

Burleson Police Department
Administrative Policy and Procedures

Number: 03-003

Document Title: Uniforms and Personal Appearance

Effective Date: 9/21/2007

Last Revised Date: 03/23/2023

CALEA Standards Referenced: 22.1.6; 22.1.8a-c; 26.1.1; 41.3.4; 41.3.5; 41.3.6; 61.2.3e

ISSUING AUTHORITY: _____

Billy Cordell, Chief of Police

I. Policy

As representatives of the City of Burleson, it is imperative that all employees maintain the highest standards of personal appearance at all times. Employees of the Burleson Police Department must present a neutral and uniform image to effectively relate to all segments of the population they serve. In addition, certain regulations are necessary to promote the personal safety of the employees of the Burleson Police Department. This directive establishes the requirements for personal appearance of employees and the proper wearing of departmentally issued or approved uniforms and accessories. Employees shall wear only those articles of uniform clothing and accessories as authorized in this directive. [22.1.6]

The Department's Deputy Chief will facilitate the efficient issuance of all clothing and equipment within the Department with the use of a purchase order. Personnel will request items needed by completing the designated form (Purchase Order Request), present the form to the Deputy Chief who in turn, will issue a purchase order number. Police Department employees will promptly turn in equipment to the Deputy Chief once it is no longer serviceable or needed.

II. Personal Appearance [22.1.6]

A. Employees shall maintain a neat, well-groomed, conservative appearance in their uniforms and civilian attire. Appearance and personal hygiene in the work place is of great importance.

B. Civilians and sworn officers wearing civilian clothing will adhere to the City of Burleson Personnel Policy outlining Dress Code in section 4.6 and 4.7.

C. Body Art – Tattoos

Only those personnel, who have previously reported tattoos on their arms and documented to their personnel files, are allowed to have those visible when in uniform. No additional personnel will be allowed to expose tattoos on their arms during the course of their duties. No other tattoos will be allowed to be seen while exercising employment with the Burleson Police Department. Employees with tattoos on other areas of their body, i.e. legs, neck, etc. will keep these covered while performing their duties. Those employees documenting their arm tattoos will not be allowed to add any additional tattoos that are visible while performing their departmental duties. (Refer to Policy 03-007 Tattoo, Brands, and Body Modifications)

III. Uniform Appearance - All Commissioned Personnel [22.1.6]

A. In order that Burleson Police Officers are consistent in appearance and readily identifiable, the authorized uniform for commissioned officers of this department shall consist of only those brands and styles/material approved by the Deputy Chief or their designee and be worn according to the following guidelines:

1. Class A Uniform

The Class A uniform shall consist of regulation navy polyester blend trousers (no cargo pockets) paired with navy long sleeve uniform shirt of like fabric. In addition, it shall include a Garrison style hat, black tie, collar brass; commendation bars maximum of 12 (optional), metal badge, and metal name tag either Brush Silver or Gold, depending on rank, with the first initial and last name. Duty approved black footwear will be worn with black socks. White socks are only permitted when worn with boots and are not visible. Authorized Class A duty belt will be either the complete department regulation leather basket weave or complete approved synthetic basket weave.

2. Class B Uniform

The Class B uniform shall consist of regulation navy polyester blend trousers (with or without cargo pockets) paired with long or short sleeve navy shirt of like fabric. They are worn with no tie. Class B uniforms will be worn with metal nameplate and metal badge. Commendation bars paired with collar brass are optional. For the rank of Captain, Deputy Chief and Chief, collar rank insignia will be worn. Duty approved black footwear will be worn with black socks. White socks are only permitted when worn with boots and are not visible. Class B duty belt will be either the complete department regulation leather basket weave or complete synthetic basket weave or complete black nylon gear.

3. Class C Uniform

Class C uniforms will be your choice from the following groups listed below.

- (a) Navy blue polyester blend pants (with cargo pockets) paired with navy blue short sleeve polo style shirt. With this style shirt, the badge will be cloth (gold in color for sergeant and above, silver for all others) with lettering designating Burleson Police on the left front. Direct embroidered lettering (no tape embroidering) designating the officer's first initial and last name (Embroidery will be .40 setting w/ Helvetica font ½ inch all in upper case lettering, ½ inch above pocket seam) will be on the right front (gold in color for Sergeants and above, silver for all others). Burleson Police Department patches will be on both sleeves with rank insignia if applicable. For the rank of Captain, Deputy Chief and Chief, collar rank insignia will be embroidered. Sergeants will not have collar rank insignia. Duty approved black footwear will be worn with black socks. White socks are only permitted when worn with boots and are not visible. This polo shirt may only be worn when the expected high temperature is forecasted to be 80 degrees or above.
- (b) Cotton twill navy blue pants (with cargo pockets) paired with navy blue long or short sleeve shirt of like fabric. With this style shirt, the badge will be cloth (gold in color for sergeant and above, silver for all others) with lettering designating Burleson Police on the left front. Direct embroidered lettering (no tape embroidering) designating the officer's first initial and last name (Embroidery will be .40 setting w/ Helvetica font ½ inch all in upper case lettering ½ inch above pocket seam) will be on the right front (gold in color for Sergeants and above, silver for all others). Burleson Police Department patches will be on both sleeves with rank insignia if applicable. For the rank of Captain, Deputy Chief and Chief, collar rank insignia will be embroidered. Sergeants will not have collar rank insignia.

Duty approved black footwear will be worn with black socks. White socks are only permitted when worn with boots and are not visible.

- (c) When the temperature is forecasted to be 80 degrees or above, the following uniform is approved:

Navy blue approved uniform "polo" shirt as described in the Class C uniform section. This shirt must be worn with the navy blue cotton twill cargo pants, polyester blend cargo pants, or cotton twill shorts. The approved shorts must be worn with all black low quarter or three quarter sport style shoe and black socks. Socks will be height appropriate for the shoes (i.e. no-show low quarter socks with low quarter shoes not crew or tube socks). Class C Duty belt will be complete regulation leather basket weave, complete synthetic basket weave or complete approved black nylon gear. The baseball style ball cap may be worn for inclement weather or when the temperature is 80 degrees or higher. The polo shirt and shorts may be worn when the temperature is forecasted to be 80 degrees or higher.

Both Class B and Class C Uniforms are approved for daily wear with temperature restrictions to the polo shirt and shorts. Body armor exterior vests will only be Class B or C. Class B vest will be worn with a metal badge and nameplate with a Class B uniform as prescribed. Class C exterior vest will be worn with a patch badge and direct embroidered first initial and last name with a Class C uniform.

The Deputy Chief will oversee the approved manufactures and models of uniforms and equipment.

4. Court Appearances - All Commissioned Personnel [22.1.6]
When attending municipal court, any approved duty uniform, (Class A, B, or C) other than shorts, is permitted. When attending county, district, or federal court, officers shall wear the Class A uniform with the dress hat being optional. Detectives will wear duty uniform or business attire, whichever is most appropriate for the setting.
5. Traffic Uniform [22.1.6]
The department approved uniform for the traffic units are:
 - a) Motors
 - 1) Helmet: A Shoei RJ Lite (or equivalent) $\frac{3}{4}$ or $\frac{1}{2}$ shell helmet with Setcom system (white over black) approved helmet. This helmet will be worn anytime the motor officer is riding the motorcycle.
 - 2) Class C uniform will be a short or long sleeve navy blue approved polo shirt or a high visibility navy two-tone short or long sleeve. These shirts may only be worn when the temperature is forecasted to be 80 degrees or higher.
 - a: With this style shirt; the badge will be cloth (gold in color for sergeant and above, silver for all others) with lettering designating Burleson Police on the left front. Embroidered lettering designating the officer's first initial and last name (Embroidery will be .40 setting w/ Helvetica font $\frac{1}{2}$ inch above pocket seam) will be on the right front (gold in color for Sergeants and above, silver for all

others). Burlison Police Department patches will be on both sleeves with rank insignia if applicable.

- 3) Class B uniform will be short or long sleeve poly blend navy shirt. This uniform will be worn with meal nameplate with optional metal "motor wings" above and metal badge. Commendation Bars paired with collar brass are optional. Both shirts shall be worn displaying the "Traffic" rocker 1 inch from the shoulder seam. The departmental shoulder patch will be located directly below the rocker. If rank applies to the motor officer, the rank should be worn $\frac{3}{4}$ " below the shoulder patch. There will be occasions when the Class A uniform will be worn. This uniform will be consistent with the Class A description listed in section III; A; 1 of this policy.
 - 4) Pants: Motor officers will wear navy blue motor breeches as issued by the department.
 - 5) Boots: Motor officers will wear Dehner Calfskin Motor Boot (or equivalent without laces).
 - 6) Jacket: A black Taylors Leatherwear Pittsburgh Jacket (or equivalent) or Olympic New York Zip Sleeve jacket (two tone **NY** blue / Navy). Leather jacket will be worn with the metal badge on the exterior of the jacket.
 - 7) Leather: Gun belt and related accessories are department issued basket weave leather or approved complete synthetic leather basket weave gear.
 - 8) Hats: when not wearing the helmet, a navy ball cap displaying motor wheel with wings is approved. The words "Burlison Police Department" will be displayed at the top. "Motor Officer" will be displayed below the wheel and wings.
 - 9) Accessories: The following are the approved "personal" motor accessories that can be worn with the motor uniform:
 - * Heated clothing
 - * Black Hatch summer riding gloves (or equivalent)
 - * Hatch cold weather riding gloves (or equivalent)
 - * Blauer rain / cold weather gear (or equivalent)
- b) Traffic (Vehicle)
- 1) The department's Class B or C uniform will be considered the traffic officer's uniform. (See Section III Above) The uniform shall be worn displaying the "Traffic" rocker 1 inch from the shoulder seam and the departmental shoulder patch directly below the rocker. If rank applies to the officer, the rank should be worn $\frac{3}{4}$ " below the shoulder patch. There will be occasions where Class A uniform will be worn. This uniform will be consistent with the above-mentioned Class A uniform in Section III of this policy.
6. Bike Uniform [22.1.6]
- The department approved bike uniform is as follows:
- a) An ANSI or Snell approved helmet. The helmet will be worn anytime the bike member is riding the bike. The visor is optional.
 - b) The approved blue polo style short/long sleeve shirt will have the department shoulder patches as worn on the regular uniform shirt. The front of the shirt has the member's first initial and last name direct sewn

on over the right breast pocket and a department badge (cloth) over the left breast pocket. No other pins, bars, buttons or emblems are worn without approval of the Operations Bureau Captain. The shirt will be tucked in.

- c) The shorts are navy blue in color. Cycling shorts of the Lycra type may be worn under the uniform shorts. The Lycra shorts must be black if visible below the leg of the uniform shorts.
- d) Bike jackets and long pants are worn as issued by the Department and designed specifically for bike patrol use.
- e) Bike patrol members wear department-authorized shoes only. Bike footwear will be solid black in color, either low-cut court, three quarter tennis style, coaches or cross-trainer type shoes. The laces are black.
- f) Socks worn with the bike uniform are black in color. Socks will be height appropriate for the shoes (i.e. no-show low quarter socks with low quarter shoes not crew or tube socks). When weather conditions dictate the wearing of the cold weather uniform, officers will wear traditional height black socks with the low-cut shoes.
- g) The gun belt and related accessories are department issued black nylon gear unless otherwise approved.
- h) The following are the approved 'personal' cycling accessories that can be worn with the bike uniform;
 - 1) Cycling gloves are of a conservative color or combination of colors, no bright or neon colors.
 - 2) Sweatbands may be worn. They are of a conservative color and worn as far up under the front of the helmet as practical.

All other departmental uniform and personal appearance guidelines apply. Failure to maintain a high standard of appearance will be grounds for dismissal from the program.

- 7. Uniform Color
Class A, B, and C shall be navy blue in color.
- 8. Utility Gear [\[22.1.6\]](#)
Uniform utility gear shall be black in color. All utility gear must be plain black nylon gear, synthetic basket weave, or leather basket weave design and shall be a standard police style.

For regulation wear, the following items are approved:

- a) Plain black nylon gear with button snap belt keeper or
- b) 2 ¼" Basket weave leather Velcro-style gun belt with 1 ½" or 1 5/8" trousers belt with hidden snap or Velcro belt keepers or
- c) Synthetic basket weave gun belt with hidden snap or Velcro belt keepers.
- d) Holster appropriate for a handgun approved for use with the regulation uniforms.
- e) Handcuff case (Velcro closure or Hidden Snap)
- f) ASP/carrier and / or OC/spray pouch
- g) Dual Magazine case (open or closed)
- h) Key holder
- i) Footwear – Solid black shoes, boots and sports style shoes are to be of a conservative, plain and rounded toe style only, without adornment, decorative stitching or other non-military designs. The only exceptions

approved will be rough duty and/or inclement weather boots/overshoes during a period of need and approved for that situation

- j) Taser ECD with department approved holster
- k) Flashlight with appropriate carrying case matching duty belt

**While performing Field Duties/Enforcement functions in duty uniform, the following utility gear are required to be worn at a minimum:

1. Approved duty belt
2. Duty issued firearm with approved holster
3. Three fully loaded 15 round magazines with one round in the chamber (one magazine in the firearm and two magazines in a double magazine case)
4. Handcuff and case
5. Communications radio
6. Taser ECD with approved holster (when available and certified to carry)
7. Body armor

9. Headgear

- A. Regulation Garrison-style hat fixed with an approved metal badge/shield and an appropriate color strap with a Class A uniform. This hat is optional for a Class B uniform.
- B. Utility Headgear (ball cap style) is approved to wear with Class B or Class C uniforms. This will be a dark blue fitted style with "Burleson Police" embroidered on front and badge ID number embroidered on back. This is approved to wear during special outdoor events, inclement weather, and weather forecasted to be below 40 or 80 degrees or above. In temperatures below 40 degrees, a solid black knit style cap is approved.
- C. For special events, approved by the Operations Bureau Captain or the Chief of Police, a cowboy hat may be worn.
 1. The approved western headgear for November 1st through March 31st shall be a black Ariat 3X Wool Felt cowboy hat with a 4 ¼" crown, a 4 ½" brim and Cattleman's crease.
 2. The approved western headgear for April 1st through October 31st is a Ariat 20X Straw Cowboy Hat with a 4 ¼" crown, a 4 ¼" brim and a Cattleman's crease.
 3. The cowboy hat will be worn well balanced on the head with no extreme dips in the front or the back. No customization of any kind may be made.
 4. If an officer chooses to wear a cowboy hat, they are solely responsible for the purchase, upkeep and replacement of damaged hats. Cowboy hats shall not be purchased from an officer's allotted clothing allowance.

10. Shirts

Class A, B, and C shirts will be of navy color only, with regulation design for this department, and either short or long sleeve. Uniform shirts worn without a black tie shall have only the collar button unfastened. When ties are worn,

the collar button shall remain fastened at all times and the tie drawn up to the collar.

Shirts will have the pockets buttoned, without bulky items being contained therein and not more than two pens of a conservative style contained therein to prevent an unprofessional appearance. Shirts shall be clean, pressed, and well maintained with regard to wear and appearance.

11. Trousers / Skirts
Shall be a regulation design only and navy blue in color.
12. Jackets / Coats
Command Staff only will have the option of wearing regulation design coats/ jackets with authorized insignia / patches in navy blue and shall be worn for formal occasions with the Class A uniform. Jackets/coats may be worn with all other uniforms as approved by the Chief of Police or their designee, providing proper insignia/patches and correct name embroidering are displayed.
13. Rank Insignia - Rank insignia shall be displayed as follows:
 - A) Sergeant – Three stripes gold in color, cloth insignia on the sleeve $\frac{3}{4}$ inch below the bottom of the departmental shoulder patch. Metal collar insignia of three stripes on the collar point, approximately 1 inch above the point and midway between the seams on each side with Class A or B uniform.
 - B) Captain – Two gold bars on each collar point on the shirt, approximately 1 inch above the point and midway between the seams. On the jacket / coat, the star will be the larger size (as compared to the miniature on the shirt collar), located on the right, and left shoulders, approximately 2 inches from the outer shoulder seam at center.
 - C) Deputy Chief – One gold star on each collar point on the shirt, approximately 1 inch above the point and midway between the seams. On the jacket / coat, the star will be the larger size (as compared to the miniature on the shirt collar), located on the right, and left shoulders, approximately 2 inches from the outer shoulder seam at center.
 - D) Chief – Two gold stars on each collar point on the shirt, approximately 1 inch above the point and midway between the seams. On the jacket / coat, the stars will be the larger size (as compared to the miniature on the shirt collar), and located on the right and left shoulders, approximately 2 inches from the outer shoulder seam at center.

IV. Protective Equipment [22.1.6 / 41.3.5 / 41.3.6]

- A. Each officer will be provided with IIIA Soft Body Armor
- B. All tactical officers shall wear body armor during any field operations.
- C. Purchase of body armor shall be done with approval of the Deputy Chief only.
- D. Body Armor shall be worn during any field activities including, but not limited to: any search or arrest warrant. (Refer to SOP 03-0035 Body Armor policy)
- E. All officers will be provided approved reflective wear. When working traffic control or accident scenes, personnel shall wear the high visibility outerwear provided by this agency. [61.2.3e]

V. Uniform and Equipment Care and Appearance [26.1.1 / 22.1.6]

- A. Uniform clothing and equipment - Will be kept clean, in good repair and well polished at all times to present the most professional image possible.
- B. Jewelry – The only jewelry that may be visible while wearing the uniform is a watch, medical identification bracelet, and conservative rings appropriate for proper image of a Burleson Police Officer. Female officers may wear conservative stud-type earrings when in uniform. Such items will be limited to no more than one ear stud per ear. Earrings will be plain solid gold or silver in color (no stone) and will not extend below the bottom of the ear lobe or have loose or dangling parts. Excluded are items such as dangling earrings, necklaces, bracelets (other than medical ID) and other items, which are not deemed appropriate for a police officer and dangerous in carrying out the duties of law enforcement.
 - 1. A memorial bracelet may only be worn with the Chief's approval.
- C. Fingernails – Male officers shall keep fingernails trim and clean at all times. Female officers will keep fingernails no longer than one quarter of an inch from the tip of the finger. Female officers will be allowed to wear conservative pink, red or clear polish while in uniform, each nail displaying the same solid color polish.
- D. Hair – The following rules governing the wear of hair shall apply to all employees of the Burleson Police Department, except those performing duties requiring deviation from these standards such as narcotics investigators. All deviations must be approved by the appropriate Bureau Captain.
 - 1. Male Employees (All male employees)
 - a. Hair must be neatly trimmed and arranged at all times when on duty.
 - b. Hair must be conservative in appearance. Hair must not be dyed abnormal colors or be unnaturally multi-colored. Hair must not be worn in any unusual style that would detract from the professional appearance of the uniform or of the position held.
 - c. Hair may not extend below the middle of the shirt collar when standing erect with the head level and looking straight ahead.
 - d. Hair may cover the ear but may not extend below the middle of the ear. Hair ornaments are not allowed.
 - e. Hairstyles must present a conservative appearance when wearing the uniform hat.
 - 2. Female Employees (All female employees)
 - a. Hair must be neat and well groomed at all times except under the most adverse conditions.
 - b. Hair shall be conservative and present a business like appearance.
 - 1. No employee may wear extreme hairstyles (e.g. Spiked, dreadlocks or partially shaved to form a design)
 - 2. No employee will color hair an unnatural shade or use spray on substance (e.g. Glitter, neon or fluorescent colors)
 - 3. For sworn officers in field duty assignments, hairstyles may not extend below the bottom of the collar. Female employees shall wear their hair in styles that permit the proper wearing of prescribed headgear.
 - 4. Hair may be styled in an upward sweep or bun, or reflect other current conservative hairstyling.

5. Hair may be worn in a single ponytail or braid. Overall length must not exceed seven (7) inches, from the bottom of the collar.
6. Sworn officers and non-sworn employees in field duty assignments may wear hair clasps or barrettes that correspond with the colors of the uniform.

3. Facial Hair

Definitions:

Clean Shaven – No facial hair

Mustache – hair below the nose and above the upper lip.

Natural beard – also referred to as a “full set”

A. Authorization to allow naturally growing facial hair consistent with this policy is a privilege and not an absolute right. Sworn employees shall not report to duty with less than three (3) days growth of facial hair. At no time shall a member be in perpetual state of attempting to grow facial hair. An example would be shaving every five days and immediately start growing a beard to avoid being clean shaven. Supervisors will be responsible to ensure compliance with this policy.

1. The following styles of facial hair are not permitted:
 - a. Chin strap beards – beards that are trimmed to a thin line along the jaw.
 - b. Patchy beards – beards of uneven or “patchy” growth.
 - c. Beards that take excessive time to grow (generally on week) without progress. IE: You must be able to grow a full beard.
 - d. Designer stubble – Beards shorter than 1/16th of an inch.
 - e. Goatee
2. All facial hair must conform to the following restrictions.
 - a. Mustaches must not extend below the upper lip or shall not extend below the side of the mouth more than one-half of an inch. Mustache will not be “twisted” at the ends. Mustaches must be neatly trimmed.
 - b. Sideburns shall not extend below the bottom of the earlobe. They shall not be wider than one inch and will be neatly trimmed at all times.
 - c. Natural beards shall be neatly trimmed at all times.
 - d. Beards must be worn in conjunction with a mustache.
 - e. No portion of a beard will be exceptionally longer than the rest.
 - f. The bulk of the beard (distance that the mass of facial hair protrudes from the facial skin) must not exceed one-half inch.
 - g. No designs may be shaved into the facial hair.

- h. Beards will not extend below the top of the Adam's apple and will be trimmed in a curved line towards the side of the jawline below the earlobe.
- i. Beards must be neatly trimmed above the jawline to maintain a professional appearance.

3. Exceptions:

The duty assignment may impact an employee's ability to have a natural beard.

- a. Facial hair is not authorized for employees that rank of captain or above.
- b. Honor guard members shall not have facial hair while performing these duties.
- c. Beards shall not interfere with the safety of the officer. IE: If assigned to a position where the frequent use of a negative pressure mask is required and the beard impacts the seal of the mask, officers shall not be permitted to have a beard.
- d. Certain officers, because of their assignments, may seek exemption from these regulations from the Chief of Police.

4. Sunglasses

The only sunglasses authorized for wear while on duty are black or wire frames (frame includes all parts other than the lenses), with non-reflective blue, brown, gray, yellow or green lenses. Sunglasses worn by departmental personnel while on duty, must present a professional appearance.

5. Rain Gear

- a. Rain Coat - Must be of a regulation design, with a badge loop on the left breast area and "POLICE" with silver reflective lettering on the back.
- b. Rain Cap – The rain cover designed for the regulation dress hat is authorized.
- c. Rain boots / slippers – Black rubber rain boots or slippers are approved during rainy or icy weather.

6. T-Shirts

When a uniform shirt is worn without a tie, a white, navy blue or black t-shirt or high neck or V-neck style will be worn. In inclement weather, a black or navy blue mock turtleneck or turtleneck is approved. T-shirts must be unstained and clean for best appearance.

7. Badge

An authorized metal badge shall be worn with the class A and B uniforms. The badge shall indicate rank, and shall be silver color for line officers, gold color for Sergeant and above. The badge shall be worn on the outermost garment of the uniform when wearing a leather jacket. Metal badges shall be kept clean. Cloth badges will be worn on approved jackets and class C uniforms.

8. Name Tag

An approved nametag (First Initial and Last Name) shall be worn on the uniform above the right breast pocket of the shirt. The metal nameplate will be 2 ¼ inch long by ½ inch tall. The nameplate will be either brushed silver or gold in color depending on rank.

E. Uniform Purchasing

1. Each uniformed officer will be authorized an approved amount of money each year for uniform purchases. They may purchase any of the following:
 - a. Uniform Shirts
 - b. Uniform Pants/Shorts
 - c. Uniform Hat and Protective Helmet
 - d. Name tag
 - Metal nametag for shirt
 - Metal nametag for coat
 - (Silver for officer and gold for rank)
 - e. Utility Gear
 - Inner belt
 - Outer belt
 - Holster
 - Dual magazine case (open or closed)
 - Cuff case
 - Key ring
 - ASP and/or OC spray pouch/carrier
 - f. Badge
 - Shirt badge
 - Coat badge (cloth)
 - Hat badge
 - g. Coat
 - Winter coat
 - Raincoat
 - h. Black tie
 - i. Collar brass - appropriate for rank
 - j. Handcuffs
 - k. Body Armor and/or Exterior Vest Carrier
 - l. Footwear
 - m. Flashlight/holder

Any officer wishing to purchase any item not described on this list must obtain permission from the Chief of Police or their designee. [22.1.6]

An officer shall not purchase any off-duty equipment with departmental money unless approved by the Deputy Chief.

The service weapon shall be provided by the City.

F. Plain Clothes Personnel: [22.1.6]

Non-uniformed officers will be provided with a cash clothing or uniform allowance annually. The amount will be set at budget time each fiscal year.

G. Civilian Employees: [22.1.6]

Civilian employees will be authorized to wear conservative plain clothes as outlined in the City of Burleson Personnel Policy outlining Dress Code in

section 4.12. Polo style shirts with the appropriate department logo are acceptable.

Except as outlined in section V; B; of this policy, employees may not pierce and / or wear jewelry on or in any portion of the face to include, but not limited to: tongue, chin, nose, cheek, neck, eyebrows, and forehead.

VI. Employee Identification [22.1.8]

Employees will be provided with a picture ID card with the City of Burleson Logo, employee name, and their Department. All employees not in Duty uniform while in city facilities will be required to have this identification card visible, per instructions from the City Manager's office. An exception would be for officers working in an undercover capacity. [22.1.8a/b] All employees will carry their driver's license (and state Police Identification Card for sworn officers) while operating a city vehicle unless working in an undercover capacity.

An employee/volunteer will verbally identify themselves as a city employee/volunteer when speaking on the phone, unless such action is likely to jeopardize the successful completion of a police assignment. [22.1.8c]

VII. General

Members shall maintain office area, lockers, vehicles and other equipment, which they use in a neat, clean and orderly condition. They shall check their personal mailboxes at least once each day they work and clear these boxes of all material as quickly as possible. Those working at desks shall maintain their area appropriately so it does not interfere with their assigned duties. Offices will be secured at the end of their workday.