

Georgia Department of Public Safety Policy Manual

SUBJECT UNIFORM AND APPEARANCE	POLICY NUMBER 6.01
DISTRIBUTION ALL EMPLOYEES	DATE REVISED 12/4/2008

6.01.1 Purpose

To establish guidelines for the wearing and maintenance of the uniforms of the Georgia Department of Public Safety along with the appearance and grooming expectations of members while in uniform. When in contact with the public, the uniform appearance of Georgia Department of Public Safety members is generally the first projection of the authority afforded them by the State of Georgia and its citizens. It is therefore paramount that the appearance of members always conveys professionalism, pride and performance capability.

6.01.2 Policy

Members shall be attired in the designated uniform when on duty or working off-duty police employment. The uniform shall be maintained in compliance with departmental and manufacturer's guidelines. Only those uniform complements issued and established by this department may be worn, unless prior exception is granted.

6.01.3 Responsibilities

A. Department

1. The Department of Public Safety Supply Section shall issue the approved uniform complement to the member upon their initial designation to the appropriate rank.
2. Maintenance of Issued Uniform Complement
 - a. Class "A" and Class "B" shirts and trousers shall be professionally dry-cleaned and the shirts shall be pressed with military creases.
 - b. All issued trousers, excluding BDU trousers, shall be hemmed to fall neatly, without breaks, to 1.5 inches below the rear top seam of the issued shoes.
 - c. Class "C", MCCD Class "D" and the Cadet trouser and shirt/blouse shall be professionally laundered and pressed.
 - d. Shoulder Patches:
 - 1) Cadets and members holding sworn status with the department shall affix the departmental patch to each shirtsleeve, with the upper horizontal edge of the patch one inch below the uppermost sleeve seam.

The patch shall be affixed to provide for the vertical center of the patch to align with the center of the epaulet or on the shoulder seam.

- 2) Communications Equipment Officers shall affix the designated shoulder patch to each shirtsleeve with the top center of the patch one inch below the uppermost sleeve seam. The patch shall be aligned with the center of the epaulet.

e. Replacement

- 1) Worn uniforms and equipment are intended to be replaced through the semi-annual uniform requisition process.
- 2) Damaged or unserviceable uniform items may be requisitioned through the DPS Supply Section upon assessed need and with the approval of a Troop/Region Officer.
- 3) The DPS Supply Section shall report excessive requests for uniforms and equipment to the appropriate Adjutant or Division Director.

B. Members

1. Shall be responsible for the proper maintenance, wear, replacement and disposal of issued uniforms.
2. Alterations of new uniforms are reimbursable to the affected member upon submittal of a Travel Expense Form (DPS-601). (See Exhibit 6.01-1 for established rates)
3. Requisition of uniform items shall be accomplished through the semi-annual requisition process to prevent a need for full complement replacement.
4. Mixing of uniform items shall be limited to supervisory approval.
5. Uniform items shall not be combined with civilian attire.
6. Uniforms or any part thereof shall not be worn off duty without Departmental approval.
7. Shall wear the designated uniform of the day at all times during work assignment, unless otherwise authorized by the appropriate Supervisor.
8. Shall be held responsible for negligent loss or damage of uniform items. Determination of negligence shall be decided by supervisory review.

C. Supervisors

1. Are responsible for instructing new members in the proper assembly, wear and maintenance of uniforms and complements.
2. Shall address uniform deficiencies with the member.
3. Repayment for uniforms/equipment damaged during violator confrontations shall be sought through the appropriate court.

4. The DPS Supply Section upon retirement, dismissal, resignation, suspension or contingency leave of a member shall designate the issued uniform items to be turned in.
 - a. Retirement – The equivalent equipment issued in the initial complement.
 - b. Dismissal and Resignation – Members shall return all issued uniform items.
 - c. Suspension, Administrative Leave and Contingency Leave – Members shall return badges, firearms, identification cards, Departmental keys and other equipment so designated.
5. A suspended member or a member on administrative leave shall not wear any part of the official uniform, act in the capacity of, or represent themselves as a member of the Department in any manner.

6.01.4 Uniform Complement, Designation/Application

A. Class “A” Uniform shall consist of:

1. Gray dress trouser;
2. Long sleeve shirt;
3. Tie and tie tack;
 - a. Ties shall be secured to a shirt button and by the tie tack in order to prevent excess movement of the tie.
 - b. The tie tack shall be placed between the third and fourth shirt buttons of the front shirt closure.

4. High gloss garrison belt;

5. Badge;

The badge shall be attached to the left pocket flap, with the uppermost points of the eagle’s wings aligned between the double horizontal seams at the top. The left outermost part of the badge shall be vertically aligned with the center of the flap button. MCCD Officers badges shall be attached in the appropriate location above the left shirt pocket.

6. Nameplate;

The top of the nameplate shall be located at and in a straight line with the bottom horizontal seam of the uppermost right pocket flap (as worn by the member). It shall be centered over the pocket flap button.

7. Whistle-chain;

The whistle-chain shall be worn by sworn members and shall be attached to the right shoulder epaulet (as worn by the member), with chain passed under the epaulet, the hook turned upward and located as near the sewn “X” as possible. The opposite end shall be placed in the right shirt pocket, under the right side of the pocket flap.

8. Collar insignia (see 6.01.7, B.);
9. Service Stripes (“hash marks”) represent the accrued departmental service of the member.
 - a. Each Service Stripe represents four years service.
 - b. If a member is within one year of obtaining the next Service Stripe, it may be added.
 - c. Service Stripes are worn on the Class “A” uniform shirt only.
 - d. Service Stripes shall be centered one half inch above the uppermost seam of the left cuff and one to one and a half inches from the seam of the sleeve opening. The outside (left) border of the Service Stripe material should be aligned along the vertical sleeve crease.
 - e. Troopers, Non-Commissioned Officers and Communications Equipment Officers shall wear silver Service Stripes and Commissioned Officers of all divisions shall wear gold Service Stripes.
10. Felt hat, to include the hat badge, strap and appropriate hat braid for the sworn member’s rank.
 - a. The braid length, when properly trimmed (no knots or winding) shall fall naturally with acorns even at the edge of the brim.
 - b. The hat strap, when properly adjusted under normal conditions shall fall in a straight line with the top of the ears.
 - c. Commissioned officers shall wear gold braid.
 - 1) GSP
 - a) TFCs through SFCs shall wear blue and gold (mixed) braid. Troopers shall wear silver braid.
 - 2) MCCD
 - a) Motor Carrier Compliance Officer II through SFC shall wear blue and gold mixed braids, and Motor Carrier Officer I shall wear the silver braid.
11. High gloss black shoes;
12. Black socks;
13. High gloss gun belt and high gloss gunbelt gear consisting of:
 - a. Holster;
 - b. Baton and case;
 - c. Handcuffs and case;

- d. O.C. Spray and case, and
 - e. Ammunition Magazine case.
14. Service weapon, magazines and ammunition;
 15. Back-up weapon and holster;
 16. Any issued insignia unique to the rank or service recognition of the member, and
 17. Writing pen(s) shall be carried and, when worn, shall complement the uniform.
- B. Class "B" Uniform shall consist of:
1. Everything listed under Class "A", with the tie, tie tack, felt hat, service stripes and long sleeve shirt omitted;
 2. Short sleeve shirt, and
 3. Straw hat, to include the hat badge, strap and appropriate hat braid for the member's rank.
 - a. The braid length, when properly trimmed (no knots or winding) shall fall naturally with acorns even at the edge of the brim.
 - b. The hat strap, when properly adjusted under normal conditions shall fall in a straight line with the top of the ears, with the buckle behind the right ear.
 - c. Commissioned officers shall wear gold braid. TFCs through SFCs shall wear blue and gold (mixed) braid. Troopers shall wear silver braid.
- C. Riot Uniform shall consist of issued:
1. Royal Robin utility pant;
 2. Utility blouse;
 3. Designated utility shirt;
 4. Baseball cap;
 5. Velcro, nylon web garrison belt;
 6. Nylon web gun belt and nylon web gunbelt gear;
 7. Service weapon, magazines and ammunition;
 8. Black socks;
 9. Boots, and
 10. Any other equipment appropriate to the duty assignment, (i.e. gas mask bag and gas mask, baton, helmet, shield or shin guards.)
- D. Training Uniform (Class "C") shall consist of issued:

1. Royal Robbins utility pant;
 2. Golf shirt;
 3. Baseball cap;
 4. Velcro, nylon web garrison belt;
 5. Black socks, and
 6. Black athletic shoes.
- E. MCCD Class "D" work uniform will consist of:
1. Dark Blue short sleeved inspector shirt;
 2. Dark Blue long sleeved inspector shirt;
 3. Dark Blue inspector trousers;
 4. Velcro, nylon web garrison belt;
 5. Badge (shall be attached in the appropriate badge tabs located above the left shirt pocket);
 6. Nameplate: The top of the nameplate shall be located at and in a straight line with the bottom horizontal seam of the uppermost right pocket flap (as worn by the member.) It shall be centered over the pocket flap button;
 7. Whistle-chain: The whistle-chain shall be worn by sworn members and shall be attached to the right shoulder epaulet (as worn by the member), with chain passed under the epaulet, the hook turned upward and located as near the sewn "X" as possible. The opposite end shall be placed in the right shirt pocket under the right side of the pocket flap.
 8. Collar insignia (see 6.01.7, B);
 9. Baseball cap;
 10. Boots;
 11. Black socks, and
 12. Any other equipment appropriate to the duty assignment.
- F. Cadet Trooper Uniform and MCCD Cadet shall consist of:
1. Dark navy blue trouser;
 2. Dark navy blue short sleeve shirt;
 3. Issued cap;
 4. Badge, nameplate (see 6.01.4, A. 5-6) and collar insignia (see 6.01.7, B);
 5. High gloss garrison belt;

6. High gloss black shoes;
 7. Black socks;
 8. Writing pen(s) shall be carried and, when worn, shall complement the uniform, and
 9. Specific gear as required by the duty assignment.
- G. Communications Equipment Officer uniform shall consist of:
1. Everything listed under Class "A" and Class "B" described in A. and B. of this section, with the felt hat, straw hat, all weapons and ammunition omitted;
 2. Emblems and insignia shall be Communications appropriate.
- H. Jackets
1. Sworn members, cadets, and Communication Equipment Officers shall affix to each sleeve of the issued jacket the departmental patch in the same manner as prescribed for the shirts.
 2. All members holding Commissioned or Non-Commissioned ranks shall wear the appropriate insignia of rank centered and attached over the "X" sewn in the epaulet.
 3. Badges shall be affixed as required by the design of the jacket.
 4. When weather conditions dictate, the Gortex jacket may be worn in combination with any designated uniform.
- I. Boots
1. May be worn during normal patrol duties, only with approval from the member's Post Commander.
 2. MCCD officers shall wear boots with the class "D" uniform unless otherwise directed by the Region Commander.
 3. Boots shall be kept clean and polished with the soles properly maintained.
 4. At no time will Departmental issued boots be worn for personal use (i.e. hunting, fishing, camping, yard work, farm work, etc.)
 5. The high gloss black shoes shall be worn for all other duties; court appearances, special details when uniform shoes are designated by a supervisor, civic club appearances, funeral details, and safety talks.
 6. Post Commanders shall strictly enforce the guidelines of wearing boots as outlined above. If abused, this privilege can be suspended or removed entirely from anyone in violation of these guidelines.
- J. Specialist duty assignment uniforms shall be worn as designated by specific Standard Operating Procedure Manuals.

K. Special Designations and Specific Wear Instruction

1. At the discretion of the supervisor, during "common" duty assignment involving several members, such as court, dual patrols or special details, shall require that all attending members wear identical uniforms, which may include jackets.
2. The supervisor appropriate to the detail level shall determine uniform designation for special details.
3. Designated hats and caps are a part of the uniform complement and shall be worn while in any contact with the public conducted outdoors. Hats and caps shall not be worn reversed, or tilted to the side or rear.
4. Shall not wear any T-shirt or other under garment that shows or allows distraction from professional appearance of the uniform.

6.01.5 Uniform Complement Issuance and Replacement

A. General Information Regarding Supply Complements

1. Members shall receive their yearly replacement items upon submission of a Post Requisition Form (DPS 476). Forms shall be submitted according to the schedule found in Exhibit 6.01-2.
2. During the year, should a member lose or gain weight, such members shall have clothing altered and submit the appropriate forms for reimbursement. Trouser waists can only be altered 1 inch either way. If the need is greater than this, a request for new clothing shall be made with Troop Officer approval. New clothing shall not be issued merely because a member loses or gains weight. The correct, current size of each individual shall be displayed on the requisition form. Clothing shall be issued according to the size displayed on the form.
3. Disposable items are not required to be turned in to Supply, but members are expected to maintain their complement of items. Shoulder patches should be removed and disposed of at the post or region. Items not scheduled for yearly replacement (e.g. leather goods, etc.) should be inspected by the supervisor prior to requesting replacement.
4. When an emergency replacement is necessary, telephone/fax requests are preferred to over-the counter requests, unless the member is at Headquarters. Random visits to the Supply counter shall be discouraged.

B. Delivery Schedule for Replacement Items

1. All Post Commanders/Unit Supervisors or their designee shall refer to the schedule in Exhibit 6.01-2 and submit their Post's Requisition Forms to Supply by the fifth of the month.
2. The following information shall be completed on all Requisition Forms:
 - a. Post number or Region numbers;
 - b. Badge number, rank, and last name of each member ordering items;
 - c. Proper size, and

- d. Stock number of items.

6.01.6 Sworn Uniform Appearance and Grooming

A. Responsibilities

1. Departmental

- a. The Georgia Department of Public Safety provides uniforms as a benefit to members and to provide for uniformity of appearance. That provision permits this department to establish and enforce grooming and appearance expectations for members in uniform.
- b. The Georgia State Patrol, Motor Carrier Compliance and Capitol Police Divisions shall seek to clearly communicate the grooming and appearance expectations to members.

2. Supervisors

- a. Are expected to aid the clear communication of department uniform expectations to members, and
- b. Shall appropriately address and enforce departmental uniform appearance expectations.

3. Members

- a. Shall comply with departmental uniform appearance expectations, and
- b. Are expected to be conversant in departmental uniform appearance expectations.

B. Guidelines

1. Personal grooming

- a. Personnel shall bathe regularly and shall not appear for duty in an unclean condition. All employees shall practice personal hygiene so that their bodies do not present an offensive odor or appearance.
- b. Members shall be conservative in the use of cologne, perfumes, grooming aids, etc.

2. Appearance

a. Hair

- 1) All members shall wear clean hair that presents a neat appearance.

a) Male

- i. The hair on top of the head shall be neatly groomed; when combed, it shall not fall over the ears or eyebrows. It shall remain above the collar.

- ii. Hair on the sides and back of the head shall present a tapered appearance and shall not touch the collar except for the closely cut hair at the back of the neck.
- iii. Sideburns if worn, shall be neatly trimmed with the base clean-shaven in a horizontal line not extending below the middle of the ear.

b) Female

- i. Short hair may be combed over the ears; length can be no longer than the bottom of the ears on the side and top of the shirt collar at the back of the neck.
- ii. Long hair shall be worn up and be neatly and securely pinned (i.e. French braid, bun, twist, etc.)
- iii. Ponytails or other hairstyles that allow the hair to hang free are not authorized.
- iv. Female members shall notify their immediate supervisor in writing of an intention to adopt a longer hairstyle. Members shall be given a reasonable period of time for transition to a longer hairstyle not to exceed 180 calendar days. It is not the intent of this policy to allow these members to wear a hairstyle, which is mid-length for an extended period of time. The transition phase may only occur once during each four-year period.

2) All members hair shall be of a natural color (i.e. blond, black, brown, red or grey) and not such that would diminish the professional uniform appearance. Fluorescent or similar dyed hair colors are prohibited. Non-visible substances are permitted.

3) Wigs/hair pieces may be worn when the wig and natural hair meet the standards outlined in this policy.

4) Hair shall not show on the forehead under the front brim of the uniform hat. Hairstyles, bulk or length of hair shall not interfere with the proper wearing of the uniform headgear.

5) Members shall not have facial hair.

b. Facial makeup

1) If worn, cosmetics shall be conservative and professional in appearance, understated rather than overwhelming in application and shall blend in with the natural color of the skin.

2) Facial makeup products, which substantially alter the natural skin tone, are prohibited.

3) Artificial eyelashes are prohibited, unless for medical purposes.

c. Body Art, Tattoos, Brands, Images and Expressions

- 1) The display of any unprofessional or offensive image, phrase or other expression, or excessive tattoos shall not be tolerated.
 - a) For purposes of this section, "display" includes:
 - i. May become visible during member's work activities, and/or
 - ii. The image, phrase or other expression is found on any clothing item or accessory worn by the member at any time.
 - b) "Unprofessional or offensive" shall include but not be limited to:
 - i. Depictions of nudity, violence or criminal activity;
 - ii. Sexually explicit/vulgar art, words, profane language;
 - iii. Symbols likely to incite a strong negative reaction in any group, i.e., swastikas, etc., and
 - iv. Initials, symbolism or acronyms that represent criminal or historically oppressive organizations or activities, e.g., AB, KKK, SS, street gang names, numbers, and/or symbols.
 - 2) Body piercing, which is visible anytime while on duty and/or in uniform, is prohibited.
 - 3) Body art, tattoos, brands or images that are visible while on duty or in uniform are prohibited
- d. Fingernails
- 1) Fingernail polish if worn, shall be clear.
 - 2) Fingernails shall be clean and shall not exceed 1/8 inch beyond the nail bed.
- e. Jewelry
- 1) One watch, design and band shall be of a professional design.
 - 2) Only necessary medical bracelets or pendants shall be worn.
 - 3) Rings shall not exceed one per hand. A wedding set is considered one ring.
 - 4) Rings shall not be worn on the trigger finger.
 - 5) One necklace may be worn but shall not be visible outside the uniform.
 - 6) Earrings
 - a) Male

No earrings shall be worn while on duty in uniform.
 - b) Female

- i. Studs/gold, white gold, silver, pearl or diamond (1/8 inch maximum).
 - ii. One per ear.
 - iii. Matching pair.
 - iv. On the ear lobe.
- f. Eyewear
 - 1) If eyeglasses are worn they shall be maintained in good condition and shall be conventional and professional in nature.
 - 2) Members may only wear eyeglasses and sunglasses with gold, silver, black, brown, or gray colored frames. The eyewear shall be of professional type. No faddish, multi-colored, or mirrored eyewear shall be worn.
 - 3) Contact lenses of an unnatural color are prohibited.

6.01.7 Uniform Insignia

- A. Insignia of rank:
 - 1. Commissioned Officers shall wear the appropriate insignia of rank centered and attached over the "X" sewn in the shoulder epaulet.
 - 2. Non-Commissioned Officers shall wear the chevrons depicting their rank on each shirtsleeve. The chevrons shall be vertically centered with the departmental shoulder patch, with the uppermost chevron point 0.75 inch below the lower horizontal edge of that patch.
 - 3. Master/Senior Troopers shall wear the appropriate nameplate backing depicting their rank and years of service.
- B. Collar Insignia shall be located 1.5 inch above the point of the collar, with the bottom edges aligned to present a horizontally straight line.

6.01.8 Ribbons and Pins

- A. Award ribbons may be affixed in accordance with Department Awards Program Policy #20.01.
- B. Field Training Officer (FTO) Ribbon shall be worn by members with "active status" as an FTO with the department. This requires that the member achieve and maintain the FTO status in compliance with Field Training Officers Policy #23.01. The FTO Ribbon shall be worn in accordance with the Department Awards Program Policy #20.01.
- C. Aviator's Wings or FLIR pin shall be worn by active members of the Aviation Section and attached Tactical Flight Officers (TFO). It shall be centered one half inch above the uppermost seam of the left pocket flap.

- D. Active members of the State of Georgia SWAT Team shall wear the Air Assault pin and the SWAT Physical Fitness pin. The Air Assault pin shall be worn centered one half inch above the uppermost seam of the right pocket flap. The SWAT Physical Fitness pin shall be worn in accordance with the Department Awards Program Policy #20.01.
- E. Active members of the SCRT and Honor Guard shall wear the appropriate nameplate backing depicting their respective unit.
- F. Active members of CNT shall wear the unit pin in accordance with the Departmental Awards Program Policy #20.01.
- G. Active members of Nighthawks, CIU and HOV Unit shall wear the unit pin in accordance with the Departmental Awards Program Policy #20.01.
- H. The unit pin shall be worn by active members of the Motorcycle Unit. It shall be centered one half inch above the uppermost seam of the left pocket flap.
- I. Members may wear the recognition ribbon for the branch of military from which they honorably served. Honorable service must be documented by DD-214.
- J. Active members may wear the ribbon associated with the service for the theatre of operations in which support of combat operations was given. Support of combat operations must be supported by a DD-214 (i.e. Southeast Asia Service Medal, Southwest Asia Service Medal, etc.)
- K. Members may wear the State of Georgia Service pin on the left pocket flap, one half inch from the left edge of the pocket, and the top of the pin shall be located at the bottom seam at the top of the flap.
- L. One special recognition pin may be worn on the right pocket flap, one half inch from the right side of the pocket flap, aligned with the nameplate. The following are special recognition pins:
 - 1. Governor's Public Safety Award;
 - 2. Professional Management Program (PMP);
 - 3. Command College;
 - 4. FBI National Academy;
 - 5. CVSA Certified Inspector, or
 - 6. Other appropriate pins when approved by the Commissioner or his designee.
- M. Pins/ribbons not expressly authorized by this policy or the Commissioner shall not be worn.

6.01.9 Non-Sworn Uniform Personnel

- A. While not sworn members, the appearance of all uniformed personnel is important in portraying professionalism and responsibility while in the performance of their duties.

- B. All non-sworn uniformed personnel, including Communications Officers and Safety Officers, shall adhere to all guidelines outlined in this policy for sworn members, with the exception of the restrictions placed on female hair.

6.01.10 Civilian Appearance

The appearance of civilian members is important in portraying professionalism and responsibility while in the performance of their duties.

- A. Civilians shall adhere to all guidelines set forth by this section of this policy.
 - 1. Personal grooming
 - a. Personnel shall bathe regularly and shall not appear for duty in an unclean condition. All employees shall practice personal hygiene so that their bodies do not present an offensive odor or appearance.
 - b. Members shall be conservative in the use of cologne, perfumes, grooming aids, etc.
 - 2. All members hair shall be of a natural color (i.e. blond, black, brown, red or grey) and not such that would diminish the professional appearance. Fluorescent or similar dyed hair colors are prohibited. Non-visible substances are permitted.
 - 3. Hairstyles for civilian personnel, both female and male, shall conform to professional styles and lengths.
- B. Body Art, Tattoos, Images and Expressions
 - 1. The display of any unprofessional or offensive image, phrase or other expression, or excessive tattoos shall be prohibited.
 - a) For purposes of this section, "display" includes:
 - 1) May become visible during member's work activities, and/or
 - 2) The image, phrase or other expression is found on any clothing item or accessory worn by the member during work activities.
 - b) "Unprofessional or offensive" shall include but not be limited to:
 - 1) Depictions of nudity, violence or criminal activity;
 - 2) Sexually explicit/vulgar art, words, profane language;
 - 3) Symbols likely to incite a strong negative reaction in any group, i.e., swastikas, etc.
 - 4) Initials, symbolism or acronyms that represent criminal or historically oppressive organizations or activities, e.g., AB, KKK, SS, street gang names, numbers, and/or symbols.
 - 2. Except if worn in the ears, no body piercing of any kind shall be displayed while a member is on duty or in DPS/GSP facilities.

3. Two earrings per ear are the maximum that can be worn.
4. Fingernails shall be clean and present a professional appearance.
5. If worn, cosmetics shall be conservative and professional in appearance.
6. Jewelry, if worn, shall present a professional appearance.

C. Clothing

- a. Employees shall keep in mind that this is a State agency where professional appearance is expected and shall dress accordingly.
- b. All employees should be neat and clean in appearance.
- c. Mini-skirts, shorts, any attire that is overly revealing (e.g. reveals the midriff area, halters, spaghetti straps) are not permissible as proper business attire.
- d. Work out clothes, sweatpants, wind suits, and blue jeans shall not be permissible as proper business attire.
- e. Division Directors may authorize exceptions to this policy.