

JACKSON POLICE DEPARTMENT

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APPEARANCE AND EQUIPMENT

2.1 PROFESSIONAL APPEARANCE

- A. All employees are expected to maintain a professional appearance, to adhere to conservative 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.

2.2 UNIFORM

- A. The issued department 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 officer appropriately.
- B. Both long and short sleeve shirts are authorized and the choice of which is worn will remain at the discretion of the officer, unless otherwise directed by a supervisor.
- C. For uniformed patrol and community service officers, 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 officers 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 officers assigned to patrol shall utilize the issued duty belt and carry the issued firearm, handcuff, pepper spray, collapsible baton, Taser®, three handgun magazines, and a portable radio.
 - 2. Unless otherwise authorized by the Chief of Police, officers assigned to the investigations unit shall carry the issued firearm, one pair of handcuffs, two 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 personnel if in black carriers:
 - a) Flashlight Ring

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- 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 officer's feet. Footwear shall be clean and polished, but a high reflective polish is not required.
 - b) In inclement weather, officers 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 authorized headgear.
 - i) A black knit cap (watchman type).
 - ii) A black baseball type cap issued by the department with the department logo or badge.
 - iii) A white, structured, straw or felt western hat that conveys a professional uniform appearance.
 - iv) During inclement weather, other headgear may be approved.
 - iiv) 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 personnel are authorized to wear gloves during their duty hours. The preferred color of glove is black, however work gloves

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- may be used when handling dirty objects and sharp or rough materials.
- b) During inclement weather, warmth is a higher priority than fashion, and officers are permitted to wear whatever gloves shall 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 officer'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 rain coat will be issued and can be worn at the officer's discretion.
11. Inclement/Extreme Weather
- a) Uniformed personnel are authorized to wear black snow pants during periods of inclement weather providing they do not prohibit the officer'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 with the department.
 - 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, however, they may be worn on all long sleeved uniform shirts if the officer desires.
13. Medals and insignia may be worn as authorized by the Chief of Police.
14. Body Armor
- a) The department will provide every sworn officer 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 recognized that some members may have a physical or medical condition restricting their ability to wear body

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armor. Any member claiming a restriction will obtain a detailed written justification from a licensed physician describing the condition that prevents the wearing of body armor. When presented with a physician's recommendation to exempt an officer from wearing body armor, the Chief of Police will make the final determination as to whether or not the officer is exempt from the body armor requirements set forth in this policy.

15. Attire for Court Appearances
 - a) Employees may wear the department's issued uniform to court or dress professionally in appropriate plain clothes. Acceptable plain clothes include:
 - i) Male members may wear a business suit or sport coat and slacks with a conservative tie along with suitable footwear.
 - ii) Female members may wear pant-suits, skirted business suits, dresses suitable for a business environment, conservative or understated jewelry, and suitable footwear.
 - iii) If an employee has a question in regards to what is professional or suitable, the employee should seek an interpretation from a supervisor.
 - iv) On occasion, the prosecutor's office may specifically recommend that a uniform is or is not to be worn for a specific court appearance. Employees will comply with the prosecutor's recommendation.
16. Personal Grooming Standards
 - a) Hair
 - i) 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 $\frac{3}{4}$ inch above the top of the eyebrow.
 - ii) Female hairstyles that would normally not conform to the standards outline 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.
 - iii) 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.
 - iv) Hair may not be dyed to other than a natural hair color.
 - b) Facial Hair

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- i) Mustaches are authorized but may not be longer than the lower lip nor extend more than ½ inch past the corner of the mouth.
 - ii) Sideburns may not extend below the earlobe.
 - iii) Goatees and beards are allowed from November 1 to April 15th. They are to be kept neatly trimmed and no longer than 1/2 inch in length. Goatees and sideburns are prohibited for uniformed personnel at all other times.
- c) Jewelry
- i) Uniformed members may wear conservative rings and watches so long as they do not interfere with the officer's ability to perform their job.
 - ii) In addition, female members may wear one small conservative earring in each ear lobe.
 - iii) No other jewelry is authorized.
- d) Tattoos are generally permitted in areas of the body that may be covered by clothing. All tattoos on the arms and legs must be completely covered by the uniform. No tattoos are permitted on the neck, face, hands, or head.

2.3 BODY WORN CAMERA

A. PURPOSE

1. The Jackson Police Department sees the value that a body worn camera (BWC) provides to capture evidence, document crime scenes, to protect officers and the agency against false claims of misconduct, to identify needs in training, and to ensure that policies and procedures of this agency are adhered to while engaged in police services.
2. This policy is intended to provide officers with instructions on when and how to use (BWCs).

B. POLICY

1. It is the policy of this department that each officer assigned to the patrol division will wear a BWC while on-duty.
2. Officers shall activate the BWC to "record" mode in the following incidences, providing the officer can safely do so.
 - a. DUI investigations
 - b. DRE investigations
 - c. Domestic Violence investigations
 - d. Presentation of DUI search warrants commanding the Defendant to submit to the warrant
 - e. DUI blood draws
 - f. Forced blood draws allowed by policy
 - g. Search warrant entries/clearing

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- 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 made
 - l. Prolonged, unwitnessed interviews with members of the opposite sex
 - m. Serious injury collisions
 - 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 officer perceives to be high liability
 - p. Anytime an officer believes their interaction with someone will lead to a complaint against them or the agency
 - 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 a member of the public who has been seized with reasonable suspicion.
- C. PROCEDURES
1. Administration: This agency has adopted the use of the BWC to accomplish several objectives. The primary objectives are as follows:
 - a. BWCs allow for accurate documentation of police-public contacts, arrests, investigations, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.
 - b. Audio and video recordings also enhance this agency's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.
 - c. The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.
 2. Incomplete or failed recordings; viewing of recordings by unauthorized personnel
 - a. If an officer fails to activate the BWC as directed by this policy, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated as part of the official police report.
 - b. Civilians shall not be allowed to review the recordings at the scene nor without the consent of a supervisor.
 3. Procedures for BWC Use

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- a. BWC's are issued primarily to uniformed personnel as authorized by this department. Officers who are assigned BWC equipment must use the equipment unless otherwise authorized by a supervisor.
 - b. Police personnel shall use only BWCs issued by this 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 agency.
 - c. BWC equipment is the responsibility of individual officers 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 officer's supervisor as soon as possible so that a replacement unit may be procured.
 - d. Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.
 - e. Officers 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. Officers 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.
 - f. Officers shall mark all recordings appropriately to ensure the proper retention period on the servers.
 - g. Officers shall mark all evidentiary recordings as evidence as soon as practical, so they can be retained to assist in the prosecution of criminal cases.
 - h. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
 - i. If an officer is suspected of wrongdoing or involved in an officer-involved shooting or other serious use of force, the department reserves the right to limit or restrict an officer from viewing the video file.
 - j. Officers shall note in reports when recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports.
4. Restrictions on Using the BWC

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- a. BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not generally be used to record:
 - i. Communications with other police personnel without the permission of the Chief Police;
 - ii. Encounters with undercover officers or confidential informants;
- 5. Storage
 - a. All images and sounds recorded by the BWC are the exclusive property of this department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
 - b. Files should be securely stored in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution.
- 6. Supervisory Responsibilities
 - a. Supervisory personnel shall ensure that officers equipped with BWC devices utilize them in accordance with policy and procedures defined herein.
 - b. At least on a monthly basis, supervisors will randomly review BWC recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.
 - c. 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.