

# IDAHO STATE POLICE PROCEDURE

## 02.03 GROOMING AND DRESS

### I. Purpose

- A. This procedure is to formally establish rules and criteria to the Idaho State Police (ISP) uniform and grooming standards. All ISP employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this organization and for their assignment.
- B. During work hours or while attending meetings, schools, courtroom sessions or other functions in which the employee represents ISP, employees wear issued uniforms or other clothing in accordance with these guidelines. Supervisors are responsible for ensuring employees conform to the appropriate dress and grooming standards.
- C. ISP expects all employees to maintain an office appropriate appearance within the workplace, modifying dress as needed based on various assignments and duties such as attending court, meetings, or other functions. Any requests for deviations to this procedure for agency-wide dress down events must be approved in advance by the Director or his designee.

### II. Definitions

- A. “Appropriate office attire” is general business attire or business casual according to work assignment.
- B. “Business casual attire” for men means sports shirts or knit shirts including golf shirts, ISP logo shirts, dress trousers or slacks and casual dress shoes. Ties are not required for men. For women, business casual includes dresses, pantsuits, skirts, slacks, blouses, sweaters, sweater sets, jackets, ISP logo shirts, and casual dress shoes.
- C. “Casual Attire” includes jeans, athletic shoes, cargo pants and fleece sweaters.
- D. “General business attire” for men means suits, sports coats and dress trousers, and a tie worn with a dress shirt. For women, this category includes suits, pantsuits, and businesslike dresses and separates.
- E. “NOC Personnel” means a Network Operations Center employee.
- F. “RCC Personnel” means any non-commissioned Regional Communications Center employee.

### III. Uniforms and Accessories

- A. Troopers of the rank of Lieutenant or above wear gold-colored accessories. Troopers of the rank of Sergeant or below wear silver-colored accessories.

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1. Class A Uniform: The following attire and accessories are issued and worn or used in the described manner:
  - a. Three (3) summer (short sleeve) and three (3) winter (long sleeve) shirts:
    - i. creased in military fashion;
    - ii. fronts creased from the center bottom of each pocket down;
    - iii. backs have 3 creases, 1 centered and 1 on either side, approximately 5 inches from center.
    - iv. creases start from the yoke seam and extend down through the tail;
  - b. sleeves for both summer and winter shirts are creased in a standard manner;
  - c. the crease does not extend through the chevrons or the shoulder patches;
  - d. summer shirts are:
    - i. worn from May 1 to October 31;
    - ii. worn with the collar open;
    - iii. worn with a white undershirt with a visible crew neck;
  - e. winter shirts are:
    - i. worn from November 1 to April 30;
    - ii. worn with a tie.
2. Class B Uniform—Outer vest carrier.
  - a. As an option, the agency will provide an outer vest carrier and base layer polo combination. Troopers should place individual orders through their chain of command to obtain outer vest carriers and base layer polo.
  - b. The outer vest carrier and base layer polo combination is not worn with the utility uniform or any other special unit uniforms.
  - c. The outer vest carrier and base layer short sleeve uniform may be worn in accordance with the dates outlined above.
  - d. The outer vest carrier and base layer long sleeve uniform may be worn all year round.
    - i. If worn during the summer, the base layer long sleeve will be worn with an open collar;
    - ii. If worn during the summer, the base layer long sleeve will be worn with a straw campaign hat;
    - iii. If worn during the summer, the base layer long sleeve will be worn with a white undershirt with a visible crew neck;
    - iv. If worn during the winter, shall be worn with a tie.
  - e. The outer vest carrier and any base layer combination will not be worn during ceremonial or high-profile events.
3. Class C Uniform—Utility uniforms.
  - a. Each trooper is issued two (2) sets of utility uniforms: one (1) short sleeve shirt, one (1) long sleeve shirt;
  - b. ISP leather and weapon are worn;
    - i. shirts are worn tucked in;
    - ii. ISP shoulder patches are sewn on in the same location as the regular uniforms;
    - iii. the rank of Sergeant and below is worn on the sleeve in the same manner as the Class A uniform;

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- iv. the rank of Lieutenant and above is signified by a cloth rank patch on the shoulder over the cross-stitching of the sleeve side of the epaulet;
  - v. a cloth nametag is sewn on above the right pocket seam; and
  - vi. a cloth ISP badge patch is sewn above the left pocket seam;
  - c. Utility uniforms may be worn when authorized as uniform of the day by district command for:
    - i. training;
    - ii. special assignments; or
    - iii. callout purposes;
  - d. An optional black turtleneck shirt may be worn during winter months with the utility uniform shirt;
  - e. ISP-authorized baseball caps with gold or silver ISP badge emblem are worn with utility uniforms;
  - f. The type of shirt worn by probationary recruits is authorized by the Training Manager or Major.
4. Commercial Vehicle Safety (CVS).
- a. When the primary duty for the shift is vehicle inspections, the CVS uniform consists of the authorized summer or winter utility uniform worn with a black undershirt with a visible crew neck;
  - b. The ISP-issued pistol is carried; however, leather or nylon holsters may be modified to facilitate the inspection process;
  - c. The Class A uniform will be worn for court.
5. Motorcycle Unit Uniforms.
- a. Idaho State Police Motor Unit (ISPMU) troopers are issued appropriate clothing including helmets, cold weather gear and boots, and specific ISPMU uniforms.
  - b. While operating a motorcycle, ISPMU troopers must wear the issued helmet, gloves, boots, and other related safety equipment.
  - c. When on duty and not anticipating operating the motorcycle (i.e.; extended court, training, or inclement weather), ISPMU troopers wear a Class A uniform, Class B uniform, or the appropriate uniform of the day.
6. Troopers may transition from one uniform to the other, at any time within the preceding 30 calendar days of May 1 and November 1 depending on the weather conditions.
7. Captains may approve transition to the winter Class A uniform for high profile or other appropriate events.
8. Trousers – three (3) pair
9. Footwear – two (2) pair:
- a. patrol troopers wear only ISP-issued footwear when in uniform;
  - b. winter insulated boots are issued to all field personnel;
  - c. unless a medical condition dictates otherwise; when visible, only dark blue or black socks are acceptable;

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- d. troopers of the rank of Lieutenant or above will wear the issued patrol duty footwear or black Chukka style footwear.
10. Hats.
    - a. Hats are worn when acting in an official capacity.
    - b. Troopers are issued two (2) each of the hat badge, strap, and braid;
    - c. The straw campaign hat and braid are worn with the summer uniform.
    - d. The felt campaign hat and braid is worn with the winter uniform.
    - e. Troopers are not required to wear a hat when walking short distances into restaurants, service stations, the district office, or when weather conditions and/or circumstances dictate otherwise.
    - f. The foul weather cap and agency-issued watch cap are the only approved foul weather headgear and are worn when necessary to be outdoors during inclement weather.
  11. Ties – two (2): ties are clip-on style to permit “break-away.”
  12. Winter Coveralls.
    - a. The agency-issued winter coverall is the only approved foul weather gear and is worn when necessary to be outdoors for extended periods during extreme cold weather.
    - b. Removing the upper portion and tying it around the waist is not acceptable.
    - c. The coverall will not be worn for court.
  13. Coats – two (2):
    - a. One (1) jacket with zip-out liner;
    - b. One (1) raincoat.
  14. High-visibility vests and coats (yellow-green, retro-reflective vests and coats) meeting ANSI/ISEA 107; 2015 edition class 2 or 3 must be worn within the right-of-way of any federal-aid highway while performing any of the following activities:
    - a. directing traffic;
    - b. investigating crashes or crime scenes;
    - c. handling lane closures;
    - d. handling obstructed roadways; and
    - e. handling disasters.
  15. Uniform upkeep.
    - a. Uniforms and equipment are maintained in a clean, serviceable condition.
    - b. Uniform cleaning expenses are reimbursable up to \$45.00 per month with receipts.
    - c. Necessary uniform alterations are reimbursable with prior supervisor approval.
    - d. Claims for cleaning expenses above the maximum limit must be approved by the Captain or Lieutenant.
    - e. Leather is kept dyed and shined.
    - f. Gloss finishes are acceptable if the substance used is of a quality that lasts and does not deteriorate or degrade the issued leather by chipping or peeling.
    - g. Uniforms may be replaced by submitting a request to the immediate supervisor.

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- h. Unusable uniforms may be destroyed by cutting or other methods, to render them unusable.
  - i. Usable uniforms are cleaned and returned to the Captain.
16. Civilian clothing.
- a. All troopers, regardless of rank, must wear the prescribed uniform and personal equipment during their tour of duty unless exempted by the Major or Deputy Director;
  - b. Civilian clothing is not worn with any part of the regular uniform and must comply with the sections outlined in this procedure for non-uniformed personnel.
17. Badges.
- a. 1 – 5-point star worn on the uniform shirt;
  - b. 1 – 5-point star worn on the outer coat;
  - c. 1 “sunburst” style shield worn only on the campaign hat.
  - d. 1 wallet badge
18. Recognition pins.
- a. Name pins – 2:
    - i. name pins are imprinted with the trooper’s first 2 initials and last name;
    - ii. 1 pin worn at the top of the right pocket flap of the shirt and outer vest carrier;
  - b. Serving since pin issued by ISP – 2:
    - i. the serving since pin is worn at the top of the left shirt and outer vest carrier pocket flap;
    - ii. the pin denotes serving since the year of hire with ISP; or
  - c. Years of service pin purchased at the trooper’s expense.
    - i. The years of service pin, worn in lieu of the serving since pin, is similar in size, shape, and material to the ISP-issued serving since pin;
    - ii. The pin is worn at the top of the left shirt and outer vest carrier pocket flap;
    - iii. The pin denotes number of years of service in the law enforcement profession. For the purposes of this section, law enforcement profession means employment by an agency recognized by the Department of Justice as one having authority to enforce laws, maintain public order or manage public safety.
19. Tie bar – the tie bar is worn on the tie, positioned at the same level as the name tag and serving since pin.
20. Shoulder patches – 2 for each shirt, jacket, coat, and utility uniform issued, sewn on each sleeve  $\frac{3}{4}$  inch below the shoulder seam and centered on the epaulet.
21. Service stripes – 1 for each 5 years of service in the law enforcement profession:
- a. worn on the lower left sleeve of the long-sleeve shirt;
  - b. stripes are attached 2 inches above the top of the shirt cuff, facing forward and sewn directly to the right of the pressed seam;
  - c. stripes are identical in color to Sergeant and Corporal stripes.

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### 22. Special Recognition Pins.

- a. When a commissioned ISP employee is awarded the Medal of Valor, Silver Star, Purple Heart, or Lifesaving Award, the commendation bar awarded with the medal is to be worn on the Class A shirt centered just above the name tag.
  - i. If awarded one of the above medals a second time, the corresponding commendation bar with a silver star in the middle will be worn in place of the normal bar;
  - ii. If awarded more than one commendation, the corresponding commendation bars will be worn top to bottom in the following order: Medal of Valor, Silver Star, Purple Heart, and Lifesaving Award.
- b. Commendation bars available upon the graduation from the following institutions may be worn on the ISP-issued dress coat, centered above the name tag from top to bottom and above any medals in the following order:
  - i. FBI National Academy
  - ii. FBI Executive Academy
  - iii. Northwestern School of Police Staff and Command.
- c. Specialty pins, which include SWAT team member, Honor Guard member, and Motor Unit member may be worn on the Class A shirt or dress coat, centered over the right shirt pocket, ½ inch above the nameplate or other ribbons, as appropriate.

### 23. Metal buttons – 2 sets:

- a. on winter class A shirts, the metal buttons are worn only on the epaulets and shirt pockets; other buttons are black plastic;
- b. on the winter class B outer vest carrier, silver or gold metal buttons are worn on the epaulets and shirt pockets; other buttons are black metal;
- c. metal buttons only are worn on Class A summer shirts and outer vest carriers.

### 24. ISP collar insignia – 2:

- a. insignia is horizontally centered 1 inch above the collar point of the winter shirt;
- b. insignia on the summer shirt is horizontally centered on the collar seam (approximately ¼ inch above the edge of the collar);
- c. ISP collar insignia is worn on both collars for all ranks below Sergeant;
- d. ISP collar insignia is worn on the left collar and rank insignia is worn on the right collar for rank of Sergeant and above;
- e. no collar insignia is worn on any jacket or coat.

### 25. Rank insignia.

- a. Colonel – Eagle:
  - i. insignia is worn horizontally centered on the right collar seam of the summer shirt;
  - ii. insignia on winter shirts is centered 1 inch above the collar point;
  - iii. insignia is worn on each shoulder of the uniform jacket and dress coat over the cross-stitching of the sleeve-side of the epaulet;
  - iv. the head of the eagle is worn toward the collar;
  - v. insignia is worn on each shoulder of the summer and winter Class A shirt, and outer vest carrier over the cross-stitching of the sleeve side of the epaulet.

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- b. Lt. Colonel – Silver Oak Leaf:
  - i. insignia is worn horizontally centered on the right collar seam of the summer shirt; insignia on the winter shirt is centered with the oak leaf down, 1 inch above the point of the collar.
  - ii. insignia is worn on each shoulder of the uniform jacket and dress coat;
  - iii. the oak leaf is centered on the cross-stitching of the epaulet, with the stem pointing to the sleeve;
  - iv. insignia is worn on each shoulder of the summer and winter Class A shirt, and outer vest carrier over the cross-stitching of the sleeve side of the epaulet.
- c. Major – Gold Oak Leaf:
  - i. insignia is worn horizontally centered on the right collar seam of the summer shirt; insignia is centered with the oak leaf down, 1 inch above the point of the collar of the winter shirt;
  - ii. insignia is also worn on each shoulder of the uniform jacket and dress coat;
  - iii. the oak leaf is centered on the cross-stitching of the epaulet, with the stem pointing to the sleeve;
  - iv. insignia is worn on each shoulder of the summer and winter Class A shirt, and outer vest carrier over the cross-stitching of the sleeve side of the epaulet.
- d. Captain/Lieutenant – Gold Bar(s):
  - i. insignia is worn vertically on the right collar, horizontally centered on the collar seam of the summer shirt;
  - ii. insignia is worn vertically, centered 1 inch above the collar point on the winter shirt;
  - iii. insignia is worn on each shoulder of the uniform jacket and dress coat;
  - iv. the bar(s) is positioned over the cross-stitching of the epaulets, with the ends of the bars(s) facing front to back;
  - v. insignia is worn on each shoulder of the summer and winter Class A shirt, and outer vest carrier over the cross-stitching of the sleeve side of the epaulet.
- e. Sergeant – Silver Chevron:
  - i. insignia is worn on the right summer shirt collar, horizontally centered on the collar seam;
  - ii. insignia on the winter shirt collar is worn 1 inch above the collar point and horizontally centered;
  - iii. chevrons on summer shirts are centered on the sleeve crease; apex up, ¼ inch below the ISP patch;
  - iv. chevrons on winter shirts are ¾ inch below the ISP patch;
  - v. chevrons are worn on both coats as on the winter shirt;
- f. Corporal/Specialist – Silver Chevron:
  - i. chevrons are worn on the summer and winter shirts centered on the sleeve crease, apex up, ¾ inch below the ISP patch;
  - ii. chevrons are not worn on any coat.
- g. Master Trooper/Senior Trooper Plate Designators are worn centered directly above the name pin on the shirt and the jacket or coat.

26. Whistle chain – The whistle chain is suspended from the right shoulder strap of the uniform and tucked into the right shirt pocket.

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27. Dress gloves – Gray dress gloves are issued and are worn with the winter Class A uniform during ceremonial and high profile events as designated by the Captain.
28. Field Equipment. Belts and accessories – The following equipment is worn with the basket weave belt in the following priority:
- a. Holster: worn on the side it was designed for and containing the issued firearm.
  - b. Magazine Holder (flap style): worn vertically or horizontally on either side.
  - c. Magazine Holder (open top): worn vertically on opposite side of issued firearm.
  - d. Conducted Energy Device (CED): worn on the opposite side of the issued firearm.
  - e. Handcuff case(s): worn on the back of the belt, or double handcuff case worn to the front of the belt; the second case is optional for Lieutenants and ranks above.
  - f. Impact weapon and holder: carried on either side.
  - g. Portable radio with carrier – carried on the belt opposite the holster:
    - i. the trooper may wear the microphone issued with the portable radio;
    - ii. the microphone cord is attached properly to the radio and worn outside the shirt;
    - iii. 5 belt keepers: 2 to the front, 2 to the rear, and 1 behind the holster.
  - h. Oleoresin capsicum (OC) spray: if troopers trained in the use of OC spray choose to carry OC, it must be carried on their duty belt.
    - i. In-car camera audio transmitter with carrier.
  - j. Key ring clip: optional.
  - k. Handcuffs:
    - i. 2 pairs of handcuffs with keys (1 pair standard and 1 pair hinged) are issued to Sergeants and Troopers;
    - ii. a single pair of handcuffs are issued to Lieutenants and ranks above.
29. Command staff equipment.
- a. Headquarters and district command staff may choose not to wear the complete issued belt and accessories;
  - b. When in class A uniform, the minimum equipment carried is the issued duty handgun in a specified holster; one set of handcuffs and one additional magazine;
  - c. If the command staff trooper is on duty but not in uniform, they should be prepared to identify themselves with an approved badge to prevent misidentification.
  - d. It is not necessary to carry a weapon, however it must be carried when in the state vehicle.
  - e. Dress coats are issued to those holding the rank of Lieutenant and above as well as some employees in specialty units, to be worn for high profile events or other times as designated by the Deputy Director. The dress coat shall have the same rank insignias, name tag, badge, and serving since pin as worn on the Class A uniform. Collar brass and whistle chain are not worn with the dress coat. The dress coat is worn on top of the winter Class A uniform along with gray gloves and black Chukka style footwear or issued high gloss footwear.
  - f. A black high gloss smooth leather duty style belt is worn with the dress coat. The belt will include a black high gloss smooth leather Sam Browne chest strap with attached dees. The following equipment will be worn on the duty belt when utilized with the dress coat:



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- a. High gloss smooth leather holster with duty weapon;
- b. The following equipment is optional:
  - i. one high gloss smooth leather handcuff case worn in the center of the back;
  - ii. high gloss smooth leather open top magazine holder worn in the front of the belt, placed vertically.

### IV. Protocols Associated with the Wearing of the ISP Uniforms and Hats.

- A. When a prayer is offered during a ceremonial event, e.g., Advanced Training Class graduation or a funeral, ISP troopers wearing campaign hats remain covered and bow their heads respectfully during the prayer.
- B. If a uniformed trooper is providing the prayer, that trooper may either remain covered or remove the hat.
- C. During the playing of the national anthem, troopers wearing hats remain covered and face the flag; or the music if the flag is not visible. During the playing of the national anthem, uniformed troopers render and hold a salute from the first note of the anthem to the last note.
- D. During the pledge of allegiance, troopers wearing hats remain covered, come to attention, face the flag, and render and hold a salute throughout the pledge of allegiance.
- E. Troopers who are not covered prior to the beginning of the anthem remain uncovered.
- F. The salute is dropped after the last note is played.
- G. When the national colors are posted during a ceremonial event, the senior uniformed ISP trooper present (or master of ceremonies) calls fellow troopers to attention and commands "Present Arms" when the colors are within 6 paces of the first trooper.
- H. The senior uniformed trooper commands "Order Arms" when the colors have passed 6 paces beyond the position of the last trooper.

### V. Appropriate Attire for Non-Uniformed Personnel

- A. Employees, supervisors, managers, and administrators may wear casual attire every Friday. Casual attire is not authorized for any court, training, conferences, or any other events requiring appropriate office attire, unless approved by the employee's supervisor.
- B. Appropriate office attire is general business attire or business casual according to work assignment.
  1. "Business Casual Attire" is required:
    - a. when attending training and conferences;
    - b. for planned events such as dignitary visits, media interviews and public facing events; and

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- c. upon supervisor request.
  - 2. "General Business Attire" is required:
    - a. when attending or testifying at the Idaho Legislature;
    - b. when attending or testifying in court;
    - c. for other formal events such as participation in an oral board, etc.; and
    - d. upon supervisor request.
- C. Appropriate office attire for managers and administrators is general business attire.
- D. For other employees, including contract, voluntary, part-time, and temporary employees, clothing must be suitable for their work function, safe, and without holes, tears, or stains.
- E. Non-uniformed troopers must wear proper clothing for the concealment of their firearms while in public.
- VI. NOC and RCC Personnel.
  - A. Due to the isolated, non-public facing nature of both NOC personnel while working in the NOC and RCC Personnel while working in a Regional Communications Center or Mobile Command deployment, these personnel must adhere to the appropriate attire guidelines in section E. of this procedure, or they may wear casual attire daily.
- VII. Forensics Personnel.
  - A. While completing work within the forensics laboratory and other ISP buildings, forensics personnel adhere to the appropriate attire guidelines in section E of this procedure, or wear ISP issued scrubs with appropriate footwear. Athletic shoes, nursing clogs, or similar types of shoes in accordance with the quality manual are acceptable for use with ISP issued scrubs.
- VIII. Brands Personnel.
  - A. Due to the nature of their work, grooming and dress standards for Brands personnel will be determined by the State Brand Inspector.
- IX. Exceptions.
  - A. Special projects or working conditions may give cause for relaxed grooming or dress standards, subject to the approval of the supervisor.
  - B. Districts or programs in special environments or on specific assignments may request exception to the general guidelines and adopt uniform attire with approval of the program Major/Manager.
- X. Jewelry, Body Piercing, Earrings, Scarring and Tattoos.

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- A. The exhibition of non-traditional jewelry, such as nose, eyebrow or lip jewelry, or simulated body piercing is prohibited for all employees while in the workplace or when representing ISP elsewhere.
- B. The wearing of one pair of single stud type earrings in the lobe of the ear, no larger than 5 mm, is allowed for female troopers on duty.
- C. Visible tattoos that are obscene, offensive, sexually suggestive, profane or discriminatory towards persons on the basis of their race, color, national origin or ancestry, religion or creed, age, sex or disability are prohibited.
- D. Visible tattoos on the head, neck, or hands are prohibited and must either be removed, or covered by an acceptable means that does not deter from the professional image. However, tattoos simulating a wedding ring or tattoos simulating cosmetics or makeup are permissible.
- E. Intentional visible scarring, branding, subcutaneous implants to the head, neck, hands, face, ears, and arms are prohibited.

### XI. Hair.

- A. Facial hair on civilian employees must be neat and closely trimmed no longer than 2 inches at the longest point.
- B. Facial hair on troopers, POST Administrators, POST Basic Training Managers, POST Training Coordinators, and POST Regional Training Coordinators shall conform to the following guidelines:
  - 1. sideburns may be no more than 1 ½ inches wide at the widest point, and may extend to a point halfway between the lower ear opening and the bottom of the earlobe;
  - 2. sideburns must be neatly trimmed and the hair may not exceed a length of ½ inch;
  - 3. mustaches may extend no further than ¼ inch beyond the corner of the mouth, and cannot extend below the top of the upper lip;
  - 4. mustaches must be neatly trimmed, not heavily waxed or twisted; and
  - 5. no other facial hair is permitted.
- C. Facial hair on non-uniformed, non-management troopers must be neat and trimmed, no longer than two inches at the longest point.
- D. Troopers when in uniform or as determined by special assignment, POST Administrators, POST Basic Training Managers, POST Training Coordinators, POST Regional Training Coordinators, and Brand Inspectors shall maintain hairstyles that are neat and conservative. Extreme or faddish haircuts or hairstyles are not authorized. If troopers use dyes or bleaches, it must be a natural hair color.
  - 1. When standing with normal head posture:
    - a. hair must be neatly tapered, blocked, or squared at the back of the head and neck;

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- b. hair must be neat, combed, and clean; and
  - c. when combed, hair must not touch the ears, eyebrows, or touch the collar, except for the closely cut hair at the back of the neck.
2. Hair on top of the head:
- a. must be neatly groomed;
  - b. the length and bulk of the hair may not be excessive and must be conservative in appearance;
  - c. haircuts with a single, un-tapered patch of hair on the top of the head (not consistent with natural hair loss) are considered extreme or faddish and are not authorized. Examples include, but are not limited to, when the head is shaved around a strip of hair down the center of the head (mohawk), around a u-shaped hair area (horseshoe), or around a patch of hair on the front top of the head (tear drop); and
  - d. the hair must present a tapered appearance. A tapered appearance is one where the outline of the hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck.

E. Female uniformed troopers' hair longer than shoulder length must be worn fastened up on the head while on duty.

F. Male non-uniform, non-management troopers' hair must be neat and trimmed with hair no longer than two inches past the collar at the longest point.

G. Non-uniformed troopers who by virtue of assignment are not expected to abide by the uniform officer grooming standards are not exempt from specific duty assignments (e.g., clandestine lab response, executive protection duty or a uniformed assignment).

H. Exceptions may be granted by the Deputy Director for non-management troopers on investigative assignments.

### XII. Clothing Allowance for Non-Uniformed, Full-Time Investigative Troopers.

A. Non-uniformed, full-time investigative troopers, excluding supervisors, are expected to maintain a level of dress consistent with the definition of business casual attire on page 1 of this procedure.

B. The above requirement, and job-related activities that may damage clothing (such as caustic chemicals, body fluids, filth, and other destructive elements), coupled with daily exposure to the hazards commonly present at crime scenes create eligibility for a clothing and cleaning allowance for non-uniformed, full-time troopers.

C. Depending on available funding, the agency may provide a taxable clothing allowance:

- 1. up to \$600 per year, per eligible trooper; and
- 2. up to \$1,500 for non-uniformed capitol security personnel assigned to executive protection

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- D. Each eligible trooper may receive taxable cleaning expenses of up to \$45.00 per month, but not to exceed \$540 in a fiscal year, depending on available funding.
- E. Inclusion in the above clothing allowance and cleaning reimbursement procedure may be extended to uniformed troopers in plainclothes assignments with the approval of the Deputy Director.

### XIII. Peace Officer Standards and Training (POST) Training Coordinator Clothing Issue.

- A. The POST basic training manager, training coordinators, and district training coordinators are expected to maintain a level of dress consistent with the definition of business casual attire on page 1 of this procedure.
- B. The above requirement, and job-related activities that may damage clothing (such as handling crime scene training materials, working on training vehicles and engaging in outdoor training activities), coupled with the need to be easily identifiable as POST training supervisory staff while engaging in activities requiring full range of motion, such as demonstrations of defensive tactics or physical fitness training, create eligibility for a clothing issuance to POST training coordinators and the basic training manager.
- C. Dependent on available funds and appropriation and in conformity with state and federal regulations, POST may issue clothing to wear during training activities to eligible employees.
- D. POST-issued clothing is worn only when engaged in POST-related work, including travel for POST-related work.
- E. Business casual attire is required for all meetings with entities other than POST.
- F. Other POST staff may purchase authorized POST clothing items at their own expense and wear it during working days unless they are scheduled to attend meetings with entities other than POST.