

Cobb County Police Department

Policy 2.08

UNIFORM DRESS STANDARDS

Effective Date: November 11, 2011	
Rescinds: Policy 2.08 (August 8, 2010)	
Related Orders: None	
Issued By: Chief J.R. Houser	Page 1 of 12
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to outline procedures that must be followed when wearing the uniforms of the Department, and identify those items which are issued or authorized by the Department. The Chief of Police, or his designee, is authorized to modify the uniform appearance/requirements of personnel.

I. UNIFORM ISSUE

- A.** Sworn and civilian personnel who are required to wear specific uniform clothing will be issued these articles within the guidelines of the Uniform Supply Unit.
 - 1. An annual clothing allowance is established for each uniformed officer in order to maintain the uniform to the standards required by the Department.
 - 2. A civilian clothing allowance is established by assignment.
 - 3. Uniforms damaged in the line of duty are replaced without charge to the employee's clothing allowance.
- B.** Detective personnel will be given an annual clothing allowance in order to purchase civilian clothing required to be worn in the performance of their duties. Detective personnel are also required to maintain a Class A (Dress) Uniform and are only permitted to exchange worn-out/unserviceable uniform items.

II. UNIFORM DRESS

A. Class A (Dress) Uniform

The Class A (Dress) Uniform is the standard issue police uniform. Officers, corporals, sergeants, and lieutenants assigned to field duty will wear the Class A (Dress) Uniform on a daily basis. Command staff members will wear this uniform as appropriate.

1. The following items are issued by the Department and will be worn at all times when in the Class A (Dress) Uniform:
 - Long/short sleeve navy blue dress shirt
 - French blue pants with black stripe
 - Navy blue motorcycle pants with black stripe (motors only)
 - Brass badge
 - Name plate
 - Collar brass
 - Rank insignia
 - Service stripes
 - Black leather basket weave duty belt and accessories
 - Protective body armor
 - Black shoes/boots
 - Black motorcycle boots (motors only)

2. The following items are issued by the Department and may be worn with the Class A (Dress) Uniform, but are not required unless otherwise specified:
 - French blue tie/black turtleneck (with long sleeve shirt only)
 - Police windbreaker/winter coat/leather jacket
 - Black gloves
 - Reflective raingear
 - Departmental awards bars
 - Specialty insignia
 - Dress hat/winter cap

3. The following items are not issued by the Department but will be purchased at the expense of the officer and worn at all times when in the Class A (Dress) Uniform:
 - Black crew neck tee-shirt
 - Black/navy blue socks
 - Writing instruments
 - Time keeping device (watch, phone, pager, etc.)

B. Class B (Callout) Uniform

The Class B (Callout) Uniform shall only be worn by units authorized by the Chief of Police, and when engaging in specific assignments where a more rugged uniform is required (i.e. – canine duties, truck inspections, SWAT/Bomb/fatality callouts, certain training exercises, etc.). Unless authorized by the Chief of Police, the Class B (Callout) Uniform shall not be worn on a daily basis to substitute the Class A (Dress) Uniform.

1. The following items are issued by the Department and will be worn at all times when in the Class B (Callout) Uniform:
 - Long/short sleeve navy blue BDU utility shirt
 - Navy blue BDU utility pants
 - Cloth badge
 - Name plate
 - Rank insignia
 - Black nylon duty belt and accessories
 - Protective body armor
 - Black boots

2. The following items are issued by the Department and may be worn with the Class B (Callout) Uniform, but are not required unless otherwise specified:
 - Black turtleneck (with long sleeve shirt only)
 - Police windbreaker/winter coat/leather jacket
 - Black gloves
 - Reflective raingear
 - Navy blue BDU utility cap/winter cap

3. The following items are not issued by the Department but will be purchased at the expense of the officer and worn at all times when in the Class B (Callout) Uniform:
 - Black crew neck tee-shirt
 - Black/navy blue socks
 - Writing instruments
 - Time keeping device (watch, phone, pager, etc.)

C. Class C (Casual) Uniform

The Class C (Casual) Uniform shall only be worn by personnel authorized by the Chief of Police, and under circumstances where a casual appearance would be appropriate. Unless authorized by the Chief of Police, the Class C (Casual) Uniform shall not be worn on a daily basis to substitute the Class A (Dress) Uniform.

1. The following items are issued by the Department and will be worn at all times when in the Class C (Casual) Uniform:
 - Embroidered navy blue polo/oxford shirt
 - Gray/tan utility pants
 - Brass badge
 - Black leather belt

- Black leather holster and firearm
 - Black leather pouch with extra magazine and handcuffs
 - Black boots
 - Police windbreaker (as appropriate)
2. The following items are not issued by the Department but will be purchased at the expense of the officer and worn at all times when in the Class C (Casual) Uniform:
- Black crew neck tee-shirt
 - Black/navy blue socks
 - Writing instruments
 - Time keeping device (watch, phone, pager, etc.)

III. WEARING THE UNIFORM

Uniforms shall be kept clean and pressed and with devices and insignia bright and free of tarnish, corrosion, and scratches. Insignia, badges, and name plates will be cleaned with non-abrasive chemicals or solvents which do not diminish or injure the brass finish on the item.

A. Shirt

1. Class A (Dress) and Class B (Callout) Uniform shirts will have the Cobb County Police Department patch on each sleeve sewn 1” from the shoulder/seam and centered on the crease.
2. Long sleeve shirts will be buttoned at the wrist. Sleeves will not be worn rolled up or under while in view of the public (long sleeve BDU shirt exempted).

B. Trousers

The Class A (Dress) Uniform trousers will cover the top of the shoe by approximately 1” at the heel with no more than a slight break on the front of the pants at the top of the shoe.

C. Badge

1. The Cobb County Police Department badge will be worn on the left side of the Class A (Dress) and Class B (Callout) uniform shirt and on the outer garment (a cloth badge is permissible on the cold weather jacket, but a brass badge is required on the leather jacket).
2. The Cobb County Police Department badge will be worn on the belt of the Class C (Casual) Uniform.

D. Name Plate

The format of the name on the plate shall be first and middle initials and last name. No titles, ranks, or positions will be noted on the name plate. The name of the officer shall be easily read by anyone at normal conversational distance.

1. A brass name plate shall be worn on the Class A (Dress) Uniform shirt, centered on the right breast pocket and positioned with the fastening prongs inserted directly on the bottom stitch line at the top of the pocket flap. The name of the officer shall be engraved in black ink.
2. A cloth name plate shall be worn on the Class B (Callout) Uniform, centered and just above the top of the right breast pocket flap. The name of the officer shall be embroidered in gold stitching.

E. Collar Brass

Sergeants and below will wear the “C.C.” and “P.D.” collar brass on the collar of the Class A (Dress) Uniform shirt. The “C.C.” will be placed on the wearer’s right collar, and the “P.D.” will be placed on the wearer’s left collar.

1. Short sleeve shirt & long sleeve shirt without tie: The bottom edge of the collar brass should rest on the lower seam of the collar. The collar brass should also be centered between the tip of the collar and the collar connection point to the shirt.
2. Long sleeve shirt with tie: The collar brass should be placed 1.5” above the tip of the collar. The bottom edge of the “C.C.” and “P.D.” collar brass should be parallel to the ground and appear to be on the same horizontal line.

F. Rank Insignia

1. Lieutenants and above will wear brass rank insignia on the collar of the Class A (Dress) Uniform shirt.
2. Corporals and sergeants will wear cloth rank insignia on each sleeve of the Class A (Dress) Uniform shirt. Chevrons will be centered below the Cobb County Police Department Patch.
3. Corporals and above will wear cloth rank insignia on each epaulet of the Class B (Callout) Uniform, sewn just above the shoulder/seam. The bottom of the rank insignia will be closest to the seam.

G. Service Stripes

Service stripes will be worn on the left sleeve of the Class A (Dress) long sleeve shirt

and shall be French blue. Each service stripe shall represent four years of full-time service with a law enforcement agency. Service stripes will, at all times, be kept current with the years of service.

H. Duty Belt and Accessories

The Department-issued under-belt, duty belt, weapons, and accessories will be worn with the Class A (Dress) or Class B (Callout) Uniforms.

1. Weapons and accessories shall consist of:
 - Firearms (see section I) and holsters
 - Magazines and pouches
 - E.C.D. and holster (if equipped)
 - O.C. and holster (if equipped)
 - ASP baton and holster
 - Handcuffs and handcuff case(s)
 - Flashlight with holster
 - Portable radio and holster
 - Transmitter pouch and transmitter (if equipped)
2. Officers may wear a folding knife with case, a latex glove pouch, key ring, pager, cellular phone, and flashlight ring. These items may be personally purchased or Department-issued.
3. This order shall not prohibit an employee from removing the duty belt and accessories while in areas of a Department building which is not in view of the public (i.e. squad rooms, break rooms, offices, etc) so long as this does not hinder the ability to respond to calls and effectively perform assigned duties. Additionally, all weapons will be stored in a manner that makes them inaccessible to inmates or other non-police personnel who may be in the building.

I. Firearms

1. The primary weapon (Glock 22) shall be carried in a loaded configuration while on duty (fully loaded magazine inserted and a cartridge in the chamber).
2. The secondary weapon (Glock 27) shall be carried by sergeants and below who are on duty and assigned to field functions. It shall be carried in a loaded configuration (fully loaded magazine inserted and a cartridge in the chamber). The secondary weapon will be worn in a holster, concealed from view.

3. Officers of the rank of Captain or above, and those assigned to staff or administrative functions, may carry their firearm in a detective style holster unless their assignment requires them to perform duties in the field where enforcement activities can be expected.
 - a. With permission of their commanding officer, administrative officers may wear the secondary weapon (Glock 27) as their primary weapon, in a detective style holster.
 - b. One extra magazine with ammunition and handcuffs will be carried when a detective style holster is authorized.

J. Protective Body Armor

Protective body armor will be worn at all times when in the Class A (Dress) or Class B (Callout) Uniforms.

Note: The Chief of Police may grant exceptions to this order on a case by case basis. However, no exemptions will be granted for personnel engaged in patrol/field functions, law enforcement secondary employment, or pre-planned and/or high-risk situations. These situations include, but are not limited to SWAT/CNT callouts, warrant service, drug raids, VIP security, etc.

K. Footwear

Only shoes and/or boots issued/authorized by the Department will be worn. Employees must maintain the footwear in a highly polished appearance clean of dirt, mud, or residue at all times.

L. Departmental Awards Bars

Bars representing Departmental awards for valor, lifesaving, the Blue Star, marksmanship, physical fitness, FBINA Service Bar, Field Training Officer, Director of Public Safety Meritorious Action Commendation, or other approved awards bars will be worn centered on the left breast pocket with the attachment prongs secured directly on the bottom stitch line on the top of the shirt pocket flap. If more than one Departmental award pin is worn, they shall be centered in line on the pocket as a unit. The Field Training Officer pin will only be worn while the officer is an active FTO.

M. Specialty Insignia

The following specialty insignias are authorized for wear for officers who are currently assigned to the following units. Officers who have formerly served on the following units with the Cobb County Police Department are also authorized to wear the following specialty insignia. Only one specialty insignia may be worn at a time and it will be worn centered and 1" above the right shirt pocket.

- Explosive Ordnance Disposal (EOD) Pin
- Motorcycle Wings
- SWAT Pin
- Dive Pin
- CNT Pin

N. Additional Pins

Other than the badge, collar brass, nameplate, and Departmental awards, up to two additional optional pins are authorized. The additional pins must conform to the following conditions:

- Be an American Flag pin
- Represent a religious organization
- Be a bona fide law enforcement association pin
- Represent a Department-sanctioned training achievement
- Officer memorial pin as authorized by the Chief of Police.

Additional pins must be worn on the right shirt pocket flap. The left shirt pocket flap is reserved for Departmental Awards Bars.

O. Headgear

Only Department-issued headgear may be worn, complete with decorative roping and strap (if applicable). The strap will be adjusted properly so that it is functional in maintaining the hat on the head. When worn, headgear shall rest squarely on the head with no hair showing under the front brim.

IV. SPECIALITY UNITS

The uniform of the day for specialty units will be determined by the unit supervisor as the incident or operation dictates. Nothing in this order will prohibit a specialty unit supervisor from altering the uniform to suit the particular detail, to include plainclothes for undercover details.

A. Motorcycle Unit

The following items are issued by the Department and may be worn as appropriate, but are not required unless otherwise specified:

- Motorcycle helmet (in accordance with applicable law)
- Motorcycle jacket
- Thermal pants and top
- Winter/summer motorcycle gloves

- Motorcycle rain pants and jacket
- Polar mask
- Navy jumpsuit
- Ball cap with Motor Wing insignia

B. Bicycle Patrol

The following items are issued to officers assigned to conduct bicycle patrol duties. They will be worn at all times when conducting such duties, unless otherwise noted.

- Royal blue long/short sleeve polo shirt
- Black turtleneck (with long sleeve polo only)
- Navy blue cycling pants/shorts
- Cycling shoes
- Royal blue jacket (as appropriate)
- Black nylon weapon belt and other belt mounted gear holders
- Protective helmet /police ball cap

C. MCS Personnel

Personnel assigned to the Narcotics and Organized Crime Units are specifically exempted from the provisions of this policy. Unit commanders will approve or disapprove all forms of dress for these detectives.

D. Honor Guard

The following items are issued by the Department. They will be worn when performing Honor Guard details. Specifics will be decided after the detail has been surveyed and the requirements are determined.

- Long sleeve white shirt with navy blue dress jacket, or long sleeve blue shirt
- French blue trousers with gold seam stripe
- Black Clarino low-quarter shoes
- White vinyl cap
- Patent leather belt with holster, magazine pouch and handcuff case
- White gloves
- French blue ascot
- French blue shoulder cord
- Navy blue, calf-length rain overcoat (for use in inclement weather)

V. PROFESSIONAL BUSINESS DRESS

A. General Requirements

Detectives, command staff, and other sworn employees of the Department who are

scheduled to work in an office-type environment are authorized to dress in a manner that would be considered acceptable and appropriate in a professional business environment. This would include, but is not limited to:

- Business suits
- Shirt and tie/blouse
- Dress slacks (no skirts)
- Sport coat/blazer
- Dress shoes (no high-heels)

B. Weapons and Accessories

1. The primary weapon (Glock 22) shall be carried in a loaded configuration while on duty (fully loaded magazine inserted and a cartridge in the chamber). It will be secured in a holster approved by the Weapons Training Unit.
 - a. The secondary weapon (Glock 27) may be carried in an approved ankle holster.
 - b. With permission of their commanding officer, personnel in professional business dress may wear the secondary weapon (Glock 27) as their primary weapon.
2. One extra magazine with ammunition will be carried while on duty.
3. Handcuffs will be carried while on duty.

C. Protective Body Armor

Personnel wearing professional business attire are not required to wear body armor, but it should be immediately available if circumstances require its use.

Note: No exemptions will be granted for personnel engaged in pre-planned, high-risk situations. These situations include, but are not limited to warrant service, drug raids, VIP security, etc.

D. Jackets and Coats

Either the Department-issued windbreaker or a business appropriate jacket/coat may be worn with civilian attire.

E. Headgear

Ivy hats, fedoras, and other suitable business-style hats may be worn.

VI. LATERAL ENTRY OFFICERS

Lateral entry officers will wear the following issued items until completion of the Georgia mandated Police Officer Program:

- Blue BDU pants
- Blue sweatshirt/tee-shirt
- Blue sweatpants/shorts
- Police ball cap
- Black leather boots

VII. POLICE RECRUITS

Police recruits will wear the following issued items until completion of the Basic Mandate Training course:

- Blue BDU pants
- Gray sweatshirt/tee-shirt
- Gray sweatpants/shorts
- Police ball cap
- Black leather boots

VIII. CIVILIAN/NON-SWORN GUIDELINES

A. Employees who are issued uniform clothing for daily wear are expected to give the same attention to appearance as the sworn personnel. Personnel must maintain the highest standards of smartness in uniform appearance. The following items are issued by the Department and will be worn at all times while on duty.

1. Administrative and Records Personnel

- Polo/Oxford shirt
- Khaki pants
- Black belt
- Black court shoes
- Sweater/jacket (as appropriate)

2. Evidence Unit

- Long/short sleeve polo shirt
- BDU utility pants
- Black belt
- Black boots
- Windbreaker/winter coat

2.08 Uniform Dress Standards

Page 12 of 12

- B.** Personal clothing will consist of dress, sport or polo (golf) shirts without logos, pictures or other inappropriate words or phrases. Neat dress blouses and/or sweaters may be worn by female employees. Casual, dress, or suit trousers will be worn. Jeans (denim or designer) will not be permitted.

IX. RESTRICTIONS

- A.** No uniform items may be worn with civilian attire.
- B.** No Department-issued or uniform shall be worn by a civilian. This shall not prohibit an officer from temporarily using a uniform item of clothing to protect or assist a victim or citizen.
- C.** If an officer rides a personally owned motorcycle to and from work while in uniform, he will wear a standard motorcycle helmet with no markings or emblems which would detract from the professional appearance of the uniform or which would reflect poorly on the Department.
- D.** No items shall be worn on the uniform or person of the officer which would tend to present a distraction to the general appearance of the uniform.