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## 2.0 APPEARANCE AND EQUIPMENT

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### 2.01 PROFESSIONAL APPEARANCE

- A. All members are expected to maintain a professional appearance, to adhere to appropriate appearance and grooming standards, and to dress appropriately for their assignments.
- B. Special circumstances, such as narcotics investigations, may allow the Investigative Supervisor to relax this policy as necessary.

### 2.02 UNIFORM

- A. The Department issued uniform shall be worn by all Department members assigned to uniformed patrol or any special detail requiring the uniform. The uniform shall be clean and properly pressed and tailored in a way to fit the member appropriately.
- B. Both long and short-sleeved shirts are authorized. The choice of which is worn will remain at the discretion of the member, unless otherwise directed by a supervisor.
- C. For uniformed patrol and community service officers (CSOs), Department patches shall be displayed on the shoulders of each sleeve. They shall be centered on the sleeve and one-half (1/2) inch below the top of the sleeve.
- D. A black or dark blue undershirt or turtleneck shall be worn with the issued patrol uniforms. A white undershirt or black turtleneck shall be worn with the issued CSO uniforms.
- E. All members assigned to a uniform detail shall display their badge and nametag on their uniform shirt. The badge shall be worn above the left breast pocket and the nametag shall be centered along the top of the right breast pocket.
- F. Duty Gear
  1. Unless otherwise authorized by the Chief of Police, uniformed members assigned to patrol shall utilize the issued duty belt and carry the issued firearm, handcuffs, pepper spray, collapsible baton, Taser®, three (3) handgun magazines, and a portable radio.
  2. Unless otherwise authorized by the Chief of Police, members assigned to the investigations unit shall carry the issued firearm, one (1) pair of handcuffs, two (2) handgun magazines, and shall have their badge in plain view when armed and in uniform.
  3. Community Service Officers assigned to patrol duties shall carry the issued portable radio, pepper spray, and baton. Other items may be carried at the discretion of the Chief of Police.
  4. The following items may be carried by any members if in black carriers:
    - a. Flashlight ring
    - b. Mini flashlight
    - c. Medical gloves
    - d. Cellular telephone
    - e. Multi-purpose type tool
    - f. Knife with a blade length of less than four inches
  5. Only items authorized by the Chief of Police may be worn on the uniform or carried on the duty belt.

6. Normal tailoring is the only authorized modification to uniform attire. Other modifications of the uniform or equipment must be approved by the Chief of Police.
7. Footwear
  - a. Uniform footwear will consist of black boots capable of being polished or black shoes appropriate for the assignment. The footwear shall present a professional appearance while serving to protect the member's feet. Footwear shall be clean and polished, but a high reflective polish is not required.
  - b. During inclement weather, members are encouraged to wear black colored footwear, but the Department places a higher standard on protection from the elements than on the color of the footwear. During these times, the warmth and protection offered by the footwear shall supersede the color requirement.
8. Headgear
  - a. Headgear is generally not required. Uniformed personnel are authorized to wear their choice of the following:
    - (1) A black knit cap (watchman type)
    - (2) A black baseball type cap issued by the Department with the Department logo or badge.
    - (3) During inclement weather, other headgear may be approved.
    - (4) No headgear displaying symbols or logos other than those of the Department will be approved unless the logo is subdued.
  - b. Supervisors may require uniform headgear for special events when headgear and uniformity are desired for ceremonial purposes.
9. Gloves
  - a. All members are authorized to wear gloves during their duty hours. The preferred color of glove is black; however, work gloves may be used when handling dirty objects and sharp or rough materials.
  - b. During inclement weather, the warmth and protection offered by the gloves shall supersede the color preference. Members are permitted to wear gloves which will keep them warm while still allowing them to perform essential job tasks.
10. Coat/Jackets
  - a. The Department will issue uniformed members a coat or jacket to be utilized at the member's discretion.
  - b. The coat or jacket will have the badge patch affixed over the left side of the chest and the Department patch on each shoulder.
  - c. A raincoat will be issued and can be worn at the member's discretion.
11. Inclement/Extreme Weather
  - a. Uniformed members are authorized to wear black snow pants during periods of inclement weather providing they do not prohibit the member's ability to safely access uniform equipment.
12. Service Stripes
  - a. Service stripes will be earned at a rate of one (1) stripe for every three (3) years of service as a Peace Officer regardless of agency.

- b. Service stripes are to be placed beginning one (1) inch above the cuff line on the left sleeve of the long sleeve uniform shirt with the outside edge aligned with the crease of the sleeve.
  - c. Service stripes are only required to be worn on the dress uniform but may be worn on all long-sleeved uniform shirts if the member desires.
- 13. Medals, insignia, or service ribbons may be worn as authorized by the Chief of Police.
- 14. Body Armor
  - a. The Department will provide every sworn member with body armor upon employment. Should a Department member desire body armor which costs more than the authorized allowance, that armor may be purchased. However, the member will bear the responsibility for the additional cost and must receive prior authorization for the purchase from the Chief of Police.
  - b. All sworn members will wear body armor while working a uniform assignment in public view. When a sworn member is in a non-uniform assignment, in public and readily identifiable as an officer, a supervisor will determine if body armor is required. Body armor shall be worn on other assignments as deemed necessary by a supervisor or written directive.
  - c. The Department recognizes some members may have a physical or medical condition restricting their ability to wear body armor. Any member claiming a restriction will obtain a detailed written justification from a licensed physician describing the condition which prevents the wearing of body armor. When presented with a physician's recommendation to exempt a member from wearing body armor, the Chief of Police will make the final determination as to whether or not the member is exempt from the body armor requirements set forth in this policy.
- 15. Attire for Court Appearances
  - a. Members may wear the Department issued uniform to court or dress professionally in appropriate plain clothes.
    - (1) Male members may wear a business suit or sport coat and slacks with a conservative tie along with suitable footwear.
    - (2) Female members may wear pantsuits, skirted business suits, dresses suitable for a business environment, conservative or understated jewelry, and suitable footwear.
    - (3) If a member has a question regarding what is professional or suitable, the member should seek an interpretation from a supervisor.
    - (4) On occasion, the prosecutor's office may specifically recommend a uniform is or is not to be worn for a specific court appearance. Members will comply with the prosecutor's recommendation.
- 16. Personal Grooming Standards
  - a. Hair
    - (1) Hair shall be neatly styled, clean, combed, off the ear, and of a length not to extend below the collar of the uniform shirt nor lower than three fourths ( $\frac{3}{4}$ ) inch above the top of the eyebrow.

- (2) Longer hairstyles which would normally not conform to the standards outlined in this policy may be pinned up or secured in order to comply while on-duty. If pinned, the hair must be secured at all times while on-duty and shall not interfere with the proper wearing of uniform hats or protective equipment and shall not create a safety hazard. Ponytails are not authorized.
  - (3) No ribbons or ornaments shall be worn in the hair except for neat, inconspicuous bobby pins or conservative barrettes that blend with the hair color.
  - (4) Hair may not be dyed other than a natural hair color.
- b. Facial Hair
- (1) Mustaches are authorized but may not be longer than the lower lip nor extend more than one-half (½) inch past the corner of the mouth.
  - (2) Sideburns may not extend below the earlobe.
  - (3) Goatees and beards are authorized but must be kept neatly trimmed and no longer than one-half (½) inch in length.
  - (4) Facial hair of any type is unauthorized while attending Peace Officer Basic Course at Wyoming Law Enforcement Academy.
  - (5) Facial hair of any type is unauthorized while in “Recruit” status. Upon completion of the Field Training Program, and subsequent promotion to full Peace Officer status, facial hair may be grown.
- c. Jewelry
- (1) Uniformed members may wear conservative rings, watches, or metal/rubber/silicone “memorial” bracelets so long as they do not interfere with the member’s ability to perform their job.
  - (2) In addition, female members may wear one small conservative earring in each ear lobe.
  - (3) No other visible jewelry is authorized.
- d. Tattoos
- (1) Tattoos are permitted, except on the neck, face, hands, or head.
  - (2) A “ring” tattoo is permitted on the hand for those who prefer not to wear a ring on duty.
  - (3) Tattoos deemed to be contrary to a professional appearance by the Chief of Police must be covered.

### 2.03 BODY WORN CAMERA

- A. The Department sees the value a body worn camera (BWC) provides to capture evidence, document crime scenes, to protect members and the Department against false claims of misconduct, to identify needs in training, and to ensure policies and procedures of this agency are adhered to while engaged in police services.
- B. Each member assigned to a uniform position will wear a BWC while on duty. Members working in plain clothes should utilize their cameras when the presence of the camera will not compromise the operation. Unless involved in undercover operations plain clothes members shall adhere to the list below.
  1. Members shall activate the BWC to “record” mode in the following incidences, providing the member can safely do so:

- a. DUI investigations
  - b. DRE investigations
  - c. Domestic violence investigations
  - d. Presentation of DUI search warrants commanding the suspect to submit to the warrant
  - e. DUI blood draws
  - f. Forced blood draws allowed by policy
  - g. Search warrant entries/clearing
  - h. High risk arrest warrant service
  - i. Any forced entry, if time allows
  - j. Death scenes
  - k. Breach of Peace complaints where citations are issued, or arrests are made
  - l. Prolonged, unwitnessed interviews with members of the opposite sex
  - m. Collisions that involve serious bodily injury
  - n. To document any injuries, or lack of injuries, to parties claiming to be injured by contact with members of the Department
  - o. Any area the member perceives to be high liability
  - p. Anytime a member believes their interaction with someone will lead to a complaint against them or the Department
  - q. When directed by a supervisor
  - r. While engaged in the arrest of a suspect
  - s. While engaged in traffic enforcement related interactions with the public (unless car-camera is recording the contact)
  - t. Any non-consensual contact with an individual who has been seized with reasonable suspicion
- C. Administration: The Department has adopted the use of the BWC to accomplish the following primary objectives:
- a. BWCs allow for accurate documentation of police-public contacts, arrests, investigations, and critical incidents.
  - b. BWCs serve to enhance the accuracy of officer reports and testimony in court.
  - c. BWCs enhance the Department's ability to review probable cause for arrest, officer and suspect interaction, evidence for investigative and prosecutorial purposes, and to provide additional information for officer evaluation and training.
  - d. BWCs are useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.
- D. Procedures for BWC Use
- 1. BWCs are issued primarily to uniformed members as authorized by the Department. Members who are assigned BWC equipment must use the equipment unless otherwise authorized by a supervisor.
  - 2. Members shall use only BWCs issued by the Department while in the performance of their duties. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Department.

3. BWC equipment is the responsibility of individual members and will be used with reasonable care to ensure proper functioning, to include regular charging of the batteries of the unit. Equipment malfunctions shall be brought to the attention of the member's supervisor as soon as possible so that a replacement unit may be procured.
  4. Members shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.
  5. If a member fails to activate the BWC as directed by this policy, fails to record the entire contact, or interrupts the recording, the member shall document why a recording was not made, was interrupted, or was terminated as part of the official police report.
  6. Civilians shall not be allowed to review the recordings at the scene nor without the consent of a supervisor.
  7. Members shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the Chief of Police or his or her designee. Members may duplicate recordings for evidentiary purposes and may distribute them to prosecutors when requested but shall not distribute or share recordings outside of the scope of their employment.
  8. Members shall mark all recordings appropriately to ensure the proper retention period on the servers.
  9. Members shall mark all evidentiary recordings as evidence as soon as practical, so they can be retained to assist in the prosecution of criminal cases.
  10. Members are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
  11. If a Member is suspected of wrongdoing, involved in an officer-involved shooting, or other serious use of force, the Department reserves the right to limit or restrict any members from viewing the video file.
  12. Members shall note in official police reports when recordings were made. BWC recordings are not a replacement for written reports.
- E. Restrictions on Using BWCs
1. BWCs shall be used only in conjunction with official law enforcement duties. BWCs shall not generally be used to record:
    - a. Communications with other law enforcement officers without the permission of the Chief of Police.
    - b. Encounters with undercover officers or confidential informants.
- F. Storage
1. All images and sounds recorded by BWCs are the exclusive property of the Department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
  2. Files should be securely stored in accordance with state records retention laws and no longer than useful for purposes of training, for use in an investigation, or prosecution.
- G. Supervisory Responsibilities
1. Supervisors shall ensure members equipped with BWCs utilize them in accordance with policy and procedures defined herein.
  2. At least on a monthly basis, supervisors will randomly review BWC recordings to ensure the equipment is operating properly, members are using the devices

appropriately and in accordance with policy, and to identify any areas in which additional training or guidance is required.

3. If a supervisor identifies a significant violation of policy while reviewing BWC recordings, the supervisor shall immediately document the incident in a memorandum and provide a copy of the recording to the Operations Lieutenant.