

MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

CRAIG GREENBERG
MAYOR

JACQUELYN GWINN-VILLAROEEL
CHIEF OF POLICE

TO: All Personnel

FROM: Jacquelyn Gwinn-Villaroel
Chief of Police

DATE: November 1, 2023

RE: Uniform SOP Revisions
General Order #23-006



As a follow-up to Colonel Humphrey's email from September 21, 2023 regarding uniforms and inspections, I am announcing updates to certain LMPD SOPs. Timeframes for compliance and accommodations related to these updates are noted.

Details on optional Class B uniform fittings, upcoming equipment issuance, and planned, future revisions to Class C, Class D, and Class E uniforms are also included.

SOP Updates

SOP 4.2, Uniform Guidelines, has been revised in the following ways:

- Adding language regarding the department's intention to support employees in their compliance with this SOP consistent with an employee's gender identity or expression.
- **Uniforms, 4.2.1 – 4.2.3**
 - Removing references to Class D and Class E Uniforms (see SOP 4.5 notes, below).
- **Hair, SOP 4.2.6***
 - Clarifying hair style and hair coloring guidance;
 - Updating hair and facial hair standards for sworn members;
 - Adding a compliance assurance and enforcement process related to these standards; and

- Providing information on how to request a religious, medical, protected class, or other accommodation under these standards.
- **Body Art, SOP 4.2.9**
 - Expanding allowable tattoo locations to include one (1) visible ring tattoo around the base of one (1) finger that conforms with the size and content standard included in this SOP;**
 - Expanding allowable tattoo locations to include cosmetic tattoos (i.e., permanent makeup) that conform with the standards included in this SOP; and
 - Updating and clarifying language regarding prohibited content or imagery in tattoos.

* Sworn personnel will be given a grace period of **30** days from the effective date of this SOP revision to come into compliance with the updated hair and facial hair standards in SOP 4.2.6 or to request an accommodation under the standards. After such grace period, sworn personnel may be disciplined for the violation of this SOP, up to, and including, termination.

** Current LMPD recruits and sworn personnel who possess existing hand tattoos that are not in compliance with the expanded body art policy that allows for only one (1) visible ring tattoo around the base of one (1) finger **will not** be required to remove or cover any existing hand tattoos. Current recruits and sworn employees are directed to document any such existing hand tattoos in excess of one (1) visible ring tattoo around the base of one (1) finger by photo and provide the photos to their supervisor, so that their grandfathered status under this SOP can be ensured.

Recruits or sworn personnel who choose to get a tattoo that is out of compliance with this SOP following its effective date **must** have the tattoo removed at the member's own expense, or they may be disciplined for the violation of this SOP, up to, and including, termination.

SOP 4.12, Dress and Equipment Requirements for Plainclothes Sworn Personnel, has been revised in the following ways:

- Adding language regarding the department's intention to support employees in their compliance with this SOP consistent with an employee's gender identity or expression;
- Updating the descriptions of appropriate plainclothes work attire for sworn personnel;
- Clarifying hair style and hair coloring guidance; and

- Removing the requirement to conceal firearms at all times while in plainclothes attire.

Class B Uniforms and Fittings

Fittings for the new Elbeco brand optional Class B uniform will be held at the Summit Wellness Center on Monday, November 13, through Friday, November 17, from 0700 to 2000 (7:00 am – 8:00 pm).

As of June 1, 2024, only the new Elbeco brand optional Class B uniform is to be worn. Existing optional Class B or C uniforms or the official Class A Flying Cross brand uniforms are to be worn until that time.

Planned Revisions to SOP 4.5, Class C Uniform; SOP 4.6, Class D Uniform; and SOP 4.7, Class E Uniform

SOP 4.5, Class C Uniform, will be revised substantially. As of June 1, 2024, the former Class C optional patrol uniform must no longer be worn.

The existing language of SOP 4.5 will be deleted in its entirety and replaced with language that describes the uniform and equipment requirements for LMPD specialty unit sworn members. As a result, all references to the Class C optional patrol uniform will be deleted from the SOPs.

Accordingly, additional updates to **SOP 4.5, Class C Uniform; SOP 4.6, Class D Uniform; and SOP 4.7, Class E Uniform**, will follow.

Sworn members who are working in specialty units are to follow the directives of division commanders regarding specialty unit uniforms until such time as a new specialty unit uniform SOP is released.

Equipment Issuance

The department is investing in new outer carriers and rifle plates for sworn members. Timelines for issuing this new equipment will follow.

All members having computer access are responsible for reading, understanding, and acknowledging receipt of the affected SOP(s) listed and this General Order, using the PowerDMS Document Management System. Members without computer access will continue to sign an accountability roster, as they have in the past.

All commanding officers will ensure their personnel are made aware of this information.

This General Order will be posted in each division, section, or unit for a period of ten (10) days. Please refer any questions through the appropriate chain of command.

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Chapter: Uniforms and Equipment	
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4.2 UNIFORM GUIDELINES (KACP 12.1)

4.2.1 POLICY

It is the policy of the Louisville Metro Police Department (LMPD) to present a positive and professional image to the community while serving in an official capacity. Therefore, members will adhere to the prescribed uniform requirements while on-duty or working secondary employment.

An employee will be supported in complying with SOP 4.2 consistent with the employee's gender identity or expression and will be required to comply with the same standards of dress and appearance that apply to other LMPD sworn members.

4.2.2 UNIFORM TYPES

The wearing of each uniform is directed by the duty assignment or by approval of the Chief of Police. There are three (3) uniforms authorized by the LMPD:

- Class A Uniform (refer to SOP 4.3)
- Class B Uniform (refer to SOP 4.4)
- Class C Uniform (refer to SOP 4.5)

All uniform items will be in accordance with the current LMPD uniform contract specifications, which can be found on the LMPD Intranet. Click on the "Research and Development" button, click on the "Other Information" link, and double click on the "Uniform Contracts" folder.

4.2.3 GUIDELINES FOR UNIFORMED SWORN MEMBERS

The following apply to uniformed members:

- All uniformed members will wear the uniform, as designated by the Chief of Police.
- The Chief of Police, or their designee, may designate the appropriate uniform of the day to be worn during special events and according to the nature of the officer's assignment.
- The Chief of Police, or their designee, may designate the appropriate attire to be worn by a specific specialty division/section/unit. This designation is based on the nature and scope of duty of the specialty division/section/unit. Only members who are currently assigned to the specialty division/section/unit may wear the approved attire.
- Members have the option of wearing the long sleeve or short sleeve uniform shirt year-round. This applies to all classes of uniforms, unless otherwise instructed by the Chief of Police, or their designee.
- Each respective uniform must be worn in its entirety and be approved by the Chief of Police.
- The uniform will be worn only during on-duty hours, while in court, when working secondary employment, and on other occasions, as approved by the Chief of Police (e.g., awards banquets, memorial services, etc.).
- The Class A and Class B uniforms are the standard uniforms worn for secondary employment. It is permissible to request to wear plainclothes (refer to SOP 2.4).

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4.2.3 GUIDELINES FOR UNIFORMED SWORN MEMBERS (CONTINUED)

- Members will wear only the uniform prescribed for their position and assignment.
- A member with the rank of lieutenant or above may wear, in lieu of a gun belt and accessories, a departmentally-approved holster and a departmentally-approved pistol (refer to SOP 4.13).
- Civilian clothing will not be worn with any distinguishable part of the uniform.
- The uniform should fit well and be neat, clean, and properly pressed. All metal and leather must be polished.
- The uniform will not be worn with jewelry or personal ornamentation other than those authorized by policy.
- Members are prohibited from carrying any equipment that has not been authorized by competent authority.
- All uniform items and equipment are to be in good repair, free of tears, worn spots, stains, and/or any damage that affects the functionality of the item.

4.2.4 OWNERSHIP OF ISSUED UNIFORM EQUIPMENT

Upon a member's termination of service, issued uniform equipment listed on the Property Checklist for Retired/Resigned/Terminated Officers form (LMPD #05-02-0301) will be returned to the department. Probationary members must return all issued uniform clothing and departmentally-issued articles prior to an extended leave of absence.

4.2.5 REPLACEMENT OF UNSERVICEABLE UNIFORM ARTICLES

Uniformed members are responsible for replacing issued uniform articles that become unserviceable due to normal duties. Uniformed members who are possessing issued uniform articles that become unserviceable due to direct enforcement action must:

- Submit a Report of Lost/Stolen/Defective/Damaged Uniform Articles and Equipment form (LMPD #03-04-0180).
- Take the damaged article to the member's immediate supervisor and to the division/section/unit commander, who will inspect the article to determine if the damage is irreparable and that the incident occurred as reported. The immediate supervisor and the division/section/unit commander will review the request for replacement.
- The division/section/unit commander will forward the form, through the appropriate chain of command, to the Assistant Chief of Police/Administrative Bureau.
- If the claim is substantiated and the article is found to be unserviceable, a replacement article will be furnished to the member by the department, as required by the current applicable collective bargaining agreement (CBA).

4.2.6 HAIR

A uniformed sworn member's hair, regardless of style, should not at any time interfere with the proper wearing of any of their equipment, the member's safety and effectiveness, or the function of any police duties. Extreme

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4.2.6 HAIR (CONTINUED)

hairstyles (i.e., Mohawks, shaved-in lines other than a part, shaved-in images, etc.) or hair coloring in hues that are not found in the natural spectrum of human hair (i.e., pink, blue, purple, green, florescent colors, etc.) is prohibited.

The following apply to male **sworn** uniformed members' hair:

- Hair will be **clean and** neatly **combed or brushed**, trimmed and groomed, and **will** not be worn in a style that extends more than one (1) inch from the head. **Decorative items, such as ribbons or beads, will not be worn in the hair.**
- The back of the hair will not extend beyond the top of the uniform shirt collar when the head is held erect.
- Hair will not extend over any part of the ear.

The following standards apply to male sworn members' facial hair:

- **Mustaches will be neatly trimmed and may not extend below the corner of the mouth, nor may they obscure the upper lip or extend to the side more than ½ inch beyond the corners of the mouth. Sideburns will not be more than one (1) inch wide, will not extend below the bottom of the earlobes, and will be neatly trimmed. The maximum length of the beard cannot exceed ¼ inch and must be neatly trimmed. The Chief of Police may rescind this permission at any time.**
- Furthermore, if deemed necessary by the departmental Health and Safety Officer (HSO), beards or mustaches will be shaved for any required mask fitting or usage, as appropriate.
- In emergency situations where gas masks/Air-Purifying Respirators (APRs) must be donned, commanding officers may require affected personnel to shave in order for masks to seal properly. Officers who choose to wear beards must keep a shaving kit in their division/section/unit, or in their assigned vehicles, for immediate availability in emergency situations.

Female **sworn** uniformed members' **hair will be clean and neatly combed or brushed, trimmed and groomed.** Female sworn uniformed members will wear their hair **at a** length that does not extend below the shirt collar or worn in a style (e.g., **bun**, French braid) that does not extend **more than two (2) inches** below the shirt collar. **Ponytails that extend more than two (2) inches below the shirt collar are not recommended due to officer safety concerns, as they may be a grab hazard or entanglement hazard. Decorative items, such as ribbons or beads, will not be worn in the hair.**

For all uniformed sworn members:

- **Wigs and hairpieces will conform to the standards established above.**
- **Hair accessories should not be shiny or brightly colored, which could jeopardize member safety.**

Enforcement and Compliance

If a supervisor believes that a sworn uniformed member is not in compliance with any provision of SOP 4.2.6, the supervisor will seek an independent assessment from a second supervisor, preferably of a higher rank.

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4.2.6 HAIR (CONTINUED)

If both supervisors concur that the sworn uniformed member is not in compliance, the member will be approached in a private setting and in the presence of at least two (2) supervisors.

After advising the member of the standards of SOP 4.2.6 and the member's perceived non-compliance, the member will be given the opportunity to demonstrate compliance (i.e., measuring beard length, extension of hair from scalp or below the collar, etc.) The uniformed sworn member will conduct their own measurements. **At no time will a supervisor make physical contact with a member for purposes of determining compliance with this SOP.**

Final authority regarding compliance rests with the division commander. In the event of a member's non-compliance, the member will be granted a reasonable amount of leave time to correct the deficiency (i.e., shave, adjust hair style, etc.) and return to duty.

All incidents of non-compliance will be properly documented. Any discipline will be delivered in accordance with the applicable CBA.

Accommodations

The department will consider accommodations to these standards for religious and other protected class reasons, medical need, and on a case-by-case basis. A member may submit a request for accommodation through their chain of command to LMPD Human Resources (HR).

Further, the Chief of Police may exempt a sworn member from SOP 4.2.6 based on the nature and scope of duty of the sworn member.

For sworn plainclothes uniform standards, refer to SOP 4.12 (Dress and Equipment Requirements for Plainclothes Sworn Personnel).

4.2.7 JEWELRY

Members should use discretion in the wearing of jewelry. Choker-type necklaces will not be worn with the uniform. Religious, ornamental, or identification type necklaces may be worn with the uniform, but the necklace and any item connected must be concealed. Members are limited to one (1) ring per hand. Wedding sets are considered one (1) ring. Female members are limited to wearing one (1) $\frac{1}{4}$ inch post earring per ear while in uniform. Male members will not wear earrings unless in a covert capacity and with prior approval of their supervisor.

4.2.8 UMBRELLAS

Umbrellas are not considered approved equipment and will not be used by a member in uniform.

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4.2.9 BODY ART

Body art is defined as procedures used to alter the body's appearance, such as branding, piercing (other than the earlobe for standard earrings), scarification, tongue splitting, or tattoos. For the wearing of jewelry, refer to SOP 4.2.7.

In order to promote uniformity and present a professional image to the community, body art on the hands, neck, face, or any part of the head is prohibited, except as noted below.

Sworn members are prohibited from having visible body art, excluding tattoos, on any part of the body, while in uniform, or while performing an official duty in non-uniformed attire, unless otherwise approved by the Chief of Police. This includes secondary employment in an official capacity.

Tattoos that contain or depict sexist, sexually explicit, racist, vulgar, anti-social, gang-related, or extremist group-related content or imagery; convey sexual, religious, ethnic, or other legally protected class intolerances; or that may bring discredit upon the LMPD are prohibited, regardless of visibility.

Whether a tattoo's content is deemed appropriate or inappropriate is at the discretion of the Chief of Police.

4.2.10 HIGH-VISIBILITY APPAREL (KACP 10.5b)

The department provides members, whose job description requires them to perform duties on roadways or other areas affected by vehicular traffic, with a high-visibility vest that complies with current Federal Highway Administration/Department of Transportation (DOT) standards (ANSI/ISEA 207-2006). Members, while on-duty, off-duty, or performing secondary employment, regardless of whether on public or private property, will wear the high-visibility vest while performing the following traffic control duties:

- Directing traffic
- Stationary traffic checkpoints
- All motor vehicle accident scenes, except those where all involved vehicles have been removed from the roadway to a parking lot or location where exposure to vehicular traffic is limited
- While performing any task outside of their vehicle on any interstate highway/expressway
- Any other situation where they are exposed to vehicular traffic for an extended period of time
- At the direction of a commanding officer

Members will put on the high-visibility vest at the first reasonably practical time, after arriving at the scene of an incident requiring the vest. Members are not required to wear the high-visibility vest on routine traffic or pedestrian stops or during other enforcement actions where it is impractical to wear the vest. Nothing in this policy prevents a member from wearing the high-visibility vest in other situations not listed, where they feel it would enhance officer safety. However, consideration should be given to those situations where a member might be exposed to added danger as a result of wearing the high-visibility vest (e.g., possible armed subject).

During inclement weather, when rainwear or a jacket is worn, the high-visibility vest will be worn over the rainwear or jacket. Members may use personally-owned high-visibility rainwear or jackets, purchased at their own expense, instead of the departmentally-issued vest, as long as they meet or exceed the ANSI/ISEA 207-2006 standard and all departmental uniform policies.

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4.2.11 BODY-WORN CAMERA (BWC)

Members should refer to SOP 4.31 regarding the proper procedures for wearing and utilizing the BWC.

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4.12 DRESS AND EQUIPMENT REQUIREMENTS FOR PLAINCLOTHES SWORN PERSONNEL (KACP 12.1)

4.12.1 POLICY

All plainclothes officers will abide by this policy with the exception of units specified by the Chief of Police, or their designee. Officers and detectives who work, or have the potential to work, in an undercover capacity or in certain specialty units may dress according to standards established by their commanding officer (refer to SOP 4.28).

An employee will be supported in complying with SOP 4.12 consistent with the employee's gender identity or expression and will be required to comply with the same standards of dress and appearance that apply to other LMPD sworn members.

4.12.2 DRESS

Officers will be neat, clean, and well-groomed. Clothing will consist of a business-like appearance that promotes a professional image of the department.

Male plainclothes officers will wear a dress shirt, or other collared shirt, and dress pants. Sweaters, sports jackets, or suits are optional. Dress shirts with ties may be required by division command. Earrings are prohibited, except as provided in SOP 4.2.7. Tight, revealing, or otherwise inappropriate work attire is not allowed.

Female plainclothes officers will wear dress pants, dress shirts, blouses, sweaters, skirts, or dresses. Tight, revealing, or otherwise inappropriate work attire is not allowed.

Solid-colored polo shirts, with the official Louisville Metro Police Department (LMPD) patch embroidered on the left breast area, may be worn at the discretion of the division/section/unit commander. The officer's first initial and last name will be embroidered on the right breast area. Division/section/unit commanders are responsible for approving the shirt colors. The departmental patch may only be worn on the approved polo shirts and corresponding attire will maintain business casual standards.

4.12.3 HAIR

Male officers' hair will not extend completely over the ears or below the top of the shirt collar. Extreme hair styles (i.e., Mohawks, shaved-in lines other than a part, shaved-in images, etc.) or hair coloring in hues that are not found in the natural spectrum of human hair (i.e., pink, blue, purple, green, florescent colors, etc.) is prohibited.

Beards, mustaches, sideburns, and goatees are permitted in accordance with the policy contained in SOP 4.2 (Uniform Guidelines).

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4.12.3 HAIR (CONTINUED)

Female officers' hair must be neat in appearance. Extreme hairstyles (i.e., Mohawks, shaved-in lines other than a part, shaved-in images, etc.) or hair coloring in hues that are not found in the natural spectrum of human hair (i.e., pink, blue, purple, green, florescent colors, etc.) is prohibited.

If secondary employment dictates that a uniform is to be worn, an officer whose normal duty assignment is non-uniform will conform to the more stringent requirement in SOP 4.2 (Uniform Guidelines).

4.12.4 EQUIPMENT

Plainclothes officers will carry the following equipment:

- Firearm with at least one (1) fully-loaded spare magazine
- ASP, baton, Oleoresin Capsicum (OC) spray, or Conducted Electrical Weapon (CEW) (carrying a CEW while in plainclothes is optional)
- Appropriate badge and identification (ID) card
- Departmentally-approved handcuffs. Handcuffs will be either black in color or silver, chrome, or other natural colors of metal. Any other colors, excluding handcuffs that have been altered in color by the department, will not be used while on-duty or off-duty.

Plainclothes officers will have departmentally-issued green wristbands readily available at the scene of an incident for identification purposes to other responding officers or civilians (refer to SOP 4.28).

Plainclothes officers are prohibited from carrying equipment that has not been authorized by competent authority.

4.12.5 FIREARMS

Officers who are wearing plainclothes attire must have their badge displayed next to their duty holster, or otherwise visible, at all times.

Members should refer to SOP 8.2.8 and SOP 8.2.9 for information on court attire and securing firearms, and/or concealment of firearms, when wearing business attire to court, respectively.

4.12.6 BADGE AND IDENTIFICATION

Patrol officers who are permanently assigned to detective positions will be assigned a detective badge and ID card. Unless approved by the Chief of Police, or their designee, only the following sworn personnel will be assigned a detective badge and ID card:

- Major Crimes Division detectives
- Criminal Interdiction Division (CID) detectives

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4.12.6 BADGE AND IDENTIFICATION (CONTINUED)

- Patrol Bureau detectives

If a detective is temporarily assigned to a detail or performs secondary employment requiring a uniform, they will wear the detective badge, in accordance with SOP 4.10. If a detective is permanently transferred or reassigned to a uniform position, or if an officer is permanently transferred or reassigned to a detective position, they will contact the Assistant Chief of Police/Administrative Bureau, or their designee, within seven (7) days to obtain an appropriate replacement badge. Officers and detectives are prohibited from exchanging badges with each other.

Officers and detectives who are permanently transferred or reassigned to, or from, a uniform or detective position will also go to the LMPD Photo Lab within seven (7) days and obtain an appropriate ID card. Uniformed officers who are temporarily assigned to a state, federal, or departmental task force will not be issued a detective badge or ID card.

4.12.7 TEMPORARY ASSIGNMENT

Officers who are temporarily assigned to a unit will dress appropriately for the assignment, as directed by the unit supervisor and/or in accordance with SOP 4.2 (Uniform Guidelines).

4.12.8 COURT ATTIRE

Officers will appear in court in uniform or appropriate business attire (refer to SOP 8.2).