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1. PURPOSE

The purpose of this policy is to establish professional dress standards for employees of the Hawai'i Police Department.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department that sworn personnel and civilian employees are to wear clothing appropriate to the environment in which they work. Present a clean, neat, and professional appearance. In situations not specifically covered by these standards, propriety and good judgment must prevail in the selection of professional dress standards and grooming. (CALEA 22.2.5, 26.1.1)

4. DEFINITIONS

- 4.1. Jeans - Informal, hard-wearing, close-fitting trousers for casual wear, made especially of denim or corduroy, blue denim or other cotton fabric, or denim-like fabric in assorted colors, having pockets and seams often reinforced with rivets, worn originally as work pants.
- 4.2. Safety Shoes – Working-type shoes that offer protection similar to that worn by construction workers consistent with the type of work performed; i.e.; steel toe, steel shank, etc.
- 4.3. Embroidered Polo Shirt – For the purpose of this General Order, a polo shirt is a close-fitting pullover shirt with short sleeves, buttons, and turnover collar that has been pre-approved by the Police Chief for embroidery with pre-approved department logo, and conforms to Section 6.7. (Embroidered Polo Shirts).
- 4.4. Embroidered Jacket – For the purpose of this General Order, an approved jacket is a lightweight collared jacket with zippered or buttoned closure appropriate for professional office attire that has been pre-approved by the Police Chief for embroidery with pre-approved department logo, and conforms to Section 6.7. (Embroidered polo shirts) and 6.8. (Embroidered Jackets).

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5. RESPONSIBILITIES

- 5.1. Members – Although it is impossible to cover every situation, the tone and content of this order will provide basic guidelines for the proper style and dress permissible. In all cases, propriety and good judgment should prevail in determining acceptable, professional dress standards.
- 5.2. Supervisors
 - 5.2.1. Responsibility for ensuring that employees conform to proper dress standards rests with the immediate supervisor, and any improprieties should be brought to the attention of the individual employee immediately.
 - 5.2.2. Supervisors may temporarily suspend the requirements of this General Order for certain special assignments or circumstances.

6. PROCEDURES

- 6.1. Sworn Personnel
 - 6.1.1. General Provisions
 - a. Uniform Officers shall report for duty in regulation uniform, neatly tailored, laundered, and with the equipment prescribed by departmental orders.
 - b. Plainclothes officers shall report for duty neatly dressed and with the equipment prescribed by departmental orders.
 - 6.1.2. Uniform Standards
 - a. The regulation uniform shall be worn at all times during duty hours unless otherwise directed.
 - b. The regulation uniform may be worn while going to and from work.
 - c. Uniform officers, whenever wearing an undershirt, shall wear a “V-necked” type or any other suitable garment that conforms to the contour of the open-necked collar of the uniform. The sleeves of the undershirt shall not extend beyond the uniform sleeves.

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- d. The regulation uniform shall be worn during special off-duty assignments as directed.
- e. An incomplete uniform shall not be worn at any time. No item of the uniform will be worn at any time except as part of a complete uniform.
- f. No substitutions for the issued uniform items will be allowed unless specifically authorized and approved by the Police Chief.
- g. The regulation uniform, or those parts of the uniform furnished by the department, shall not be worn off duty in instances other than provided for in this directive except with the permission from a commanding officer.
- h. When under suspension, the regulation uniform shall not be worn.

6.1.3. Uniform Specifications

- a. Uniform specifications shall be as approved by the Police Chief. Officers on duty shall not carry any equipment which does not conform to department qualifications or regulations.
- b. Service Stars shall be worn on the regulation uniform – one for each five years of completed police service. Placement of the Service Stars on the uniform shall be in compliance with Appendix A, *Uniform Specifications*.
- c. Rank insignias and approved department patches shall also be worn on the regulation uniform in compliance with Appendix A, *Uniform Specifications*.
- d. Special Service medals; e.g., Gold, Silver, Bronze, and Police Cross Medals of Valor, shall be worn in compliance with Appendix A, *Uniform Specifications*.
- e. Special Pins; e.g., American Flag and Field Training Officer pins, may be worn when approved by the Police Chief.
- f. All other adornments, pins, or patches may not be used except as approved by the Police Chief.

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6.1.4. Equipment Carrying Position – Members are required to carry the following equipment in the following position on the Sam Browne waist belt while in uniform.

a. Right Handed Members

- On right side from front to rear: Uniform holster with semi-automatic pistol.
- On left side from front to rear: Ammunition pouch, Conducted Electrical Weapon (CEW), baton ring with baton (or baton readily available), Pepper Spray, handcuff case, latex glove pouch.

b. Left Handed Members

- On left side from front to rear: Uniform holster with semi-automatic pistol.
- On right side from front to rear: Ammunition pouch, Conducted Electrical Weapon (CEW), baton ring with baton (or baton readily available), Pepper Spray, handcuff case, latex glove pouch.

c. The expandable metal baton shall be worn on either side of the Pepper Spray.

d. The Conducted Electrical Weapon (CEW) and associated equipment shall be worn on the opposite side of where the firearm is worn, (support side) after the magazine pouch or in front of all other equipment if the magazine pouch is worn on the firearm side.

e. Members may choose to wear the ammo pouch on either side of the belt. However, it shall be worn in front of any other equipment.

f. Members may purchase a personal flashlight; e.g., small tactical type light for wear on the duty belt.

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6.1.5. Exceptions – Sworn members assigned predominantly to administrative duties, while in official uniform, may deviate from the standard wear of equipment on the Sam Browne belt upon approval of their Bureau Commander. The approved equipment shall be worn in accordance with Section 6.1.4. (Equipment Carrying Position).

6.1.6. Police Hat

- a. The police hat, which is considered part of the official uniform, shall be readily available while in uniform. The police hat shall not be confused with the issued police baseball style cap which may only be worn with department issued BDU, **or while on duty as a bike patrol officer, when the use of the helmet is not required. The bicycle helmet shall be utilized whenever the Bike Patrol Officer is operating the bicycle.**
- b. The prescribed hat shall be worn when directing traffic and for ceremonies, foot patrol, security details, drills, inspections, and off-duty assignments, unless the use of the issued hard hat is more practicable, e.g.; roadwork or construction areas.
- c. The wearing of the hat is optional in all other situations.

6.1.7. Footwear

- a. While in uniform, police officers shall wear neat, well-kept, black shoes with rubber soles.
- b. Shoes shall be laced, zippered or pulled on (boots). Slip-on type low-cut shoes such as loafers are prohibited from use with the uniform.
- c. Tabis, slippers, athletic or other leather, cloth or rubber shoes designed for casual wear shall not be worn with the regulation uniform. **Exceptions for the use of athletic shoes may apply to personnel engaged in bike patrol.**
- d. Dark blue or black-colored socks shall be worn with the regulation uniform. The color of the socks may be other than blue or black when ¾ cut or high cut shoes are worn. Short, booty-type socks are not authorized for wear with the regulation

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uniform.

- e. Commanders may authorize the use of black-colored rubber boots in inclement weather conditions or in assignments where the use of such footwear would be practical.

6.1.8. Department Issued Battle Dress Uniform (BDU)

- a. BDU may be worn:
 - During marijuana eradication missions;
 - At the discretion of each commanding officer during certain investigations or incidents that the use of BDU and cap would be appropriate apparel (e.g., search warrant executions, recovery of evidence, emergency situations, special operations).
- b. Badges, rank insignias, service belts with accessories and firearms shall be worn with the BDU in accordance with Appendix A, *Uniform Specifications*.
- c. The issued police cap is considered part of the uniform when the BDU is worn. Issued police caps shall not be worn other than with the authorized use of the BDU, **or bike patrol uniform, when the use of the helmet is not required. The bicycle helmet shall be utilized whenever the Bike Patrol Officer is operating the bicycle.**
- d. BDU shall not be worn during off-duty hours unless authorization is obtained from commanders.
- e. The use of BDUs may be utilized for training when practicable.

6.1.9. Duty Jacket – The issued police duty jacket may be worn while on duty and only with the regulation uniform or issued BDU.

6.1.10. Jewelry

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- a. Officers in uniform shall not wear or display floral adornment of any kind, medallions, necklaces, bracelets, brooches, earrings, or other items not prescribed to be worn with or as part of the uniform.
 - b. Exceptions would be the wearing of wristwatches, medical alert bracelets, conservatively styled rings, or concealed religious medals.
- 6.2. Non-Uniformed Personnel – Members assigned to duties requiring the wearing of civilian attire shall wear clothing appropriate to their assignment except when otherwise directed by General Orders or by their commanding officers.

6.2.1. Male Attire Standards

- a. Shirts approved:
 - Sports shirts with collars and buttons extending the full front of the shirt;
 - Aloha shirts with collars;
 - Business shirts;
 - Shirts with tails are to be tucked into trousers.
- b. Shirts not approved:
 - Shirts that unduly expose the chest area;
 - Shirts without sleeves;
 - Tee shirts;
 - Turtle-neck shirts;
 - “See-through” shirts;
 - Novelty shirts;
 - Shirts bearing the identification or advertisement of a business, organization or theme; i.e., Sports teams, Mauna Kea Beach Hotel, Elks Club, “Pump Iron,” etc.
 - Other styles deemed unprofessional or casual in nature.
- c. Trousers approved:
 - Trousers appropriate for the assignment and in accordance

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with acceptable or prevailing dress standards (this should be interpreted as business or dress slacks).

- d. Commanders of the following sections or commands may allow personnel to wear jeans that are in good taste and present a professional image:
 - Central Dispatch;
 - Evidence;
 - Vice;
 - Word Processing Center;
 - Supply Room and;
 - Radio Shop.

- e. Trousers not approved for office attire:
 - Multi-colored, broad stripes, large plaid, or flower patterns;
 - Members shall not wear jeans unless they are assigned to one of the divisions listed in Section 6.2.1. (d) of this directive and/or they receive specific authorization to do so from their commanding officers;
 - Cargo and cargo-type pants.

- f. Footwear
 - Dress shoes and socks shall be worn with the above-mentioned attire.
 - Slippers, sandals, moccasins or any other footwear which does not completely enclose the foot shall not be worn.

- g. Jewelry – Non-uniformed members are bound by the same regulations relating to the use of jewelry for uniformed officers under 6.1.10. of this General Order.

- h. Outer Garments
 - Denim and athletic-type jackets or other inappropriate

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outer garments shall not be worn by members while on duty. Outer garments, such as jackets and coats, shall be coordinated with the clothing of the member and shall reflect a conservative and professional image.

- Coat and tie are optional and shall be worn for the appropriate assignment or upon direction of commanding officers.

6.3. Female Attire Standards – Fashions worn while on duty shall reflect a balance between conservatism and today’s professional, modern dress styles. Attire shall reflect credit upon the department and present a neat, professional appearance to the public.

6.3.1. Sleeveless or sleeved dresses, suits, slacks, short and long-sleeved blouses and skirts are examples of acceptable business attire for women. Midi, maxi and long dresses are also acceptable for daily attire.

- a. Proper skirt length for on-duty attire shall not be more than 3 inches above the top of the kneecap.
- b. If the styles include slits, the top of the slits shall not exceed 3 inches above the top of the kneecap.
- c. Any hemline other than a straight hem; i.e., scalloped, handkerchief, etc., should also comply with the above- specified length at the shortest point of the hem.
- d. Split skirts and culottes are also acceptable for duty purposes. Skirt or culottes length shall be no shorter than 3 inches above the top of the kneecap.

6.3.2. Coordinates

- a. Coordinates may be worn any time. Coordinates; i.e., blouses, tunics, vests, jackets, skirts, dress slacks, and tailored long jumpsuits are appropriate for plainclothes assignments. Tunic type tops and blouses shall be no shorter in length than the top of the hips.

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- b. Suit-type pant outfits are also acceptable for duty purposes. Pant outfit pants shall adequately cover the waist, and jackets should cover the hips, yet not extend so low as to interfere with movement or work.

6.3.3. Slacks

- a. Dress slacks are appropriate for on-duty attire.
- b. Commanders of the following sections or commands may allow personnel to wear jeans that are in good taste and present a professional image:
 - Central Dispatch and Radio shop
 - Evidence
 - Vice
 - Word Processing Center
 - Supply Room

6.3.4. Muumuus – On Fridays, short muumuus are acceptable on-duty attire. However, muumuus are not acceptable courtroom attire and should reflect a conservative and professional image.

6.3.5. Outer Garments – Denim and athletic-type jackets or other inappropriate outer garments shall not be worn by members while on duty. Outer garments, such as jackets and coats, shall be coordinated with the clothing of the member and shall reflect a conservative and professional image.

6.3.6. Unacceptable Dress – Examples of unacceptable dress for female officers include, but are not restricted to: shorts; short jumpsuits; denim jumpsuits; short overalls; denim jackets or overalls; pedal pushers; crop pants; spandex type pants; stirrup pants; low-cut dresses; backless dresses; see-through apparel; spaghetti strap dresses; suggestive clothing; anklets; knee-high socks with skirts and/or dresses.

6.3.7. Footwear

- a. Dress shoes and sandals are considered appropriate footwear.

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Sandal styles that are similar in appearance to slippers, regardless of the material they are made of, are not permitted.

- b. Hosiery may be worn as appropriate with current trends and dress styles.
- c. To prevent unnecessary injury, employees should consider heel size and height appropriate to their work area.
- d. Rubber slippers (zoris), tabis, or athletic-type shoes are not permitted unless approved by competent authority.
- e. Working without footwear is not acceptable.

6.3.8. Brassiere – Brassieres shall be worn with the uniform or while in plainclothes.

6.3.9. Cosmetics – Face and eye cosmetics, perfumes, and lotions shall be neatly and sparingly applied.

6.3.10. Jewelry – Non-uniformed female officers shall utilize or wear jewelry which is in good taste and conservative in nature and which does not interfere with their performance of duty.

6.4. Exceptions – Subject to the approval of commanders or commanding officers, the provisions of this article do not restrict:

6.4.7. The wearing of appropriate clothing which deviates from this directive for the purpose of performing special assignments with the authorization of district or division commanders;

6.4.8. The wearing of a lei or other ornament while in uniform when part of an official ceremony or function;

6.5. Civilian Employees

6.5.7. Male Attire Standards – The mode of dress for male civilian employees of the Hawai'i Police Department shall be in accordance with the guidelines established for sworn male personnel in Section 6.2.1 of this order. The following exceptions are specific to male civilian personnel:

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- c. Male civilian personnel assigned to the sections or commands that allow the use of jeans are permitted to use turtle neck shirts and athletic-type shoes;
- d. Male civilian personnel assigned to the Radio Shop, Evidence, or Supply Room shall wear safety shoes as provided through their current collective bargaining agreement and applicable to the safety needs of each respective section.

6.5.8. Female Attire Standards – The mode of dress for female civilian employees of the Hawai'i Police Department shall be in accordance with guidelines established for sworn female personnel in Section 6.3 of this order. The following exceptions are specific to female civilian personnel:

- c. Muumuus, both short and long, are acceptable daily working attire;
- d. Female civilian personnel assigned to the sections or commands that allow the use of jeans are permitted to use athletic-type shoes;
- e. Female civilian personnel assigned to the Radio Shop, Evidence, or Supply Room shall wear safety shoes as provided through their current collective bargaining agreement and applicable to the safety needs of each respective section.

6.6. Attire For Court, Hearings, and Meetings – The following provisions shall apply to all employees, regardless of assignment, while representing the department in a court of law, before any official body, board, hearing, meeting, or other public speaking engagement, to include but not limited to community group meetings, school presentations, conferences, or as a member of any board or panel when such attire is considered appropriate. Exceptions may be granted by the member's respective Assistant Chief.

6.6.7. Sworn Personnel

- c. Sworn personnel, while representing the department in any official or authorized capacity arising from the direct

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performance of his/her law enforcement duties, shall wear their regulation uniform or may wear a neatly pressed business suit or sports jacket and tie.

d. Any officer not representing the department in any official or authorized capacity in a court of law, before any official board or panel or at a meeting, is prohibited from appearing in the regulation uniform.

6.6.8. Male Employees – Male employees shall wear dress shoes, socks, dress slacks and a coat and tie combination which is conservative in nature and gives a professional appearance.

6.6.9. Female Employees – Female employees shall wear hosiery, dress shoes, and dresses, suits, or blouse and dress slacks/skirt combinations. Muumuus are not acceptable.

6.7. Embroidered Polo Shirts

6.7.7. Members electing to purchase and wear department approved embroidered polo shirts shall consider and understand:

- The use is voluntary and that all expenses incurred for the purchase, embroidery, artwork and set-up fees, will be the responsibility of the requesting employee;
- Colors of the polo shirts are limited to the standard hues of black, blue, gray, and red;
- All logos and polo shirts shall be submitted for approval by the Police Chief prior to embroidery (refer to Appendix B);
- The embroidered design is no larger than “pocketsize” and only on the left chest area;
- To ensure uniformity, only one logo per section will be approved;

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- The department does not endorse or restrict any vendor able to provide embroidery services;
- Approved polo shirts will not be considered a regulation uniform;
- Polo Shirts may only be worn by members of their respective sections/units for work or during department-sanctioned community events with the approval of their commander;
- Sworn police personnel shall not wear the department approved polo shirts while in the performance of official duties where contact with the public and potential misidentification could create safety, liability, or professionalism concerns. Examples include, but may not be limited to the execution of search warrants, arrests/processing of arrestees, addressing the media, or in any other instance when the official uniform, BDU, or other approved attire would be warranted;
- Polo Shirts shall be worn with trousers appropriate for the assignment as directed by their commanders and in compliance with General Orders.
- Sworn personnel wearing the approved polo shirt and or jacket shall wear their badge conspicuously.
- Approved polo shirts shall not be worn by non-departmental personnel.

6.8. Embroidered Jackets

6.8.7. Members electing to purchase and wear department approved embroidered jackets shall be guided by section 6.7.1. (Embroidered Polo Shirts) and consider and understand:

- Jacket options shall be limited to jackets of the solid colors black, blue, red, gray, or khaki and have no additional logos or designs;

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- Jackets shall have a collar and may have zippered or buttoned closure;
 - Prohibited jacket types include sweaters, pull-over type jackets with or without hoods, jackets with excessive exterior pockets, and any type with rivets.
- 6.9. Other Employees – All temporary, voluntary, or part-time employees shall also conform to the dress standards of the unit to which they are assigned. Commanders shall be responsible for the compliance to the dress standards by such employees.