the tip of the finger.
- L. Fingernail polish may be worn by female employees only. It will be of a solid shade without decals or ornamentation and will not detract from a uniform appearance. The wearing of fluorescent or multi-colored nails is prohibited.

- M. The purpose of the following tattoo policy is to promote the uniformity of appearance, to maintain neutrality and the perception of neutrality amongst members of the public, to prevent discrimination or the perception of discrimination amongst members of the public, to encourage esprit de corps, foster discipline and to encourage public confidence in the position of Police Department employee.
1. Members are permitted to display tattoos while working in a Department uniform except any tattoo that depicts:
 - a. Any extremist affiliations or symbolizing extremist philosophies.
 - b. Organizations that advocate racial, gender, religious or ethnic hatred, intolerance or discrimination.
 - c. Any message(s) promoting illegal discrimination or intolerance based on race, color, gender, ethnicity, religion, disability, national origin or any other protected classification.
 - d. Violence or lawlessness
 - e. Criminal acts
 - f. Nudity, sexually explicit or vulgar art, words, phrases or profane language.
 - g. Symbols likely to incite a strong negative reaction (i.e. swastikas, pentagrams, etc.)
 - h. Initials or acronyms that represent criminal, subversive or historically oppressive organizations (i.e. KKK, SS, street gang names, numbers, and/or symbols).
 2. Members are prohibited from displaying any tattoos on the head, face, neck, scalp, hands or fingers. The exception is a tattoo simulating a wedding ring on the ring finger that does not otherwise violate this written directive.
 3. Tattoos will be covered at all times when a member attends, in an official capacity, judicial hearings, trials, etc., and any other event as directed by the Chief of Police.
 4. Members that must cover a tattoo may wear a long sleeve shirt or a tattoo sleeve in tan, brown, or black.
- N. Body modification
1. Body piercing or alteration to any area of the body that is visible in any authorized uniform or attire, and is a deviation from normal anatomical features and that is not medically required is prohibited. Such body alterations include, but are not limited to:
 - a. Tongue splitting or piercing
 - b. Abnormal shaping of the ears, eyes, nose, or teeth
 - c. Branding or scarification
 - d. Nose or eyebrow jewelry
 - e. Ear gauges
 - f. Contact lenses with designs or symbols
 - g. Tooth veneers of an unnatural appearance
- O. The Chief is the final authority as to the appropriateness of any tattoos, body modifications, and piercings and can require them to be covered at any time.