



**BURLINGTON POLICE DEPARTMENT  
DEPARTMENT DIRECTIVE**

**DD02.02 Grooming Standards, Uniforms, Equipment, Inspections &  
Use of Tobacco Products**

Reviewed and published June 7, 2021

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**PURPOSE:** To define the Department's policy for personal grooming and uniform standards, authorized equipment, inspections, and use of tobacco products.

**POLICY:** It is the policy of the Burlington Police Department to create a professional, safe, and businesslike work environment in order to maximize employee productivity and satisfaction and to present a positive image to the public.

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**I. GROOMING STANDARDS**

The following shall serve as grooming standards for all sworn personnel of the Burlington Police Department (BPD):

- A. **Hair** – Hair must be clean, neat, and styled; it shall not be unkempt. Hair shall not be worn in a style that could present a safety hazard (including hair that may be easily grabbed or used to control the officer). Hair may not be worn in such a manner that it will rest or fall below the eyebrows or affect peripheral vision; it must be secured such that no portion falls below the base of the collar of a uniform or dress shirt. Hair pins, ties, or other securing items should closely match the color of the hair. Conspicuous accessories are not authorized. Hair shall not interfere with the normal wearing of all standard-issue headgear.
  
- B. **Tattoos and piercings** – Employees will not have profane, obscene, or offensive tattoos. Questionable tattoos may be referred for examination to Department members versed in the symbols and codes associated with gangs, narcotics, and white supremacy, among other criminal or offensive references. Officers will not wear dangling or dangerous piercings—i.e., those that can be grabbed and/or yanked—that are visible or accessible while in uniform.

- C. **Facial hair** – Sideburns shall be neatly trimmed and shall be no more than one-inch wide at the widest point and shall not extend below the lowest part of the earlobe. Mustaches shall not extend below the upper lip line. Mustaches must be trimmed around the mouth to allow both lips to be clearly visible. Beards and mustaches will be neat and trimmed. Facial hair around the mouth must be trimmed away from the lips. Facial hair around the chin and cheeks cannot interfere with the wearing of safety equipment (e.g., N95 masks or similar protective masks or gas masks). Facial hair will not be scraggly or unkempt. The wearing of facial hair shall not be used as a short-term alternative to shaving. Goatees will not be permitted. The Bureau Deputy Chief will have authority on a case-by-case basis for the keeping of beards and facial hair.
- D. **Exceptions** – These grooming standards may be waived for officers involved in undercover operations with the approval of the Bureau Deputy Chief. On a case-by-case basis, the Department will assess requests for religious exemptions. Additionally, officers may obtain medical exceptions related to shaving and submit them to the Bureau Deputy Chief for review.
- E. **Grooming standards for civilian employees** – All civilian employees shall maintain appropriate hygiene and grooming to present a professional image to the community.

## II. UNIFORMS AND EQUIPMENT

The following guidelines apply to sworn employees when wearing the Burlington Police uniform:

- A. **Approved uniforms and equipment.** Only clothing, equipment, and accessories issued by the Burlington Police Department (and therefore approved by the Chief of Police) or otherwise approved by the Deputy Chief of Operations shall be carried or worn while on duty in uniform. All such equipment, clothing, and accessories shall be neat, clean, functional, and worn in the manner prescribed by the Department. For jury trials, officers assigned to the Uniformed Services Bureau (USB) will wear the Class A uniform.
  - 1. Bicycle Unit Officers will wear their assigned equipment with the following adjustments:
    - a. They will wear a bicycle helmet.
    - b. They may also wear black gloves, dark shoes, and cargo shorts or bike pants.
  - 2. Motorcycle Officers will wear their Class A or B uniform of choice with the following adjustments:
    - a. They will wear a Department-issued motorcycle helmet and tall leather motorcycle boots.
    - b. They may wear issued motorcycle breeches, issued leather jacket, and black gloves.
- B. **Definitions of Uniform Class:**

1. Honor Guard

8-point hat	Metal badge
BPD Dress Blouse	Class A Pants with trouser-leg braid
Class A long-sleeve shirt with tie with silver tie bar	High-gloss duty belt worn in prescribed manner with required equipment in high-gloss carriers
High-gloss boots with black socks	

2. Class A

8-point hat / black watch cap / soft vinyl winter hat	Metal badge and name plate
Class A long-sleeve shirt with tie with silver tie bar or Class A short-sleeve shirt	Class A Pants with trouser-leg braid; Lieutenants and above wear ½-in braid
Internal vest carrier with body armor	Duty belt worn in prescribed manner with required equipment
Optional: Department-issued award ribbons	Polished leather shoes or boots with black socks

3. Class B

BPD ball cap / black watch cap / soft vinyl winter hat	Metal badge and name plate
Class B long-sleeve or short-sleeve shirt	Department-issued Class B cargo pants, or brand and type as approved by the Deputy Chief, Operations
Internal vest carrier with body armor – or -- external vest carrier with body armor worn in prescribed manner with required equipment	Duty belt worn in prescribed manner with required equipment
Optional: black long-sleeve turtleneck worn under Class B long-sleeve shirt	Duty shoes or boots with black socks. Footwear shall be solid black in color, clean and well maintained
Optional: A straight baton, side-handle baton, or expandable baton	

4. Class C

BPD ball cap / black watch cap / soft vinyl winter hat	Metal or cloth badge and name plate or cloth name patch
Class C quarter-zip shirt in long sleeve, short sleeve, or winter weight / BPD polo short-sleeve shirt—all shirts must have collars (i.e., t-shirts alone are prohibited)	Department-issued Class B cargo pants, or brand and type as approved by the Deputy Chief, Operations
External vest carrier with body armor worn in prescribed manner with required equipment	Duty belt worn in prescribed manner with required equipment
Optional: drop flex adaptor for the Department-issued holster, one leg strap only, with the pistol grip backstrap even with the duty belt, as approved by the Deputy Chief, Operations	Duty shoes or boots with black socks. Footwear shall be solid black in color, clean and well maintained
Optional: straight baton, side-handle baton, or expandable baton	

5. Class D: Training

BPD ball cap / black watch cap	Metal badge on belt or in wallet
Weather-appropriate shirt	Durable pants
Internal vest carrier with body armor	Duty belt worn in prescribed manner with required equipment
Optional: External vest carrier with body armor worn in prescribed manner with required equipment	Closed-toe shoes, sneakers, or boots
	Eye protection / Ear protection

**C. Minimum Equipment:**

1. Officers wearing the Class A uniform shall wear upon their duty belt at minimum:
  - a. A Department-issued firearm with a magazine in a Department-issued holster
  - b. Two Department-issued pistol magazines in an approved magazine carrier (in total, officers are to carry no more than three pistol magazines on their person)
  - c. Medical gloves / exam gloves (optional: in a glove pouch)
  - d. Oleoresin-capsicum spray in an approved holder
  - e. A Department-issued or approved flashlight
  - f. One pair of steel handcuffs (optional: in a handcuff pouch)

- g. A Department-issued portable radio
- 2. Officers on patrol in Class B uniform shall also wear upon their duty belt
  - h. A Department-issued Electronic Control Device (ECD) in a Department-issued holster (officer must be ECD trained and certified)
  - i. A Department-issued tourniquet
- 3. Officers on patrol in Class C Uniform or those on patrol in Class B uniform who use the external vest carrier shall wear all items listed in (1) and (2), above, but may, as preferred, move any or all items (b) through (i) from the belt to the external vest carrier. Officers may also wear other optional tactical equipment as permitted. If officers in the Class C Uniform have Velcro BPD patches, there must be a patch on each shoulder.
- 4. Officers on patrol will wear a body-worn camera (BWC) and operate it in accordance with “DD14.1 Body Worn Camera Systems.” Officers will affix the BWC to their outermost shirt or jacket on their torso in a manner that maximizes its ability to capture audio and video. Officers choosing to wear the optional external vest carrier may affix the BWC to the carrier.

**D. Optional Tactical Equipment** – Optional equipment includes but may not be limited to: the straight baton, side-handle baton, or expandable baton the drop-flex adaptor for the pistol holster; rifle magazines (no more than one on the officer’s person in addition to the magazine in the weapon); a first-aid kit. Optional equipment may only be adopted immediately after a relevant training cycle during which the equipment was used in training. For example, the adoption of an optional drop flex adaptor for the Department-issued holster may only occur subsequent to annual firearms training during which the adaptor is used and the employee successfully completed training.

**E. Uniform Items:**

- 1. Hats:
  - a. The wearing of the 8-point uniform hat is encouraged because it quickly identifies a police officer and is traditionally part of the uniform. The 8-point hat or other approved hats according to class of uniform—the BPD ball cap, the black watch cap, and the soft vinyl winter hat—shall be readily available during duty hours and must be worn in a “straight away” fashion while directing traffic or during special events.
  - b. When temperatures are below 32° Fahrenheit, officers are authorized to wear a cold weather hood, black and made of thin fabric such as Polar-Tech or microfiber that fits close to the head and fully exposes the face presenting a trim appearance without bulk. Hoods are authorized to be worn with all classes of uniform and must be worn with an approved uniform hat.
- 2. Jackets:
  - a. The Department issues one authorized parka-style jacket with a zip in/out liner. (The liner is not to be worn alone. It may, however, be worn without the jacket so long as it is worn under the external vest carrier and over the quarter-zip shirt for additional warmth.)

- b. The Department issues reversible raincoats that can be worn with all classes of uniform as weather conditions warrant.
  - c. Nylon windbreaker style “raid” jackets are to be worn by on-duty members of service performing police duties in plainclothes. The raids jacket is not authorized for wear with any class of the BPD uniform.
3. Shirts:
- a. Uniform shirts will be kept completely buttoned with the exception that the neck button may be left open when the tie is not worn. The only clothing to be visible beneath any shirt at the neck shall be a white or black t-shirt or the internal vest carrier.
  - b. With the approval of the Shift Commander, an officer may wear either a Department-issued long-sleeve or short-sleeve shirt, depending upon the weather conditions.
  - c. With the exception of the Bicycle and Motorcycle Units, black gloves are NOT authorized with the short-sleeve uniform shirt absent circumstances that warrant; e.g. effecting an arrest or conducting a pat down or frisk.
  - d. Firearms instructors on a firearms range will wear red shirts with “Instructor” or similar variant to denote their role.
4. Badge and Name Identification:
- a. With the exception of officers in undercover assignments, officers shall at all times wear some form of identification indicating their name and badge number, as well as some insignia or name indicating Department identification. The Department shall make available some form of identification for each iteration of the uniform that officers wear. All uniform shirts and jackets will display shoulder patches.
  - b. Officers will wear their badge over their left breast pocket and on their outermost layer of their uniform or external vest carrier. (When wearing a raincoat or jacket, the badge can remain on the uniform shirt or external vest carrier, particularly in the winter when officers don and doff the jacket with great frequency.)
  - c. An officer’s nametag shall be displayed over the right breast pocket of the uniform shirt and may contain a single line beneath the officer’s name on the same tag, indicating a specialty (i.e. Field Training Officer, EMT, etc.). The size of the nametag and its lettering, as well as what specialty may be displayed, will be at the approval of the Deputy Chief of Operations.
  - d. Upon request, officers are required to provide their name and badge number verbally. Officers may also provide the information in writing or on a business card.
5. Traffic Vest:
- a. Officers assigned to details requiring them to be in the roadway will wear the issued traffic vest while they are exposed to moving traffic.
6. Rain Jacket:
- a. Officers will be issued a high-visibility, reversible, waterproof, windproof rain jacket that they may opt to use on days with inclement weather or precipitation.

7. Snow Pants:

- a. When temperatures are below 32° Fahrenheit and officers are performing duty outdoors for an extended period, officers may wear black snow pants (i.e., insulated nylon pants), so long as the pants do not interfere in anyway with access to the officer's equipment. The pants will be personally supplied by officers, and are subject to a supervisor's approval based on condition, color, and function. Logos should be absent or minimal.

**F. Body Armor:**

1. Officers shall wear only agency-approved armor.
2. Officers who are assigned to a uniformed function and non-uniform sworn officers are required to wear body armor while engaged in patrol or field activities during both regular duty and extra duty activities.
3. The only exceptions to the above policy are:
  - a. When an agency-approved physician certifies that an officer has a medical condition that would preclude wearing body armor. (Note: such a prescription shall result in a light-duty assignment, excepting a determination according to II.F.3.c, below.)
  - b. When the officer is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor.
  - c. When a Deputy Chief or the Chief determines that circumstances make it inappropriate to mandate wearing body armor.

**G. Uniform Prohibitions:**

1. When an officer is off duty, he or she may not wear the police uniform without the approval of a supervisor. If such approval is granted, the uniform may only be worn in its entirety. At no point will an off-duty officer in uniform patronize an establishment whose primary business function is the sale of alcoholic beverages.
2. No Department equipment, clothing, or accessories shall be loaned to non-officers, except with permission of a supervisor.

**H. Plainclothes assignments and light duty** – the following guidelines apply to sworn employees performing non-uniform assignments.

1. Officers shall dress to present a neat and professional image.
2. Outerwear, shoes, belts, and other accessories shall be neat, clean, and properly worn.
3. The employee's supervisor shall determine appropriate attire beyond the guidelines stated above.
4. The above may be waived for officers involved in undercover operations or other operations that may make the wearing of business clothes impractical.

I. **Beach and Parks employees** – will wear the uniform and equipment issued them:

Ball cap	Lined windbreaker / rain jacket
Polo shirt	Cargo shorts
Portable radio & carrier	Duty belt with O.C. spray and holder
Glove pouch (if requested)	Boots or sneakers

J. **Community Service Officers (CSOs)** – will wear the uniform and equipment issued them:

Ball cap	Lined windbreaker / rain jacket
Department-issued shirt	Cargo pants
Internal vest carrier with body armor	Duty belt with O.C. spray and holder
Portable radio & carrier	Boots or sneakers
Glove pouch (if requested)	

K. **Proper attire for civilian employees** – all civilian employees shall dress in clothing appropriate for a business environment. Worn or soiled garments, jeans in disrepair, tank tops, and athletic apparel or “athleisure” apparel (e.g., yoga pants worn alone) are prohibited during work hours. Other garments deemed inappropriate by the Bureau Deputy Chief may be prohibited; the Bureau Deputy Chief is required to provide written notice to the civilian employee explaining the nature of the impropriety.

### III. HEARING PROTECTION

Protective hearing devices are issued to each officer. Replacements are available through the Officer in Charge or the Supply Manager. Officers must wear or have available on their person hearing protection in the following: Burlington International Airport Security Information Display Area (SIDA); Burlington International Airport Operations Area (AOA); the firing range; and any other high-noise environment (e.g., large crowds, construction sites, concerts with electronically reproduced sound, etc.).

### IV. DAILY DEPARTMENT EQUIPMENT

The following equipment should be available at all times for use by officers:

- A. Universal precautions, including rubber gloves and protective face masks
- B. Tactical body armor and ballistic helmets



- C. Personal Body Armor – the Department shall issue personal body armor to all sworn personnel. All body armor issued shall comply with current National Institute of Justice standards. Vests are to be replaced every five years at the Department’s expense.
- D. Speed-measuring devices
- E. Shotguns and rifles

Officers shall notify their supervisor if these items are missing or damaged.

It shall be the responsibility of the Supply Manager to replenish required equipment when notified an item is missing.

## **V. PERSONAL EQUIPMENT**

Only Department-issued equipment and apparel, or personal equipment or apparel authorized by the Chief of Police or his/her designee, may be worn while on patrol.

## **VI. PERSONNEL INSPECTIONS**

- A. Personnel inspections occur daily at Roll Call. The inspection is an informal check by the Officer in Charge to ensure that officers reporting for duty are appropriately groomed and attired. This inspection shall include equipment carried on the duty belt or external vest carrier. It is the responsibility of the Officer in Charge to detect deficiencies and to bring the matter to the attention of the affected employee and to ensure that corrective action is taken.
- B. A written report to the Deputy Chief of Operations shall be required only if the affected officer is unable or refuses to correct the deficiency. Further, a report is required if the deficiency constitutes an immediate safety hazard to the officer, or any other person or if the deficiency constitutes a violation of Department Rules.

## **VII. EQUIPMENT INSPECTIONS**

- A. It shall be the responsibility of each officer reporting for duty to ensure that all equipment within his/her control is in proper working order. Each officer shall insure that the cruiser is clean at the beginning and end of each shift and that all on board equipment is present and functioning. Officers shall sign out all equipment to be included in cruisers: shotguns, rifles, Alco-Sensors, lasers, etc. Any problems with equipment shall immediately be brought to a supervisor’s attention.
- B. The Supervisor of each shift shall ensure equipment is signed out appropriately and perform periodic inspections of equipment and cruisers. Inspections and reported deficiencies shall be reported daily using the Shift Report.

- C. It shall be the responsibility of the Deputy Chief of Administration or his/her designee to ensure that all deficiencies noted on the Shift Reports are investigated and that appropriate corrective action is taken.


### **VIII. FIREARMS INSPECTIONS**

- A. Every Department-issued or Department-approved duty weapon, including personally-owned rifles authorized for on-duty carry, will be inspected annually during firearms qualifications. The weapon(s) shall be visually inspected by a certified firearms instructor to insure that it is/they are in proper working order. Additionally, firearms instructors may conduct periodic weapons inspections at roll call. No one is authorized to add any equipment to their Department-issued or personally owned rifles being used for duty other than equipment listed in the current policy. Additional equipment or modifications to Department-issued or personally owned rifles carried for duty must be approved by the Firearms Supervisor, a Deputy Chief, or the Chief of Police.
- B. Written documentation shall be required for each inspection stating the date of the inspection as well as the serial number of each weapon and the name of the employee authorized to carry it. Copies of the firearms inspection report shall be maintained in the Office of Training and Recruitment.

### **IX. USE OF TOBACCO PRODUCTS**

- A. Smoking and the use of any tobacco, nicotine, or CBD products, including any and all e-cigarettes or vaporizers, aka “vapers,” such as Juul, are prohibited in Burlington Police Department facilities and vehicles (including all satellite facilities such as the Airport and current or future sub-stations). They are also prohibited in view of the public. Employees who smoke may do so while taking authorized breaks, and only in a designated smoking area or an area that is a sufficient distance from the entrance to ensure that smoke does not enter the building. All materials used for smoking, including cigarette butts and matches, must be extinguished and disposed of in appropriate containers.
- B. Violations of this policy should be reported to a supervisor or Human Resources. Human Resources can provide information about Vermont’s quit smoking and tobacco services, such as 802quits.org, for employees who wish to quit smoking.

*Reviewed and adopted by the Burlington Police Commission on May 25, 2021.*

  
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Jon Murad, Chief of Police (acting)

June 7, 2021  
Effective Date

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