

**City of Hampton**  
***Animal Control***  
**Administrative Guidelines**

|   |   |
|---|---|
| <b>Title:</b><br><p style="text-align:center"><b>Uniform, Dress and Personal Appearance</b></p> | <b>Guideline Number:</b><br><p style="text-align:center"><b>A-105</b></p> |
| <b>References:</b>  | <b>Date Issued:</b><br><p style="text-align:center"><b>May 2006</b></p>   |

**I. Purpose**

To establish standards and guidelines for staff required to wear city-issued uniforms and standard personal appearance.

**II. Policy**

All staff shall present a neat, clean and professional appearance. Uniforms shall consist of only those items issued by the Hampton Animal Control Division, which are in compliance with this procedure. Each employee is responsible for maintaining all uniforms and equipment in a serviceable condition. Employees shall report any damaged or worn uniforms to their supervisor.

**III. Procedure**

- A. The uniforms and equipment outlined in this directive are the official uniform. Changes in uniform or personal appearance required for particular duty assignment shall be approved through the chain of command. Authorization for uniform or equipment changes shall be obtained from the Animal Control Supervisor prior to requisition.
- B. Issued uniforms and related equipment remain the property of the City of Hampton and are subject to inspection by supervisory personnel at any time. Upon termination, the employee's supervisor will ensure that all City-owned property is return to the Animal Control Division.
- C. Animal Control Officers shall be issued and maintain the following uniform items:
  - 1. Four long-sleeved and four short-sleeved shirts with Animal Control shoulderpatches.
  - 2. Four uniform trousers
  - 3. One multi-purpose coat. The coat shall have the standard Animal Control shoulder patches, and display a name badge, or patch.
  - 4. Footwear shall be plain toe, black boots, or solid black sneakers. Footwear is not provided by the City of Hampton.
  - 5. The officer's badge shall be worn on the left side of the shirt, in the badge hanger. The nameplates shall be worn on the right breast pocket flap of the uniform shirt, horizontally centered on the top portion of the pocket flap. An embroidered or sewn on name tag shall be maintained on the outermost garment.

6. Long-sleeved shirts: All pockets and sleeves will be completely buttoned except for the top collar button, which may remain open. A uniform tie is optional. If any undershirt garment is visible, it shall be blue, or black in color. A dark blue, or black turtleneck, or mock turtleneck is permissible in winter months only with a long sleeve shirt.
7. Short-sleeved shirts: The short-sleeved shirt shall be worn with the top collar button unbuttoned. Undershirt garments shall be blue or black in color and have short sleeves. No turtlenecks shall be worn with the short sleeved shirt.

D. Miscellaneous uniform items:

1. Belts and leather accessories shall be black in color.
2. No miscellaneous items shall be worn with the uniform unless first being approved by the Animal Control Supervisor.
3. Hats may be worn if approved by the Animal Control Supervisor.
4. No unapproved garment shall be worn over the uniform.
5. Bulky articles shall not be carried in the shirt or jacket pockets.
6. Shirt and jacket pockets should be buttoned.
7. Only black or dark blue socks, are permitted while wearing the uniform.
8. All sunglasses worn by officers in uniform and other on-duty members must be conservative in style and design and have only subdued grey, green, black or brown lenses.
9. Animal Control issued Polo shirts may be worn, Holidays, weekends, and on emergency call status. Badges must be visibly seen when in a polo shirt.
10. Uniformed officers may wear black or blue crew neck shirts underneath the Polo shirts. There will be no long-sleeved shirts worn under short sleeve Polo uniform shirts. In all cases, undergarments will not extend beyond the sleeve/collar length of the uniform shirt.
11. All officers shall be required to carry their City of Hampton Identification Card and their Taser in its issued holster.
12. Necklaces or bracelets shall not be visible when worn with uniforms. Uniformed female members shall not wear colorful decorative hair ornaments. Only female members may wear small button earrings.

E. No part of the uniform may be used for personal, off-duty wear. Officers shall obtain approval from the Animal Control Supervisor before wearing the uniform off- duty. Drinking alcoholic beverages while wearing the uniform is prohibited. Uniforms may be worn when commuting directly to or from work.

F. An officer appearing in court on a case directly related to the performance of duty as a division member shall be considered “on duty” for uniform and civilian clothing purposes.

Court dress for male officers who wear civilian clothing shall consist of coats and ties of contemporary style, or button up shirts with slacks. Female officers who wear civilian clothing shall be also dress in business attire.

- G. All staff shall maintain personal habits of cleanliness and hygiene.
1. Clothing shall be wrinkle-free and mended if repairs are needed.
  2. Colors will not be significantly faded or with stains.
  3. Buttons will be in place and patches affixed if required.
  4. A nametag or an embroidered name should be visible if the wearing of such is required.
  5. Shirts with tails will be tucked in and a belt worn. If appropriate to wear, tennis type shoes will not be in disrepair (holes, tears, etc) or extremely dirty.
  6. If authorized, leather shoes and belt gear will have a coat of shine applied so that the color is not faded. Agents such as mud, oil, snow, etc. will be wiped off of shoes frequently to give a clean appearance.
  7. Men's hair is to be of short or medium length and must be neatly groomed. The length or bulk will not be so excessive as to present a ragged, unkempt, or extreme appearance. No hair shall show under the front brim of the uniform cap. Hair will be styled so that the hair under the cap line will not protrude or blow in the breeze.
  8. Male members in uniform will keep the hair combed so it will not fall over the ears or eyebrows, nor will it touch the collar except for the closely cut hair at the base of the neck.
  9. Female members in uniform may wear the hair below the collar, as long as it is kept neat and out of the face.
  10. Male members may wear sideburns that are neatly trimmed. The base must be a clean-shaven horizontal line and will not extend below the lowest portion of the ear unless groomed and grown with a beard. Sideburns will not be flared more than one-fourth inch wider at the bottom than their natural width at the top.
  11. Moustaches will be neat and will not extend beyond the corners of the mouth, unless groomed and grown with a beard. Moustaches will not extend beyond the edge of the top lip. The outline of the upper lip must be present.
  12. Beards will be neatly trimmed, and worn close to the face. Beards will not be worn on the sides or front of the neck.
  13. Makeup of female members must be conservative.

|   |                                      |
|---|--------------------------------------|
| Authorized by:<br> | Revision Date:<br>September 15, 2011 |
|---|--------------------------------------|