

**KINGSPORT POLICE DEPARTMENT
GENERAL ORDER**



SUBJECT: Uniform, Clothing, Dress, and Appearance	NO. 406.1
EFFECTIVE DATE: August 4, 2025	NO. OF PAGES: 12
AS#: 22.1.6; 41.3.4; 46.1.11	NEW, AMENDS: May 9, 2025

I. PURPOSE

Every police department is considered to be a paramilitary-type organization having distinct and defined roles with clear expectations from the public. With this type of functionality in our society, it is paramount for personnel within this organization, not only to conduct themselves as professionals, but to look as one also. Uniform, dress, and appearance standards are established in order to present to the public a police department whose personnel are neat, clean, and professional in appearance at all times. (AS/26.1.1)

II. PERSONAL APPEARANCE AND GROOMING

All employees of the department shall present a neutral, consistent, uniform, and professional image to effectively relate to and respect all segments and cultures of the community we serve. Uniform, dress, and appearance standards are necessary to promote employee safety, facilitate public recognition and gain the trust, confidence and respect of the public; the courts and peers; as well as, the respect and support for the rights and privileges provided to citizens by the state and U.S. Constitution.

- A. Appearance – All employees shall maintain a neat, clean, and professional appearance at all times when working.
- B. Hygiene – All employees shall adhere to good and healthful hygiene practices in keeping their entire body and work area neat, clean, free of dirt, grime, grease, odors, or any other personal condition that may be considered offensive to co-workers and the general public.
- C. Facial Hair -A neatly groomed and maintained mustache, goatee, or beard is authorized for all employees and the following appearance standards shall apply.
 - a. Beards/goatees shall be worn contiguous with a mustache, and the facial hair shall not exceed 1/2” inch in length. The beard will be uniform in length and no portion of the beard may be noticeably longer than the rest. Beards/goatees must be a natural color and natural in shape with no patterns or designs. Anything that is immediately unsightly, unprofessional, unkempt, or extreme in appearance will not be allowed. No braids, bows, or other accessories are allowed in

beards/goatees.

- b. Mustaches are permitted and the mustache shall be neatly trimmed and shall not extend over the top lip, or vertically or horizontally beyond the corners of the mouth. Mustaches must be a natural color and natural in shape with no patterns or designs. Anything that is immediately unsightly, unprofessional, unkempt, or extreme in appearance will not be allowed. No braids, bows, or other accessories are allowed in mustaches.
- c. A closely trimmed beard/goatee/mustache is permissible, so long as it is neatly trimmed and well defined not having the appearance of just being unshaven for the day.
- d. Supervisors will ensure employees adhere to these standards and maintain a professional appearance. A supervisor may require an employee in violation to correct a deficiency immediately. Employees not adhering to the guidelines set forth in this policy shall be subject to immediate loss of said privilege as well as disciplinary procedures.
- e. The wearing of facial hair shall remain at the discretion of the Chief of Police or designee.

D. Hair – Hair shall be kept neat, clean, and well-groomed so as not to present an unkempt and unprofessional appearance. Hairstyles shall not be fashioned, colored, or cut in a manner that could be considered to undermine the confidence and respect of the public; establish a lack of public trust, or create an issue with public recognition of the police. Also, hairstyles shall not interfere with the wearing of the departmental hat, when applicable.

- 1. Males – Hair length/styles may touch the top of the ear, but shall not cover any part of the ear, nor shall it extend below the top of the shirt collar. Sideburns shall not extend below the ear canal or have a flared appearance.
- 2. Females – Hair length/styles may touch the shirt collar or extend below the bottom of the collar no more than 6” inches. Longer hair may be worn “up” so long as it does not interfere with the wearing of a departmental hat if required.
- 3. All employees are warned to wear their hair in styles and lengths that give consideration to safety. Hair may become caught in machinery, fences, or become a “handle” in a fight.

III. GENERAL POLICY

A. Basic Appearance

- 1. All employees shall properly maintain their uniforms and clothing to be neat, clean, pressed, and repaired.
- 2. All employees shall keep their shoes/boots clean and shined. Sworn officers shall keep their duty gear clean, shined, properly finished, and in good working condition at all times.

3. Issued uniforms, decorations, or insignia shall not be worn or mixed with civilian attire.
4. Unless granted exception by orders herein or as authorized by the Chief of Police; uniformed employees shall wear only uniforms, decorations, insignia, and duty gear that is issued or otherwise provided by the Kingsport Police Department.
5. All uniformed employees shall keep their shirrtails tucked and all pockets buttoned. All employee's uniforms/clothing shall be properly worn so as to present a neat and professional appearance.
6. Uniformed personnel shall have the option of wearing either the long-sleeve or short-sleeve uniform shirt. However, all conditions and restrictions in this order are in effect.
7. Generally, the Chief of Police may grant exceptions to policies and regulations set out by this Order. However, it is recognized that situations may arise that dictate the need to deviate from these directives. Supervisors may make such exceptions for a specific and justifiable cause.
8. Based on a physician's written documentation or as approved by Bureau commanders, health and safety concerns may justify deviation from policy for temporary periods of time. (*Ex: White socks may be authorized due to an injury or illness to the feet.*)
9. Strict obedience to policies may be temporarily waived if the situation requires the expediting of service to the public.

IV. UNIFORMS

- A. Control – Any uniform worn by employees shall only be of the style, color, and type issued by the Kingsport Police Department.
- B. Funding – Quantity and type of uniforms provided will be dependent upon available funds.
- C. Issued Items – Generally, the department will provide uniform items (hat, shirts, trousers, ties, raincoats, coats, and related decorations and insignia). Gun belts will be provided to sworn police officers.
- D. Non-Issued Items – All employees shall be responsible for providing trouser belts, undergarments, socks, gloves, shoes, etc.
- E. Distinction – Uniforms issued to employees shall be of a type and color that clearly distinguishes non-sworn personnel from sworn police officers.
 1. Sworn officers: when wearing the duty- uniform:
 - a. Winter Coat – police style – dark blue with departmental patch
 - b. Belt (trouser type) – black plain or basket weave.
 - c. Gloves – Black.
 - d. Hat – round police style and baseball style -navy blue with department issued badge.

- e. Toboggan – Plain navy blue or black.
 - f. Shirt (long and short sleeve) – navy blue.
 1. Class A: Long sleeve shirt w/tie.
 2. Class B: Long sleeve shirt w/open collar.
 3. Class C: Short sleeve shirt w/open collar.
 - g. Shoes (low quarters or boots) plain toe – black leather, or a fabric combination (imitation leather acceptable).
 - h. Socks – Dark blue or black.
 - i. Raincoats/rain cap, reversible – lime green.
 - j. Ties – navy blue clip-on or Velcro (*worn with long sleeve shirt*).
 - k. Trousers – navy blue.
 - l. Canine officers may wear navy blue BDU's for daily duty when they are working with their canines. Cloth badges on the chest are authorized.
2. Parking Enforcement Officers (PEO), Correction Officers (CO) shall wear uniforms and accessories of the following:
 - a. Coat – police style, long or short – navy blue with departmental patch.
 - b. Belt – trouser type – black plain or basket weave.
 - c. Gloves – black.
 - d. Toboggan –dark blue or black
 - e. Shirt – long or short sleeve – polo style w/monogram
 - f. Shoes – low quarters or boots, plain toe – black leather, shine-able (imitation leather acceptable).
 - g. Socks – dark blue or black
 - h. Raincoats/reversible – lime green
 - i. Ties – navy blue clip-on Velcro (*worn with long-sleeve shirt*).
 - j. Trousers – dark blue.
 3. Communication Specialists: shall wear clothing according to S.O.P. established by the 911 Director.
 4. Communications Technicians: shall wear uniforms and accessories according to S.O.P. established by the Telecommunications Maintenance supervisor.
 5. Uniforms for civilian volunteers or Explorers shall be addressed in other General Orders.
 6. The SWAT Commander may designate specialized uniforms for team members to be worn during training and activations.
 7. Blue coveralls may be authorized by the Chief of Police for employees required to perform tasks of an unusual nature or labor.

V. OFFENSIVE or SUGGESTIVE MATERIALS

- A. ALL employees, volunteers, Explorers, or student interns while working are strictly prohibited from displaying or wearing any removable or permanent decoration, ornament, tattoo, jewelry, dental ornament, button(s), branding, body piercing, dermal implant(s), clothing or any other item(s) that directly or indirectly undermines the confidence of the public by advocating crime, violence, discrimination, belonging or affiliation with any anti-government, gang or subversive group/cult, or that could be perceived as patently profane, obscene, sexually suggestive, offensive, or that could suggest a discriminatory bias toward any person, organization, religion, political party, entity, business, or any other for any reason.

- B. ALL employees, volunteers, Explorers, or student interns while working are strictly prohibited from wearing, displaying, affixing any permanent or temporary piece of jewelry (with exception), tattoo (with exception), branding, body paint, body art, ornament, decoration, accessory, sub-dermal, trans-dermal, or micro-dermal body modification or augmentation or other object on any visible or noticeable part of the body, including but not limited to the face, forehead, chin, ears, nose, tongue, wrist, teeth, eyebrow, neck, arms, hands, fingers or any other place where the items are either noticeable through clothing or not covered at all.

VI. EXCEPTIONS or EXEMPTIONS

A. Jewelry

- 1. One ring per hand (wedding and engagement ring combination shall be considered as one)
- 2. Non-uniformed personnel may wear necklaces/bracelets
- 3. Uniformed personnel may wear necklaces/bracelets as long as they are not visible at any time while in uniform
- 4. Non-uniformed female personnel may only wear one (1) earring in each ear

B. Medically necessary items

- 1. Contact lenses
- 2. Hearing aids
- 3. Medical alert necklace/bracelet
- 4. Reconstruction or tattoos to restore a pre-incident appearance due to injury, disease or other illness

5. Other medically necessary procedures as approved by the Chief of Police

C. Tattoos

1. Shall be in compliance with Section V, sub-A of this General Order.
2. Tattoo(s) may only be visible on the arms from the shoulder to the wrist and will not be permitted above the collarbone or below the wrist. A ring tattoo on the left hand depicting a wedding symbol is permissible.
3. Shall not undermine the City of Kingsport Police Department's values and mission, nor be suggestive or considered advocating racial, ethnic, religious, or sexual hatred or discrimination of any individual or group.
4. The Chief of Police shall have final authority in determining if the tattoo does not meet the standard set forth in this General Order.

VII. MISCELLANEOUS

- A. Sworn officers wearing class B or C uniform shall wear a white crew neck style t-shirt/undershirt visible with the open collar.
- B. The department issued ball cap is authorized to be worn or shall be optional performing daily duties or making routine business contacts with the public. The department issued formal dress hat shall be kept readily available for use as needed. The formal dress hat shall be worn during the following, but not limited to:
 1. Funeral attendance/details
 2. When deemed appropriate, proper, or reasonable (i.e. media gatherings, etc.).
 3. Formal settings where the wearing of the hat would be considered customary (i.e. Police Memorial ceremonies, graduations, etc.)
 4. As directed by a supervisor or a member of the Executive Staff.
 5. The toboggan may be worn during cold weather conditions when freezing temperatures are occurring. The toboggan shall only be worn when wearing the long sleeve shirt or the uniform jacket/coat. Neck warmers / scarves – navy blue or black – may also be worn during colder weather.
 6. As an option, Uniformed Patrol Officers are authorized to wear the summer uniform during the time period of May 15 to September 15 as the regular duty uniform. The summer uniform consists of department issued navy blue shorts and issued short sleeve uniform shirt. The summer uniform may also be worn by any sworn personnel working special events, i.e. Funfest, Bristol Race, parades, outdoor festivals, concerts, etc. during the same

time period. Department issued ball cap, black low cut socks and all-black athletic style shoes/boots shall be worn with this uniform.

7. Sworn and civilian uniformed employees shall be permitted to wear sunglasses while in uniform. Sunglasses shall not be mirrored; have a mirrored appearance; or, have multi-colored lenses or frames. Sunglasses shall not be of a design that creates an unprofessional image.
8. While in uniform, officers shall not display or otherwise make noticeable any item (i.e. pens, sunglasses, eyeglasses, etc.) that distracts from the neatness and simplicity of the uniform.
9. Situations not covered herein shall be referred to the Chief of Police. Approval or disapproval will be determined upon the written request by the individual wanting to deviate from policy.

VIII. UNIFORM DECORATIONS/INSIGNIA

- A. Control – All decorations and insignia worn by employees shall only be of a style, color, and type issued by the Kingsport Police Department.
- B. Standard Decorations and Insignia- badges shall be nickel with gold inlay; name plates shall be nickel. Chevrons for Corporal and Sergeant shall be nickel color.
- C. Authorized Insignias – Employees in uniform shall wear decorations and insignia as follows:
 1. Badges – Badges shall be worn centered above the left breast pocket. The hat badge shall be worn centered on the uniform hat.
 2. Nameplates – Shall be worn centered in the right pocket flap with the top edge of the nameplate resting on the second seam.
 3. Rank Insignia:
 - a. Chief of Police – Stars
 - b. Deputy Chief – Eagle
 - c. Commander – Oak Leaf
 - d. Captain – Double bar
 - e. Lieutenant – Single Bar
 - f. Sergeant – 3 Stripes
 - g. Corporal – 2 Stripes
 - h. F.T.O. – 1 Stripe

4. Rank Display – Lieutenant and above shall wear the rank insignia on the shirt collar, centered in the “V” portion. Rank worn with winter coat shall be placed on the epaulets. Sergeants, Corporals, and FTOs shall wear rank insignia below the departmental patch with the top of the rank insignia touching the bottom of the departmental patch, the rank insignia on the right sleeve shall be equal distance on the other sleeve.
5. Awards – Award ribbons may be worn on the uniform shirt. They shall be centered on the left shirt pocket in order of precedence going from heart to shoulder. They shall consist of only those commendations issued by the Kingsport Police Department and specified in General Order 435.1 Section III B.
6. Patches – The Police Department patch shall be worn ¾” inch below the left shoulder seam. The Police Department patch shall be worn on the left sleeve of coats ½” inch below the shoulder seam.
7. Service Hash Mark depicts five years of service with KPD. If worn, they shall be displayed on the forearm of the left sleeve of the long sleeve shirt and/or coat.

IX. DUTY GEAR

- A. Control – All duty gear worn by sworn uniformed police employees shall only be of style, type, and color as issued by the Kingsport Police Department.
- B. Funding – Quantity and type of duty gear provided will be dependent upon available funds.
- C. Issued Items – Generally, the department will provide the following items in regard to duty gear: gun belt, holster, ammo pouches, and handcuff case with one pair of cuffs, baton ring, and radio holder. All duty gear items shall be of black basket weave design.
- D. Generally and depending on available funds, the department will provide the following duty gear for plain-clothes sworn officers: holster for department issued firearm, ammo pouch, and handcuffs with case. All items shall be of brown or black leather (or substitute material such as nylon). A badge/ID case and/or pocket ID may be issued.
- E. Non-Issued Items – Sworn officers may, at their own expense, wear flashlight holders, double double-compartment handcuff case, extra cuffs, and a utility knife. Such items shall be similar to that of regular issue items being of black basket weave design nylon. Exception: Knife cases may be plain black leather. Plain-clothes sworn officers may, at their own expense, carry other items such as extra handcuffs, knives, speed loaders or ammo magazines.
- F. Knives – Sworn officers are authorized to carry a utility knife solely for the purpose of carrying out general duties and designated specialized assignments of police operations. The police utility knife shall not be intended for use as a weapon and may only be used in a defensive posture under exigent circumstances. Police utility knives shall be housed in a scabbard, sheath, case, or folded and secured by a fastening device so as to ensure officer safety, retention, and concealment. The knife shall be carried in the least obtrusive manner possible, and consistent with the officer’s duty assignment or tactical deployment.

G. Prohibited uses are as follows, but not limited to:

1. Display a knife in any offensive or threatening manner without legitimate operational justification;
2. Carry a knife in any manner other than clipped in a pocket, inside the shirt, vest, or boot; and, in a department-approved scabbard, sheath, or case. Any fixed-blade knife shall be carried in a concealed manner at all times;
3. Carry a knife in any other manner not outlined in this policy or approved by the Chief of Police;

H. Wear – Duty gear shall be worn as follows:

1. Belt buckle – worn to create a straight line with the zipper flap and shirt button flap (gig-line).
2. Holster – with the exception of shoulder or ankle holsters, the holster will be worn on the strong-hand side. Sworn female officers may carry their firearm in a purse when not in uniform.
3. Ammo pouches – worn on the strong hand side between holster and buckle for revolvers; opposite side for semi-automatic pistols.
4. Handcuff case – side opposite holster or behind holster.
5. Baton ring – side opposite holster.
6. Radio holder – side opposite holster.
7. Optional items – sides or back

IX. NON-UNIFORM (CIVILIAN) DRESS

A. Control – Employees of the following ranks or assignments are authorized to wear civilian dress while working:

1. Detectives
2. Vice Detectives
3. Executive Staff (Captain and above).
4. Officers assigned to Administrative positions w/approval.
5. Officers on special assignment and as authorized by a supervisor.
6. Civilian employees.

- a. Requirements for civilian employees will be addressed in Section XII of this General Order.
- B. Funding – Generally, officers in certain positions and who are authorized to wear civilian dress may be provided a clothing allowance. Amount of such allowances will be authorized by the Chief of Police by special order and dependent on funding.
- C. Issued Items – Clothing allowances shall be only used to purchase dress coats, jackets, shirts, pants, belts, and ties.
- D. Non-Issued Items – Officers receiving clothing allowances will be responsible for providing undergarments, socks, gloves, shoes, etc.
- E. Distinction - Sworn officers assigned to investigative or administrative functions are permitted to wear business casual attire during work duties.
 1. For court purposes, officers shall adhere to the following:
 - a. Business casual attire is acceptable for sworn officers attending city court and General Session court.
 - b. For Grand Jury and Criminal Court appearances, dress shirt, tie, coat or suit, or uniform for males; dress, dress suit, slacks and blouse, or uniform for females.
 2. The attire shall conform to that worn by the business/professional community, being conservative in appearance and style. Ex: open buttoned-down collared shirt or golf-style polo shirt and dress pants or khakis.
 3. Female sworn officers are also permitted to wear blouses, knit tops, dresses or skirts.
 4. Tactical-style pants for investigative or administrative sworn personnel are also permitted on a limited basis with sufficient reason and must be approved by the supervising Lieutenant of the unit.
 5. Dress shoes or casual shoes shall be worn; however, tennis shoes are prohibited, except as a condition of a medical provider's written excuse and will be evaluated on a monthly basis. A tactical-style boot is permitted to be worn when wearing tactical pants.
 6. Any article of permitted clothing shall not be designed to draw attention to the wearer and shall be in good repair, i.e., no holes, patches, washed out, or faded.
 7. Vice officers may dress more casual, except for court appearances, utilizing blue jeans and sports clothing or other styles as necessary for undercover assignments.
- F. All officers shall wear clothing and shoes that will allow for the pursuit of fleeing criminals by means of running, jumping, bending, climbing, etc.

- G. Weather conditions, type of work to be performed, call-outs, and special requirements of an assignment may require an alternative dress different from the requirements in this section. Supervisors may authorize such alternatives and in the absence of a supervisor, each employee must justify their alternative dress.

X. NON-UNIFORM IDENTIFICATION

- A. Occasionally, officers dressed in civilian attire do not openly wear police department identification in order to be recognized for obvious safety reasons. In cases where it is desirable or needed for a civilian clothed officer to be readily identified as a police officer, identifying credentials should be worn on the outermost garment such as a coat/shirt pocket, or clipped to the waistband of trousers, pants, or skirts for ease of identification. In tactical situations, badges may be worn hanging from the neck with an appropriate type of chain.

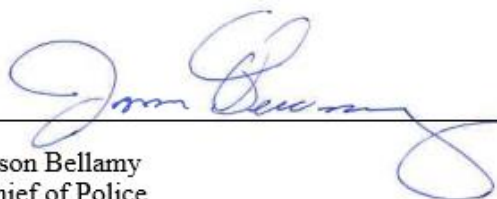
XI. CLASSROOM/TRAINING ATTIRE

- A. When attending a classroom setting, regardless of the location, all employees shall be dressed in a collared shirt to professionally represent the Department and, if needed, be available to respond to a call or provide back-up. Shorts, tank tops, flip flops, swimsuits, jogging pants, etc. are strictly prohibited.
- B. Officers attending training held outside the traditional classroom, such as the firing range or defensive tactics, will have the ability to wear t-shirts, sweatshirts, or hoodies, provided they professionally represent the Department.

XII. CIVILIAN EMPLOYEE – DRESS

- A. The department does not provide clothing to non-uniform civilian administrative or support employees. Non-uniform civilian employees shall wear clothing that conforms to that worn by support personnel of the business/professional community, being conservative in appearance and style. Ex: open buttoned-down collared shirt or golf-style shirt, and dress pants or khakis. Collared shirts with department or city logo (purchased by the employee) may be worn. Female civilian employees may also consider wearing blouses, knit tops, dresses, or skirts. Denim jeans may be worn on Fridays. Jeans shall not be so designed to draw attention to the wearer and shall be in good repair, i.e. no holes, patches, or washed out or with a faded look. Dress shoes or casual shoes shall be worn; however, tennis shoes are prohibited, except as a condition of a medical provider’s written excuse, and will be evaluated on a monthly basis.

So, ordered, this the 4th day of August, 2025.



Jason Bellamy
Chief of Police

Accreditation Reference Standard: 26.1.1; 41.3.4; 46.1.11