

1400 APPEARANCE STANDARDS

Rules of dress and appearance create a standard for sworn and professional staff personnel. They are established to present to the public police personnel who are clean and neatly groomed, to instill a degree of personal discipline among members, to assure easy recognition of officers in the field, and to ensure that clothing and hairstyles will not be detrimental to officer safety or job performance. Requests to deviate from these standards shall be routed through the requester's chain of command to the Uniform Review Committee and Administrative Resources Division. No issued or authorized purchase uniform item may be modified in any way without authorization. Evaluation of proposed new uniform items shall be conducted through the Uniform Review Committee and Administrative Resources Division. The Chief of Police is the final authority in determining acceptable appearance and uniform standards.

Members shall refer to the department's *Dress and Personal Appearance Manual* for illustrations and specific guidelines for applying these rules. This manual is reviewed annually by the Administrative Resources Division and is published in the department's records management system and intranet. Supervisors shall ensure that their personnel project a professional image in accordance with these guidelines.

This chapter lists minimum grooming and appearance standards; however, any practice that would detract from the department's image or the member's performance of duties is prohibited.

1410 GENERAL APPEARANCE POLICIES

1411 General Policy

1411.1 Grooming and Hygiene

Unless expressly authorized, on-duty department employees shall be well groomed and clean. Hairstyles shall meet department standards and fingernails shall be neatly trimmed. Poor personal hygiene will not be tolerated.

1411.2 Body Piercing

Members are prohibited from attaching, affixing, or displaying jewelry or ornamentation to or through the ear, nose, tongue, or any exposed or visible through clothing body part while on duty. The wearing of gauges is prohibited. Exceptions to this policy are as follows:

- Professional staff – Professional staff members are authorized to wear earrings through the ears that present a professional image and do not constitute a potential safety hazard. When in uniform, professional staff members shall comply with the appearance standards for sworn members (*General Order 1420*).
- Sworn – On-duty female members are authorized to wear one (1) post or clip-on earring per earlobe that is no more than one-quarter (1/4) inch in diameter, colored, diamond, pearl, gold or silver, and the earrings worn in each earlobe must match. Earrings attached to the earlobe will not rise above the top or extend below the bottom of the earlobe (excluding the clip mechanism for clip-on earrings). On-duty female members are also authorized to wear post earrings above the ear canal opening that are no more than one-quarter (1/4) inch in diameter, colored, diamond, pearl, gold or silver, up to a maximum of three (3) earrings per ear, including earrings attached to the earlobe.
- Male officers in undercover assignments may wear earrings that do not constitute a potential safety hazard. Otherwise, uniformed male members shall not wear earrings on duty.



1411.3 Tattoos and Brands

Department members may have body art (tattoos or brands); however, **tattoos or brands that indicate bias or are offensive are prohibited and may result in discipline up to and including termination.** The final authority for deciding the appropriateness of tattoos or brands rests with the Chief of Police or designee.

Bias includes, but is not limited to, tattoos or brands that contain or advocate:

- Discrimination based on sex, sexual orientation, gender identity, race, ethnicity, national origin or ancestry, religion, disability, or age
- Bias against a legally protected class
- Extremist ideals, particularly those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities advocating racial, ethnic, religious, or gender intolerance

Offensive includes, but is not limited to, tattoos or brands that contain or advocate:

- Obscenity and/or indecency, including offensive language and indecent or sexually explicit imagery that is grossly offensive to propriety, modesty, or decency
- Drug, violence, or "criminal lifestyle" references

Other Prohibited Body Art

Head, neck, and hand tattoos or brands acquired after September 8, 2023 are prohibited as follows.

Head and Neck

- No tattoos or brands on the head, face, ear or scalp.
 - Cosmetic facial tattoos (e.g., eyebrows, eyeliner, lip liner, rouge) which are neat and sparingly applied are allowed.
- One tattoo or brand, which should not exceed one inch at its widest point, is authorized above the collarbone on the neck, or behind the ear.

Hands

- No tattoos or brands on the hands.
 - A wedding band tattoo on one finger is allowed.

Tattoos or brands that may diminish or discredit the Tucson Police Department or the City of Tucson are prohibited.

1411.4 Deviations from Standards: Authorization

Units may submit requests to deviate from the standards set forth in this chapter to the Uniform Review Committee. Members shall follow the standards of the unit to which they are assigned. Units are not authorized to create their own uniforms, uniform patches, logos,



or related items, or otherwise modify any uniform item without approval from the Chief of Police or designee.

Supervisors of members on special assignment may require their personnel to deviate from the standards in this chapter based on operational necessity. This does not authorize supervisors to waive department standards on tattoos or brands.

Evaluation of proposed new or modified uniform items shall be conducted through the Uniform Review Committee and Administrative Resources Division, which make a recommendation to the Chief of Police. The Chief of Police is the final authority in determining acceptable appearance and uniform standards.

1411.5 Violation of Standards

In addition to any discipline that may be imposed for violating *General Orders*, a supervisor may order an employee in violation of dress standards to change into appropriate attire.

1411.6 Applicability

For the purposes of this chapter, appearance standards for sworn personnel or uniformed members shall also apply to Reserve Police Officers, Community Service Officers, and others who wear department uniforms, such as Crime Scene Specialists and Evidence Technicians.

1412 Appearance Standards: Professional Staff Personnel

1412.1 Plainclothes Attire

Professional staff employees are expected to wear clothing that is neat, clean, not torn, and suitable for a business office. Some clothing items are unacceptable because of their unprofessional appearance or because they may be a safety hazard. Examples include flip-flop sandals, high heels (three (3) inches or more), tie-dyed T-shirts or T-shirts with images or writing, shorts, mini-skirts, halter or tube tops, low-rise or sagging pants, sheer clothing without underwear, sweatsuits, athletic wear, or leggings. Shirts, blouses, or dresses shall not expose the midriff or have low or plunging necklines.

Department members who are not expected to have in-person contact with the public may wear jeans between the hours of 1700-0800 and on Fridays, weekends, and holidays. Patchwork jeans and jeans with ragged hems or excessive wear (such as faded or ripped knees or seats) are prohibited.

Department members who are not in uniform may wear jeans from the Sunday preceding the Tucson Fiesta de los Vaqueros through the rodeo's closing date.

These standards apply to all on-duty professional staff employees regardless of shift, day of week, or office location.

1412.2 Uniform Attire



Certain units may require or allow professional staff employees to wear a uniform, subject to approval by the Chief of Police. Such uniform standards, once established, shall be followed by employees assigned to these units. When in uniform, professional staff members shall comply with the standards for sworn members in uniform (*General Orders 1420*).

1412.3 Professional Staff Hair Standards

Hair shall be clean, trimmed, and present a neat appearance. If members color their hair, natural hair colors shall be used. Hair may not be partially shaved to create a design, such as a strip or patch of hair on top of the head. Hairstyles permitted for sworn members are also permitted for professional staff members.

1412.4 Professional Staff Facial Hair

Facial hair shall be clean, neatly trimmed, and not excessively heavy or bushy.

1412.5 Professional Staff Jewelry

Jewelry may be worn but jewelry that is offensive, excessive, or detracts from the member's professional appearance is prohibited.

1413 Appearance Standards: Sworn Personnel and Uniformed Professional Staff

1413.1 Hair Standards

- **General**

- Hair shall be clean, trimmed, and present a neat appearance. If members color their hair, natural hair colors shall be used.

- **Male Officers and Uniformed Professional Staff**

- Male uniformed and plainclothes officers and uniformed professional staff may wear hairstyles on duty that present a professional image, with hair not extending below the top of the collar and not touching the top of the ears. Hair may not exceed two (2) inches in bulk from the scalp and must not impede the use of headgear or other equipment. Hair may be shaved or trimmed closely to the scalp but may not be shaved or trimmed to create a design, such as a strip or patch of hair on top of the head.

Braids, cornrows, twists, or locs may be worn. Hair may not be styled with designs or sharply curved or zigzag lines and may not conspicuously protrude from the head.

- **Female Officers and Uniformed Professional Staff**

- **Uniform Attire**



Female uniformed officers and uniformed professional staff may wear hairstyles on duty that present a professional image, with hair not extending below the bottom of the collar, except a ponytail may extend up to six (6) inches below the top of the collar. Hair may not exceed two (2) inches in bulk from the scalp, except a bun worn at the back of the head may extend up to three and a half (3 ½) inches from the scalp and be no wider than the width of the head. A ponytail or bun shall be worn at the back of the head and must not impede the use of headgear or other equipment. Hair may be shaved or trimmed closely to the scalp but may not be shaved or trimmed to create a design, such as a strip or patch of hair on top of the head.

On-duty uniformed female officers with longer hair shall secure their hair safely and neatly away from the face and behind the ears. Bangs shall not extend below the top of the eyebrows. Hair shall not include ornaments, such as ribbons or jeweled pins; however, plain hairpins, headbands, covered elastic bands, combs, clips, and barrettes similar to the individual's hair color (or navy blue, black, or clear) may be worn. Braids, cornrows, twists, locs, a bun, or a ponytail may be worn. Hair may not be styled with designs or sharply curved or zigzag lines and may not conspicuously protrude from the head.

- **Plainclothes Attire**

- Female plainclothes officers may wear hairstyles on duty that present a professional image. Individual duties and corresponding safety needs shall be taken into consideration.

- **Wigs/Hairpieces/Extensions**

- Wigs, hairpieces, and extensions shall not be worn unless they conform to the standards for natural hair.

1413.2 Facial Hair

- **Mustaches**

- Mustaches shall be neatly trimmed and shall not extend more than one-quarter (1/4) inch below the corner of the mouth. Mustaches may not obscure the upper lip, nor extend to the side more than one-half (1/2) inch beyond the corners of the mouth.

- **Sideburns**

- Sideburns shall be neatly trimmed and not excessively heavy or bushy. They will be even in width (not flared) and end in a straight horizontal line. Sideburns shall not extend below the lowest part of the ear canal.

- **Beards**



- A full beard is defined as facial hair on the chin, cheeks, jaw, and above the upper lip. A circle beard, often referred to as a goatee, is defined as facial hair on the chin and around the mouth, but not on the cheeks.
- A full or circle beard must be maintained at between one-quarter (1/4) and one-half (1/2) inch in length. Patchy or asymmetrical beards do not present a professional image and are not allowed. Members with beards shall ensure that they can pass department gas mask fit testing, as maintaining a tight seal while wearing a gas mask is a critical safety measure. Members assigned to Honor Guard may grow a beard; however, they must be clean shaven to participate in an honor guard event.
- Full beards may cover below the jaw, but must end before the downward curve of the neck in a clean line (Figure 1a). Additionally, facial hair must be trimmed above the beard on the cheek (Figure 1b). Circle beards shall not extend below the jaw line (Figure 2a) or more than one-half (1/2) inch past the corner of the mouth (Figure 2b). Beards must be grown and trimmed to comply with this policy.

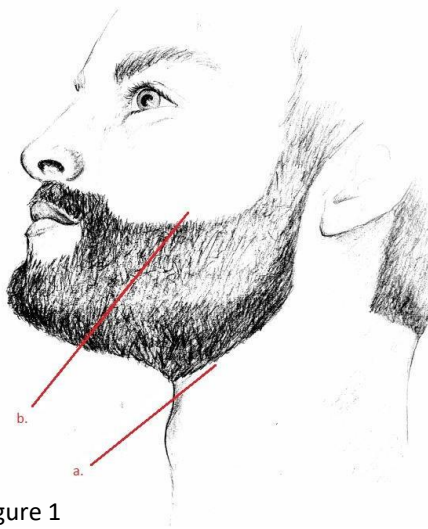


Figure 1

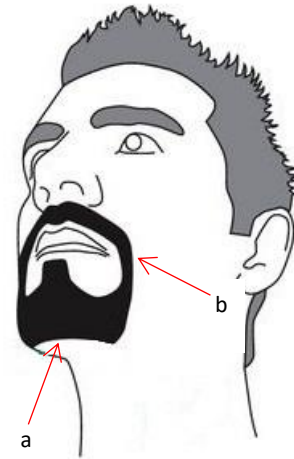


Figure 2

- Authorization of beards and goatees is at the discretion of the Chief of Police and can be rescinded at any time for failure to comply with this policy.

1413.3 Jewelry / Adornment

- **Uniform Attire**

- Some items of jewelry may be worn with the uniform. Generally, these are limited to wristwatches, engagement rings, wedding bands, and other simple rings. (Earrings are covered under *General Order 1411.2*.) Specifically prohibited are



chokers, pins, or jewelry that detracts from the uniform or constitutes a potential safety hazard. If rings are worn, members are permitted to wear a maximum of three. (Wedding ring sets worn on the same finger count as one ring.) Necklaces that do not present a safety hazard and can be concealed under clothing may be worn under the uniform.

- **Plainclothes Attire**

- Jewelry may be worn; however, jewelry that is offensive, excessive, detracts from the professional image of the officer, or constitutes a potential safety hazard is prohibited.

- **Nail Polish**

- On-duty members may wear nail polish that is clear or a conservative, single color on all fingernails.

1413.4 Eyeglasses

- Eyeglasses, sunglasses, and eyeglass or sunglass restraints shall not have conspicuous adornments, colors, or designs, but shall be conservative and shall not detract from the officer's professional appearance. Eyeglass or sunglass restraints shall not have commercial logos.

1414 Plainclothes Officers

1414.1 General

When not in uniform, on-duty officers shall dress in a manner appropriate for a business professional. The following standards will serve as a guideline for sworn members in plainclothes assignments.

1414.2 Hats and Caps

Hats and caps are prohibited except:

- The official police baseball style cap with identification.
- The official police beanie style hat with identification.
- The official police boonie style hat with identification.

1414.3 Leather Items and Carrying Systems

- Leather items shall be plain and the same color, either black or brown. Carrying systems may be leather or ballistic nylon, in black or brown. The belt shall be wide enough to support the officer's weapon and equipment comfortably.

1414.4 Neckties



Male plainclothes officers appearing in court or other formal settings must wear neckties with long sleeve dress shirts and suit coats. In other settings, short or long sleeve shirts may be worn without a necktie or coat and with the collar unbuttoned.

1414.5 Shirts and Blouses

Shirts and blouses shall not have conspicuous patterns or loud colors.

1414.6 Pullover (Polo) Shirts

Authorized pullover (polo) shirts are approved for wear as specified in the *Dress and Personal Appearance Manual*.

Pullover shirts shall not be worn to court or administrative proceedings, or to meetings and events where formal business attire is expected and casual attire would be inappropriate. Except for personnel on undercover or surveillance assignments, approved wear shall conform to rules for plainclothes or uniformed officers.

1414.7 Shoes

Only shoes that are inconspicuous and allow the member to safely conduct police action may be worn; however, female officers may wear dress shoes with heels under three (3) inches in court or administrative proceedings.

1414.8 Pants

Pants shall be business casual or business formal.

1414.9 Special Assignment Attire

Officers in special assignments shall adhere to the standards for their units as set forth in the department's *Dress and Personal Appearance Manual*.

1414.10 Training Attire

The Commander of the Training Division or Bureau Commanders may specify attire for members attending training at the Southern Arizona Law Enforcement Training Center. Members attending training shall dress professionally and appropriately for the type of training offered. In general, for classroom training, attire shall conform to plainclothes standards.

1414.11 Court Attire

Uniform requirements for court are found in the *Dress and Personal Appearance Manual*. If plainclothes are worn, male officers testifying in a court proceeding shall wear business formal attire, including dress slacks, a long-sleeved shirt, a suit coat, and a necktie. Female officers shall wear business formal attire, including dress slacks and a long-sleeved shirt or blouse, or a pant suit and a long-sleeved shirt or blouse. If a jacket is worn, female officers may wear a short-sleeved or sleeveless shirt or blouse.



1415 Required Duty Items

1415.1 General

In addition to any other authorized equipment necessary for the performance of their duties, officers shall carry the following:

- Badge [All]
- Authorized firearm and ammunition [All]
- Body armor [Uniformed Members]
- Department identification card [All]
- Arizona driver's license [All]
- Notebook and pen [Uniformed Members]
- Handcuffs and key [Uniformed Members]
- O.C. spray [Uniformed Members]
- Taser [Uniformed Members through the rank of sergeant]
- Impact weapon readily accessible [Uniformed Members]
- Issue duty belt ("web gear"/"Sam Browne") [Uniformed Members]
- Radio [All]
- Department cell phone [All]
- Department reporting and citation forms [Uniformed Members]

1415.2 Off-Duty Officers

Officers may carry the following:

- Badge
- Authorized firearm and ammunition
- Department identification card

1415.3 Callout Attire

Members called out to after-hours incidents or events shall conform to plainclothes or uniform standards. Bureaus whose members are subject to callout shall provide their personnel with specific guidelines on approved attire. Personnel called out after hours are on duty and subject to the equipment requirements of this chapter. Refer to the *Dress and Personal Appearance Manual* for details on specific attire, including jackets and tactical vests.

1415.4 Special Duty

Members engaged in law enforcement related special duty or secondary employment shall conform to uniform standards while in uniform and to plainclothes standards while in plainclothes. In either case, members shall carry or have the equipment for that function immediately accessible, as required by this chapter.



1420 Uniform Policies

Specific illustrations and guidelines for how to wear police uniforms, as well as a listing of uniform specifications and options, is available in the *Dress and Personal Appearance Manual* published annually by the Administrative Resources Division.

1421 General

Only uniform and equipment items that have been issued or approved are authorized for use. Members will only have issued to them uniform or equipment items required for their assignment and/or rank. When changing from one assignment and/or rank to another, members are responsible for turning in or exchanging uniform or equipment items, such as keys, badges, and identification cards. While on duty, officers shall carry, or have immediately accessible, authorized uniform and equipment items necessary for the performance of their duties.

1421.1 Loaning Equipment Prohibited

Members shall not loan any part of their equipment, uniform, or official police credentials to anyone without the permission of their commander.

1421.2 Uniform Maintenance

Regardless of assignment, officers shall maintain a regulation uniform in serviceable condition, subject to inspection at any time.

1421.3 Prohibited Uniform Usage

The following restrictions apply to members wearing a department uniform:

- Only insignia authorized by department uniform regulations may be worn on the police uniform.
- Members are permitted to wear the uniform while off duty only when going to and from work, and during authorized special duty employment or volunteer assignments.
- No member shall wear a department uniform while on suspension.
- Wearing a recognizable uniform item with civilian clothing is prohibited, except as otherwise provided for in the *Dress and Personal Appearance Manual*.

1421.4 Uniform Condition

Uniforms shall be clean and neatly pressed. Equipment shall be clean. Shoes and other leather accessories shall be polished.

Uniform items that have a patch or repair shall not be worn unless the patch or repair is small and inconspicuous.

Buttons on pockets, sleeves, and shirt fronts shall be buttoned, with the exception of the collar button on a short or long sleeve shirt worn without a tie. Long sleeves shall not be rolled up.



1421.5 Special Event Uniform Standards

For certain events, such as police funerals or memorial services, the Chief of Police or designee may specify a uniform style to be worn. Members in uniform attending such functions shall comply with the announced uniform style.

1422 Inspections

1422.1 Uniform Inspection

Supervisory personnel shall inspect uniforms when members report for duty assignments or when appropriate.

1422.2 Equipment Inspection

Employees may be assigned department-owned vehicles, computers, lockers, desks, cabinets, or other property. Such property is subject to entry and inspection at any time and without notice, even if the employee has secured the property with a personally owned lock.

1422.3 Weapon Inspections – General

Sergeants are responsible for inspecting the condition and readiness of the weapons carried by their subordinates. Sergeants shall ensure that officers and detectives carry clean, charged, and appropriately loaded firearms and magazines while on duty. These inspections, which shall be documented by the sergeant, shall occur not less than weekly. In addition, members' firearms shall be inspected during biennial (every two years) detailing as provided by the Department Armorer or designee.

1422.4 Weapons Inspections for Bicycle and Motor Officers

Duty firearms carried by officers assigned to motor and bicycle units are prone to problems due to exposure to the elements and shall be inspected by their supervisors on a monthly basis. PPR entries or other appropriate means shall document the inspections. Records of inspections shall also be maintained at the division level.

The Armory will contact these units' divisions to arrange the annual detailed inspection and cleaning of duty weapons by the Department Armorer. It is the responsibility of each motor or bike squad supervisor to make sure officers comply with this policy by making arrangements to have their duty firearm inspected and cleaned. The Training Center is responsible for maintaining records of these annual inspections.

Divisions are responsible for advising officers and supervisors newly assigned to these units of this policy.

1423 Authorized Uniform and Equipment Items



1423.1 Special Assignment Uniform and Equipment Items

Officers in special assignments that require specialized equipment or uniform items will be issued the property through Logistics and TPD Supply. Upon leaving the special assignment, officers are required to return the specialized equipment or uniform items to TPD Supply. The Administrative Resources Division is responsible for maintaining a list of all specialized equipment and uniform items authorized for special assignments.

1423.2 Specifications for Uniform and Equipment Items

The Administrative Resources Division shall be responsible for annually reviewing and publishing the uniform and equipment standards and specifications for the department in the *Dress and Personal Appearance Manual*. Members are responsible for possessing and using uniform and equipment items in accordance with published standards and policy.

1423.3 Headgear

- **Helmet**
 - The issued safety helmet shall be with and readily accessible to officers and sergeants on patrol. Helmets shall be worn at the discretion of the officer and on calls that require it. Motorcycle and bicycle officers shall have the chinstrap on their safety helmet secured while riding their motorcycle or bicycle.
- **Baseball Style Cap, Beanie Style Hat, and Boonie Style Hat**
 - The baseball style cap, beanie style hat, or boonie style hat may be worn on duty, with the following exceptions. They shall not be worn with the formal uniform or at funerals, memorial services, or other specified events. The beanie hat shall not be worn except during cold weather. The boonie hat shall not be worn at night except during rainy weather. The style of the authorized cap and hats shall be found in the *Dress and Personal Appearance Manual* and shall not be altered in any manner (e.g., by adding pins, assignment, rank, etc.).
- **8-Point Hat**
 - The issued 8-point hat is standard headgear for sworn members. Styles and occasions for wear are outlined in the *Dress and Personal Appearance Manual*.

1423.4 Gloves

Gloves may be worn on duty, provided they do not hinder the ability to perform police duties. Gloves designed to harden the knuckles (e.g., reinforced with carbon, lead, or similar materials) are prohibited, unless specifically approved for a member based on their assignment.



1423.5 Portable Radios

Portable, hand-held department radios shall be carried by uniformed personnel in a safe manner.

1423.6 Identification Lanyard

Each employee will be issued a blue Tucson Police Department lanyard to display their official identification card while at police facilities or crime scenes.

1423.7 Nameplate or Name Tag Required

Members in uniform shall wear and display an authorized nameplate or name tag appropriate for their uniform.

1423.8 Reflective Vest

Members are issued reflective vests and shall wear them when conducting police business in or near a roadway that is expected to take longer than a normal traffic stop. Members shall also wear a reflective vest as required by a supervisor for specific functions (e.g., warrant service, mobile field force). Reflective vests shall be immediately accessible for use while members are on duty or working special duty.

1423.9 Tactical Vest

Commanders and members in certain assignments will be issued a tactical vest marked "Police." These vests will be worn by members in plainclothes at scenes of police incidents as appropriate, as ordered, or as specified in the *Dress and Personal Appearance Manual*. Ballistic panels may be inserted in these vests at the member's discretion.

1424 Uniform and Insignia

The Administrative Resources Division is responsible for annually reviewing and publishing the uniform and insignia standards for each rank and assignment in the department. These standards, published in the *Dress and Personal Appearance Manual*, shall include a description of the proper means of wearing the uniform and displaying insignias of rank and assignment. Members are responsible for knowing and complying with the standards for their rank and/or assignment. Individual assignment uniforms or uniform items may not be worn or used without the express permission of the Chief of Police.

1425 Authorized Uniform Pins

The department issues and/or permits the wearing of certain medals and pins on the police uniform. For a list of authorized items and the proper means of wearing them, refer to the *Dress and Personal Appearance Manual*. Only pins listed in the manual are authorized for wear, and only in the manner described.



1426 Body Armor

1426.1 Requirement to Obtain and Maintain Personal Body Armor

Sworn members, including Reserve Officers, and Professional Staff Investigators and Community Service Officers shall be issued and maintain personal body armor. Personal body armor shall:

- Be suitable for concealed use with the standard police or CSO uniform.
- Be at least a Threat Level IIA and meet the standards published by the National Institute of Justice (NIJ).
- Be serviceable according to manufacturer and industry standards.

1426.2 Required Wear of Personal Body Armor

Uniformed personnel, including SWAT and special duty, shall wear a ballistic vest while on duty or working special duty. Personnel assigned primarily to administrative or ceremonial duty are exempt from mandatory wear but shall have their ballistic vest immediately accessible.

All other commissioned personnel shall have a ballistic vest immediately accessible while on duty.

The vest may be worn in an approved outer vest carrier in designated assignments.

Body armor shall be worn by plainclothes personnel when engaging in pre-planned high-risk tactical operations, such as service of warrants, or any operation in which the supervisor or commander in charge orders the wearing of body armor.

1426.3 Specific Exceptions

Exceptions to wear requirements for personal body armor mandated by General Order must be submitted through the chain of command and require the approval of a Bureau Commander.

1426.4 Personal Body Armor Maintenance

Supervisors shall verify annually that members possess required, serviceable body armor. Logistics will notify members when their personal body armor needs to be replaced, according to the manufacturer's specifications. Members who wish to replace their personal body armor before that date and who receive a uniform allowance pursuant to labor agreement, shall replace any personal body armor they deem unfit due to wear and tear.

Personal body armor that may have sustained impact damage to a ballistic panel, either from an object or a motor vehicle collision, will be replaced at department expense, if the impact occurred on duty. Such instances will be reported via Personnel Report through



the member's chain of command for review and authorization of the replacement purchase.

1427 Saluting of Flags

1427.1 Prescribed Hand Salute

Members shall, when circumstances warrant, render full honors to the National Colors and National Anthem, whether in or out of uniform.

- Members in uniform and wearing the eight-point hat shall render a military style salute with the hand to the hat brim.
- Members in uniform but without the eight-point hat, and members not in uniform, shall render a salute by placing their right hand over their heart.

1427.2 Saluting During the National Anthem

When the National Anthem is played at an event, officers in uniform and wearing the eight-point hat shall assume the position of attention, face the National Colors (if present) and render the prescribed hand salute. If National Colors are not present, they shall face the band or singer and render the salute. Department members not in uniform or in uniform but not wearing headgear shall render the prescribed hand over heart salute.

1427.3 Saluting During Flag Ceremonies

During flag ceremonies involving the United States flag, officers in uniform and wearing the eight-point hat shall render the prescribed hand salute.

1427.4 Saluting at a Parade

Uniformed officers at a parade need salute only the massed National Colors at the head of the parade (see *General Order 1427.1* for the appropriate method of salute). When the flag is six paces from the officer, it shall be faced and rendered a hand salute until the flag is six paces beyond the officer. Other groups of colors that follow may be saluted at the officer's discretion.

1428 Dress Uniform

A dress uniform is considered a Class A uniform. The dress uniform is reserved for formal occasions such as police funerals, memorial services, Superior Court or U.S. District Court appearances, and ceremonies (e.g., awards presentations, graduations, etc.), or as directed by the Chief of Police. Standards for the dress uniform are found in the *Dress and Personal Appearance Manual*.

1429 Knife Policy

Knives are authorized to be carried as a rescue or utility tool, such as cutting bindings from a bound victim, cutting seatbelts at an accident scene, or cutting evidence or fingerprint tape. This tool is an optional piece of equipment.



Authorized Knives Must:

- Have a folding blade.
- Have a maximum blade length of 4 inches.
- Have a blade that locks when opened (e.g., liner lock or internal tang lock).
- Be one- or two-hand opening.
- Be inspected monthly by the unit supervisor.

Carrying Method

Authorized knives shall be carried in one of the following ways:

- In a pocket using a side clip or pocket clip (only the clip, and not the knife, shall be visible).
- Completely concealed.
- Secured on the belt in a holder with a strap or cover.

The SRD Commander may authorize other knives and carrying methods for SWAT/EOD callouts and training. However, when in uniform and not on SWAT/EOD callout or training, these members shall adhere to this policy.

Prohibited Uses

- A folding knife shall never be used to remove flex cuffs from a handcuffed prisoner.
- Except in unusual circumstances, a knife shall not be used as a weapon.

1430 Control and Inspection of Department Property

1431 Replacement

If a uniform or equipment item is damaged, lost, or shows excessive wear, the member responsible for the item shall see to its repair or replacement as soon as possible.

When a member requests replacement of an issued uniform or equipment item due to damage or wear, the member's immediate supervisor shall inspect the item and approve or deny the request.

If the request is approved, the requesting member shall present a completed TPD Form 1681 (*Uniform/Equipment Replacement Authorization*) to the supply custodian for issuance of the requested item.

When a firearm is replaced, the member must qualify with the replaced firearm before returning to duty. Firearm replacement and qualification shall be coordinated through the Department Armorer or designee.

1432 Security of Department Uniform Items and Equipment



1432.1 General

Members are responsible for the security of uniform and equipment items, including clothing, 8-point hat with badge, firearm, gun belt and associated items, and helmet. These items fit into lockers and, if left at a police facility, are considered secured only in a locked locker.

All other department-issued equipment (e.g., batons, manuals, etc.) shall be considered secured in department areas that have restricted access (access by key only). Items lost from these areas will be replaced by the department, provided that the care and handling of the property did not violate *General Orders*.

These policies relate only to department equipment kept at a police facility and do not limit members' ability to secure equipment at their residence, provided they exercise the same due care and caution in its handling.

1432.2 Loss of Uniform or Equipment

If a member fails to exercise reasonable care and caution to safeguard department firearms or equipment specifically identifiable as the property of the Tucson Police Department (e.g., badge, identification card, etc.), the member may be subject to discipline. If the lost item, other than a firearm, is not identifiable as a police item, the member responsible for the loss will not generally be subject to discipline, although reimbursement may be required (see *General Orders 1432.3*).

1432.3 Replacement Expenses

Members found to have deliberately or negligently contributed to the loss of or damage to department property may, in addition to or in lieu of discipline or corrective action, be required to or offered the opportunity to 1) replace the item or 2) reimburse the City for repair or replacement of the item in an amount determined by the Administrative Resources Division. Reimbursement shall not be sought in cases of vehicle damage resulting from a collision.