

MUNICIPAL ORDER NO:__:2017

WHEREAS, the City of Morehead Board of City Council voted to enact policies and procedures of the Morehead Police Department by Municipal Order; and

WHEREAS, the Morehead Police Department desires to amend Policy #5, Uniforms and Equipment to permit officers to have facial hair;

NOW, THEREFORE, BE IT ORDERED by the City of Morehead, Board of City Council that the amended Morehead Police Department's Standard Operating Procedure #5, Uniforms and Equipment, a copy of which is attached hereto, is hereby approved. A complete copy of the procedure shall be added to the Morehead Police Department's Policy and Procedures manual retained on file in the City Clerk's office.

Adopted this ____ day of _____2017.

CITY OF MOREHEAD

James Thomas Trent, Mayor

Attested:_____
Crissy Cunningham, City Clerk

Morehead Police Department Standard Operating Procedures

Policy # 5 UNIFORMS AND EQUIPMENT	
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this agency for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Kentucky Statutes: K.R.S.	
Date Implemented:	Review Date: 11/2018

GENERAL: The uniform and accessories are prescribed by the Morehead Police Department. Officers and other uniformed employees must ensure that the uniform fits well and is cleaned and pressed. That leather is in good repair and that all brass is polished, and that the items that are not authorized by these regulations are not worn.

POLICE OFFICERS UNIFORMS:

All mandatory items of uniform and equipment, as specified by this policy:

1. Hat (winter and summer) provided by the department. Both the summer and winter hats will be worn with the Morehead Police Department hat badge.
2. Shirt – (winter and summer) provided by the department.
3. Trousers – (winter and summer) provided by the department.
4. Jacket – provided by the department.
5. Raincoat – provided by the department.
6. Collar brass – provided by the department.
7. Whistle and chain – provided by the department.
8. Firearm – provided by the department.
9. Ammunition – only ammunition issued by the department is to be used (Including all weapons: rifle, shotgun and sidearm).
10. Shoes – provided by the department.
11. Boots – provided by the department.
12. Socks – provided by the individual; solid black or navy blue.

13. Trouser belt – provided by the department.
14. Tie – provided by the department.
15. Leather – (holster, handcuff case, ammunition pouch, OC pepper spray case, rubber glove pouch) provided by the department.
16. Official badge – provided by the department.
17. Name plate – provided by the department.
18. Flashlight and charger – provided by the department.
19. Shotgun/Patrol rifle – provided by the department (if qualified).
20. Police car – provided by the department.
21. Portable radio – provided by the department.
22. Mobile radio – provided by the department.
23. Fire extinguisher – provided by the department.
24. Hat cover – provided by the department.
25. OC pepper spray – provided by the department.
26. Soft body armor – provided by the department.
27. Reflective traffic vest – provided by the department.
28. Brass Buttons- provided by department
29. White, crew neck T-shirt undershirt (Summer Class A Uniforms)- provided by the individual.
30. Black, crew neck T-shirt undershirt (Class B Uniforms)- provided by the individual (may be provided by department)
31. Electronic Control Weapon (ECW)- provided by department (if qualified and if available).

DRESS AND HAIR REQUIREMENTS:

1. The uniform will be worn off-duty when traveling to and from work.
2. Mustaches and beards, whether full or goatees are permitted however they must be worn with a mustache. Beards shall be kept clean, neatly trimmed, and present a conservative, professional appearance. Facial hair of any kind that presents any sort of faddish appearance is prohibited. No portion of the beard may be exceptionally longer than the rest, and beard hair length will not exceed ¼ inch. The neck must be clean shaven.

HAIR:

The hair is not to extend to or over the collar when standing in an erect position or extend one inch in length on the sides and back, and extend no more than two inches in height from the top of the head. The hair shall also be kept thin enough about the top portion of the head so as to allow the uniform hat to fit properly, as prescribed by the Chief of Police.

SIDEBURNS:

Sideburns are not permitted to extend beyond the middle portion of the ear and no wider than one inch.

COURT DRESS:

Full Class A uniform or dress clothes will be worn for court appearances.

UNIFORM DESCRIPTIONS:

1. **CLASS A UNIFORMS:** Class A uniforms will include:
 - a. Issued campaign hat with hat badge and braid,
 - b. Issued shirt, with brass. (Includes badge, name plate, collar brass, polished buttons, whistle chain and any other authorized brass.) **Summer uniform** will consist of a short sleeve shirt with white, crew neck t-shirt undershirt (not issued by department). **Winter uniform** will consist of a long sleeve shirt with a tie.
 - c. Issued pants
 - d. Issued shoes or boots. These must be able to be shined.
 - e. Issued “watch cap” toboggan. This is for cold weather only.
2. **CLASS B UNIFORMS:** Class B uniforms will be relegated to shifts during inclement weather, firearms/special training or special calls out for service, all of which must be approved by shift sergeant or above. Class B uniforms will include:
 - a. Issued shirt; short sleeve summer, long sleeve winter. A black, crew neck, under shirt will be worn with this shirt (may or may not be issued by department).
 - b. Issued pants.
 - c. Issued shoes or boots. These must be able to be shined.
 - d. Issued “baseball style” departmental cap. This cap is not mandatory.
 - e. Issued “watch cap” toboggan. This is for cold weather only.

PROCEDURE FOR REMOVAL AND/OR DISPOSAL OF CONTAMINATED CLOTHING AND EQUIPMENT

1. Upon return to quarters, contaminated equipment will be removed and replaced with clean equipment. Supplies of PPE on all patrol vehicles will be replenished.
2. Contaminated equipment will be stored only in the decontamination area. Cleaning and decontamination will be performed as soon as practical.
3. Disposable equipment and other biohazards waste generated during on-scene operations will be stored in the biohazard disposal area in appropriate leakproof containers.

Sharps containers, when full, will be closed and placed in the biohazard disposal area until exchange can be made at the hospital.

4. Gloves will be worn for all contact with contaminated equipment or materials. Other PPE will be used depending on splash or spill potential. Heavy-duty utility gloves may be used for cleaning, disinfecting or decontamination of equipment.
5. Eating, drinking, smoking, handling contact lenses or applying cosmetics or lip balm is prohibited during cleaning or decontamination procedures.
6. Decontamination will be performed with a department-approved disinfect or with a 1:10 solution of bleach in water. All disinfectants will be tuberculocidal and EPA approved and registered.
7. Any damaged equipment will be cleaned and disinfected before being sent out for repair.
8. The manufacturer's guidelines will be used for the cleaning and decontamination of all equipment. Unless otherwise specified:
 - a. Delicate equipment (radios, weapons, etc.) will be wiped clean of any debris using hot soapy water, wiped with clean water, then wiped with disinfectant or 1:10 bleach solution. Equipment will be allowed to air dry.
 - b. Work surfaces will be decontaminated with an appropriate disinfectant after completion of procedures and after spillage or contamination with blood or potentially infectious materials. Seats on police vehicles contaminated with body fluids from spoiled PPE also will be disinfected upon return to station.
 - c. Contaminated uniforms and boots will be placed in biohazard bags and disposed of properly.
 - d. Contaminated work clothes shall be placed in a sealed, biohazard bag and disposed of properly. Under no circumstances will contaminated work clothes be laundered at home by any employee.
 - e. Infectious wastes generated during cleaning and decontamination operations will be properly bagged and transported to St. Claire to be disposed of in a designated area located in the E.R. or M.P.D.