

RESOLUTION NO. 2023-_____

**A RESOLUTION BY THE CITY TO APPROVE CHANGES TO THE CITY'S,
POLICE DEPARTMENT AND FIRE DEPARTMENT PERSONNEL POLICIES**

WHEREAS, the City has a Personnel Policy, the Police Department has a Personnel Policy and the Fire Department has a Personnel Policy; and

WHEREAS, the City Council amended all Personnel Policies to address Unauthorized Leave and Absence from Work by adopting Resolution 2023-07 on April 17, 2023; and

WHEREAS, the City has decided to extend the period of time following termination for an employee to request reconsideration by the Mayor from 1 business day to 3 business days; and

WHEREAS, the Police Chief has further revised Policy 03-001 regarding incentive pay; and

WHEREAS, the Police Chief has revised Policy 03-007 regarding beards; and

WHEREAS, it is the responsibility of the City Council to be the body to approve all policy decisions on the behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF PRAIRIE GROVE, ARKANSAS:**

That the City Council hereby approves the City's Personnel Policy, Police Department Policy 03-001, Police Department Policy 03-007, and the Fire Department Personnel Policy, attached to this Resolution, dated May 15, 2023 and effective for the period January 1, 2023 through December 31, 2024.

PASSED AND APPROVED on this 15th day of May 2023.

APPROVED:

ATTEST:

David Faulk, Mayor

Christine Kelly, Clerk

Markup

City Personnel Policy

5.18 Unauthorized Leave or Absence From Work

All employees must seek authorization from their supervisor or department head to miss work for any reason during a scheduled work day. This shall include leaving a shift for any reason during the shift, or failing to arrive for a shift on a scheduled work day. Any Employee who leaves work without authorization, misses an assigned shift, or misrepresents sick leave or other leave benefits falsely will be terminated by their supervisor or department head. The following actions shall constitute, but are not limited to, violations of this policy:

- Leaving during a scheduled shift without authorization
- Failing to show up for a scheduled shift or work a scheduled shift without authorization or without calling to notify the supervisor or department head for reasons dictated as allowable by this policy
- Falsifying information regarding sick leave, doctor's appointments, or health status of the employee or their immediate family members in order to utilize sick leave

If an Employee is terminated for any of the reasons stated above, they can appeal for reinstatement by requesting a meeting with the supervisor or department head and the Mayor within 43 work days of the termination notice.

Fire Department Personnel Policy

5.23 Unauthorized Leave or Absence From Work

All employees must seek authorization from their supervisor or department head to miss work for any reason during a scheduled work day. This shall include leaving a shift for any reason during the shift, or failing to arrive for a shift on a scheduled work day. Any Employee who leaves work without authorization, misses an assigned shift, or misrepresents sick leave or other leave benefits falsely will be terminated by their supervisor or department head. The following actions shall constitute, but are not limited to, violations of this policy:

- Leaving during a scheduled shift without authorization
- Failing to show up for a scheduled shift or work a scheduled shift without authorization or without calling to notify the supervisor or department head for reasons dictated as allowable by this policy
- Falsifying information regarding sick leave, doctor's appointments, or health status of the employee or their immediate family members in order to utilize sick leave

Commented [slp1]: Added by Resolution 2023-xx April 17, 2023

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If an Employee is terminated for any of the reasons stated above, they can appeal for reinstatement by requesting a meeting with the supervisor or department head and the Mayor within 4-3 work days of the termination notice.

Police Department Policies

POLICY NAME: Employee Benefits & Personnel Policy	
POLICY NUMBER: 03-001	
EFFECTIVE DATE: 05-31-02	REVISED DATE: 04/17/2023

Purpose:

To establish uniform procedure for benefits and personnel policies for the department.

Policy:

1. Vacation Leave:

A. All employees who have five (5) years service or less and have worked for the police department for one (1) year shall be entitled to fifteen (15) days of paid vacation.

B. All employees with more than five (5) years of service shall be entitled to the following vacation:

working 12 vacation	6 Years -	17 working days	(A working day is 8 hours. Employees
	8 Years -	19 working days	hour days will be charged for 12 hours of
	10 Years -	20 working days	time when they use a vacation day)
	12 Years -	22 working days	
	15 years	23 working days	
	20 years	25 working days	

C. All new employees will accumulate 1 ¼ days of vacation per month.

D. Paid part time employees working a minimum of 20 hour a week will receive 4 paid vacation hours per month. Paid part time employees working a minimum of 30 hours a week will receive 6 paid vacation hours per month. No part time officer will be allowed to work more than 39 hours per week.

E. All vacation time will be assigned at the discretion of the Chief of Police. Employees should turn in a vacation request form at least four (4) weeks prior to the time they wish to take vacation. Requests turned in after that time will be granted at the discretion of the Chief of Police.

2. Holiday Leave:

All employees of the Prairie Grove Police Department shall be entitled to the following Holidays:

- New Years Day – January
- Martin Luther King Day - January
- Presidents Day – February
- Good Friday-April
- Memorial Day – May
- Independence Day – July
- Labor Day – September
- Veterans Day-November
- Thanksgiving Day – November
- Day after Thanksgiving – November
- Christmas Eve – December
- Christmas Day – December
- Employee's Birthday

All full time members of the Police Department will be paid for the above holidays in accordance with Arkansas Code 14-52-105. Officer's pay will be in addition to their regular pay and will be paid in a lump sum annually at the end of the first pay period in December. The City Council approved that the Police Clerk be paid for Holidays in the same manner. Employees will not receive a day off for the Holiday.

- A. Part time employees working a minimum of 20 hours per week will be paid $\frac{1}{2}$ of the full time employee Holiday time (6.5 days) in addition to their regular pay and will be paid in a lump sum annually at the end of the first pay period in December.

3. Sick Leave:

- A. From and after April 11, 1969, all law enforcement officers shall accumulate sick leave at the rate of twenty (20) working days per year beginning immediately upon hire and per pay period throughout the year to equal 20 days. Civilian employees will immediately accumulate sick leave at a rate of ten (10) working days a year accumulating per pay period throughout the year to equal 10 days. A working day is considered eight (8) hours.
- B. If unused, sick leave shall accumulate to a maximum of ninety five (95) days.
- C. Time off may be charged against accumulated sick leave only for such days that an officer is scheduled to work.
- D. If, at the end of their term of service, upon retirement or death whichever occurs first, any police officer that has unused accumulated sick leave, he shall be paid for this sick leave at the regular rate of pay in effect at the time of retirement or death. Payment for unused sick leave in the case of a police officer, upon retirement or death, shall not exceed seven-hundred and twenty (720) hours salary.
- E. It shall be the responsibility of employees who cannot report for duty due to illness or injury to notify their supervisor at least one hour prior to their reporting

time. Employees must give a telephone number and address where they can be located during their normal tour of duty. Any supervisor, with the approval from the Chief or Police or the Police Captain, may require an employee to provide a doctor's statement.

- F. Sick leave can be used when the employee is needed to care for a member of his immediate family who is sick. If this becomes excessive or routine, the employee will have to use their personal vacation or comp time, or choose not to be paid for the time off. Falsifying information regarding sick leave, doctor's appointments, or health status of the employee or their immediate family member in order to utilize sick leave will not be tolerated and the employee will be subject to disciplinary action, up to and including termination. The term immediate family shall mean spouse, children, parents, or any family member who is residing in the employee's home.

4. Injury Leave:

Any employee of the department who is injured on duty and reports the injury as required by Workers Compensation may be placed on injury leave. An employee will be placed on injury leave on the first day they are unable to report for duty due to injury. The injury must have been reported and a medical doctor must order the employee not to return to work. Employees who are off work due to a duty related injury will have the difference between their regular salary and Workers Compensation made up by the city. An employee receiving salary continuation can not take any other form of leave. Injury time and salary continuation will be for a period of three months. At that time the Chief of Police will determine if the employee will continue on injury leave or not. Employees will not be allowed more than one year of injury leave. Once an employee has used all injury time allowed, they may take sick time or vacation time. An employee who is unable to return to work after using all available leave time can be terminated.

5. Military Leave:

- A. An employee who is a member of an Armed Forces Reserve Organization or the National Guard shall be granted up to fifteen (15) work days of military leave for required military training in a calendar year. Military Leave not used in one year can be carried into the next year, up to a total of thirty (30) days. An employee called to duty in an emergency situation by the Governor or by the President shall be granted leave with pay not to exceed thirty (30) working days. After that leave without pay will be granted.
- B. Reasonable advance notice of impending military leave should be provided by the employee.
- C. Military leave is to be coded on the employee's time sheet with the letters "ML" in the regular hours column.
- D. If the employee has no Military Leave left and wants to use vacation days or compensatory time to attend training the city will pay the employee for the time. If the employee does not wish to use accrued time for training, the city will give the employee the time off without pay.

6. Emergency Leave of Absence

Emergency leaves of absence shall be allowed for family death or medical emergency. Emergency leaves of up to three days with pay are allowable for the serious hospitalization of immediate family members but will be subtracted from an employee's cumulative sick leave. Emergency leaves of up to three days with pay are allowable for the death of an immediate family member. The term immediate family shall be understood to mean the spouse, children, parents, grandparents, siblings, in-laws or spouses grandparents.

7. Leaves of Absence Without Pay

Reasonable leaves of absence for necessary personal business, personal matters, and other sound reasons may be granted an employee by their supervisor, if approved by the Chief of Police or the Police Captain. It is understood that these leaves are without pay, without loss of seniority and in excess of allowable sick or vacation privileges. In no case will a leave of absence be over thirty (30) days unless dealing with a personal illness that is in excess of accumulative sick leave.

8. Night Shift Pay Differential

Officers working night shift or those hours that fall within the current night shift schedule will receive an additional **\$2.00 per hour** compensation. Night shift differential will only be paid for employees physically working within the current designated night shift hours and will exclude leave/pay such as Vacation, Holiday, Certificate, Sick, Emergency, Injury, etc. Night shift differential pay will not be paid for any special assignments such as U of A games, concerts, STEP Mobilizations, etc. regardless of hours worked during those assignments. Employees will receive Overtime or Comp time based on their base rate of pay and will not be based off the shift differential pay on top of their regular base pay rate.

9. Jury Duty

Pay for jury duty shall comply with A.C.A 25-1-104. Jury duty will be compensated with regular pay; however employees are required during regular work hours to report to work during all reasonable times or days when the jury duty is not in session. Employee's regular work hours will be changed to meet the demands of jury duty. Employees are required to show a jury duty summons to their supervisor as soon as possible upon receiving it.

10. Retirement Benefits

Civilian employees and half-time employees working at least eighty (80) hours per month will be enrolled in the Arkansas Public Employees Retirement System. Sworn employees will be enrolled in the Arkansas Local Police & Fire Retirement System (LOPFI). The city will make contributions based on gross payroll requirements of its employees. The employee will have deducted from their pay whatever contribution is required by the system.

11. Medical Insurance / Hospitalization Plan

On the first day of a new month, following the first full month after the date of employment insurance benefits will be provided for new regular employees. Elective coverage will be available at the employee's expense for family members at

the employee's request. Family coverage is only available during certain periods of the year and should be coordinated with the City's Insurance Clerk.

The employee who elects to have his dependants covered shall pay all costs associated with the additional premium for the coverage of those dependants. All insurance provisions are at the discretion of the Municipal Health Benefit Fund. From time to time the City acknowledges the right to compare and consider alternative carriers.

12. Physical Fitness

Employees are required to maintain a physical condition acceptable to perform the duties and tasks within the description of their job.

13. Drug Free Workplace

The Prairie Grove Police Department will not tolerate the use, possession, distribution of alcohol or illegal drugs while on the premises or on duty unless in the course of work. The use of legal prescription drugs is permitted but only if it does not impair or jeopardize an employee's ability to perform his or her duties, essential functions, or actions which may endanger the employee, their co-workers, or the public. Employees will be subject to random drug testing per policy 03-006.

14. Hours of Work

An employee's work schedule will be determined by his / her supervisor or department head and may be altered from time to time. Some employees will work 8-hour shifts at 40 hours per week; some employees will work 12-hour shifts working 32 hours one week and 48 hours the next.

Employees on any shift, where they are being paid for all hours worked, are allowed (30) thirty minutes for a meal break and (1) one (15) fifteen minute break. Officers who are on breaks are still considered on duty and are subject to call. If officers do not get these breaks they will not receive overtime pay.

During the working shift, officers are not to go to any private residence or business or other location and remain there for extended periods of time, unless it is work related or for a meal break. Officers who live outside the city limits have to take their breaks in town, unless approved by the Chief of Police. No officer shall remain outside the city limits visiting with other people while on a shift.

All employees are required to report for duty at the designated time and place to begin their shift. Tardiness will not be tolerated and can result in disciplinary action. Employees that will be tardy will contact a supervisor as soon as possible. If unable to report for duty at all, employees should notify a supervisor at least one (1) hour prior to their reporting time.

15. Compensation

The Fair Labor Standards Act (FLSA) sets minimum wage, overtime pay, equal pay, record keeping and child labor standards for Police Department employees who are

covered by the Act and are not exempt from specific provisions. Effective April 15, 1986, FLSA became applicable to cities and towns.

FLSA requires cities to compensate covered employees for overtime hours worked by (1) scheduling equal time off for the employee within the same workweek or work period in which the overtime hours were worked; (2) crediting the employee with compensatory time at a rate of one and one-half (1 ½) hours for each overtime hour worked or; (3) paying the employee for the extra hours at one and one-half (1 ½) times the employee's regular hourly rate for each overtime hour worked.

A work period under FLSA is defined as seven (7) consecutive twenty-four hour periods for all non-fire and non-police with overtime compensation due beginning with any time in excess of forty (40) hours.

For those employees engaged in law enforcement activities who have a work period of at least seven (7) but less than twenty-eight (28) consecutive days, no overtime compensation is required under section 7(k) until the number of hours worked exceeds the number of hours which bears the same relationship to 171 as the number of days in the work period bears to twenty-eight (28).

<i>Work Period Days</i>	<i>Maximum Hours</i>
	<i>Standards Law Enforcement</i>

28	171
27	165
26	159
25	153
24	147
23	141
22	134
21	128
20	122
19	116
18	110
17	104
16	98
15	92
14	86
13	79
12	73
11	67
10	61
9	55
8	49
7	43

The Prairie Grove Police Department will utilize a 14-day work period for employees working 12-hour shifts and will compensate officers who exceed eighty (80) hours in

a fourteen (14) day work period. The Prairie Grove Police Department will utilize a 7-day work period for employees working 8-hour shifts and will compensate officers who exceed forty (40) hours in a seven (7) day work period. Only hours actually worked are used for computing overtime and/or comp-time accrual. All leave time does not count toward computing overtime and/or comp-time.

- 16.** Additional outside work such as the University of Arkansas sporting events, Walmart Shareholders event, STEP programs, and other security needs will be paid at the employees over time rate through the city unless other agreed upon payment methods have been arranged. This will be for both hourly and salary employees of the department.

17. Carry over of unused vacation and comp time

Employees who choose not to use all earned vacation and comp time in a calendar year may carry this time forward into the next calendar year for a maximum of 20 days (160 hours) earned vacation days and a maximum of 80 hours of comp time. An employee may also choose to sell back up to 60 hours of earned vacation time in a calendar year. No employee can schedule vacation/comp time over two weeks back-to-back without specific approval from the Chief of Police.

18. On-call or Stand-by Time

On call time is not subject to pay unless the employee is required to significantly limit his mobility. However, officers who are on call for four (4) hours or more will receive one (1) hour of overtime pay or compensatory time whether or not they are called out. If an officer is called out, they will receive an additional hour of overtime or compensatory time in addition to the one (1) hour already received. If the officer is called out for more than one (1) hour they will receive overtime pay or compensatory time for the time over one (1) hour. However, officers cannot be paid for more hours than the number of hours they were on call. This overtime pay will not apply to supervisory officers who are on call for supervisory purposes only. However, supervisors who respond to the scene of a call while off duty will receive a minimum of one (1) hour overtime pay or compensatory time.

19. Standards of Conduct

Employees of the police department are expected to maintain high standards of conduct in both their personal and professional lives. Any employee who becomes involved in a police incident while off duty will report such incident to a supervisor as soon as possible. Any employee who is arrested will contact a supervisor immediately. Any employee receiving a traffic citation will report such to his supervisor when he / she return to duty. Violations of the law can result in disciplinary action.

20. Grievance

Any grievance shall be first made in writing to the Captain where it will be reviewed. The employee may then request further review by the Chief of Police or the Mayor if not satisfied with the initial decision of the Captain, in writing within 3 business days following the Captain's decision. This request should be made in writing and given

to the Captain who will then forward it to the Chief of Police and/or the Mayor. All decisions of the Chief of Police or the Mayor shall be final.

21. Police Cell Phones

Cell phones will be issued to officer's who wish to carry a department phone. These phones will be a normal part of your everyday equipment and will need to be maintained as such. Personal usage is allowed if it does not go over plan coverages or become excessive.

22. Travel Policy & Training Expenses

The Prairie Grove Police Department will reimburse employees for reasonable travel expenses incurred while on assignments, training, or business away from the normal work location. All travel must be approved in advance by the employee's supervisor. Costs of travel, when not using a City vehicle, lodging, and other expenses directly related to the assignment will be reimbursed by the Prairie Grove Police Department. Employees are expected to limit expenses to reasonable amounts. Expenses that may be reimbursed include, but are not limited to:

- Air fares for travel but only in economy, coach, or the cheapest available class.

- Car rental fees, but only for compact cars unless supervisor approved

- Taxi fees – Including tips

- Mileage for personal cars based on the approved rate of the City at the time of travel

- Gas reimbursement or any other necessary components the working condition of the vehicle, when using a Police Department vehicle

- Cost of standard accommodation in a mid-priced hotel or similar lodging unless approved by a supervisor

- Cost of meals, including tips. At no time shall meal costs exceed \$50.00 per day by a single employee.

- Charges for telephone calls, fax, or computer access as related to business related use.

- Any supplies or equipment necessary to the business or training at hand.

When a Police Department credit card is utilized, only expenses related to items listed above may be charged to the card. Any charges for unauthorized expenses will be reimbursed by the employee.

Employees are responsible for submitting all receipts whether purchase is cash, charge, or credit card during the period of travel.

Family members may travel on business but only as approved by the employee's supervisor and only at the employee's expense. No reimbursements will be allowed for the employee's family member while accompanying the employee on travel.

Employees experiencing car accidents, travel problems causing delays, or problems encountered with lodging or expenses, shall report the problems to the supervisor as soon as realistically possible. City business which is over 75 miles from Prairie Grove and requires an overnight stay will be reimbursable or charged on a city credit card. A multiple day meeting/training is eligible for overnight status regardless of distance upon approval of the department head.

23. Promotions

Promotions shall be at the discretion of the Chief of Police.

24. Demotions

Demotions may result from poor job performance or as the result of disciplinary actions. Demotions can result in the reduction of salary, compensation and/or the loss of seniority.

25. Lay-Offs

At times it may be necessary to lay off employees due to lack of work, funds or changes in staffing requirements. In the case of employees who perform like duties, the employee with the least amount of seniority will be the first subjected to layoff. In the event a layoff is necessary, the employee will receive a minimum of a two week notice and may choose to take any earned vacation pay not already drawn.

26. Separation from Employment

Employees separating from employment with the Prairie Grove Police Department, either by termination, lay off, or by mutual agreement, shall be compensated for any unused vacation benefits or compensatory time that had previously been agreed to by the employee's supervisor. All equipment, uniforms, keys or possessions belonging to the Prairie Grove Police Department will be turned in to the employee's supervisor by the end of the employee's last work day and shall be certified by both parties. Final checks for worked time will be available by the closing of the next scheduled payday following the employee's last work day.

27. Resignations

Resignation is a voluntary act initiated by the employee to terminate employment with the Prairie Grove Police Department. Although advance notice is not mandatory, employees will not be entitled to any compensation for unused vacation or comp time unless a minimum of two weeks notice is given.

28. Payment for Severance Benefits Following Separation of Employment

Any unused vacation days, or other severance benefits that are deemed payable by this policy will be paid no later than 10 days after the employee's last day of service. The Prairie Grove Police Department has the right to deduct any reasonable cost incurred as a result of negligence, misconduct or malicious action by the employee prior to his separation from employment with the police department.

29. Exit Conference and Return of Property

Employees will report to the Chief of Police on the last day of their employment for an exit conference at which time all property belonging to the Prairie Grove Police Department will be returned. All ongoing matters affecting the operation of the department will be discussed and evaluated and any rights or benefits due the employee will be outlined by the employer.

30. Nepotism Policy:

It shall be the general policy that immediate family members will not be employed within the Police Department. Immediate family members shall be spouse, children, parents, grandparents, siblings, in-laws, or spouse's grandparents.

31. Unauthorized Leave or Absence From Work

All employees must seek authorization from their supervisor to miss work for any reason during a scheduled work day. This shall include leaving a shift for any reason during the shift, or failing to arrive for a shift on a scheduled work day. Any Employee who leaves work without authorization, misses an assigned shift, or misrepresents sick leave or other leave benefits falsely will be terminated by the Police Chief, Captain or Lieutenant. The following actions shall constitute, but are not limited to, violations of this policy:

- Leaving during a scheduled shift without authorization
- Failing to show up for a scheduled shift or work a scheduled shift without authorization or without calling to notify the supervisor for reasons dictated as allowable by this policy
- Falsifying information regarding sick leave, doctor's appointments, or health status of the employee or their immediate family members in order to utilize sick leave

If an Employee is terminated for any of the reasons stated above, they can appeal for reinstatement by requesting a meeting with the supervisor and the Mayor within 3 work days of the termination notice.

32. Police Certificate Pay

Police Certificate Pay in the amount of \$30.00 per certificate per month will be paid to officers who have acquired the listed State of Arkansas law enforcement certificates. Such pay would be provided for obtaining the General Certificate, Intermediate Certificate, Advanced Certificate and Senior Certificate. Certificate Pay will be paid at the end of the year in a single payment for officers holding or obtaining such Certificates. Officers will be paid only for the months employed during which they held or obtained the Certificate.

33. Field Training Officer (FTO) Incentive Pay

Officers certified as a Field Training Officer (FTO) will receive an additional \$1.00 per hour pay increase for the time they are training a new officer. This will be paid to the FTO only during the time they are physically present with the new officer conducting training. This additional pay shall not be used in calculating Holiday Pay, Longevity Pay, Overtime Pay, etc. All FTO training will be approved by the Chief or Police Captain. No FTO will have excessive amounts of time training a new officer and all FTO training will be shared equally among all the FTOs. At no time will multiple FTOs be paid this incentive for one single recruit/new hire in training.

34. Hiring Bonus for New Officers

A hiring bonus, not to exceed \$2500.00 for certified officers and \$1500.00 for non-certified officers may be paid to new officers. Prior to offering the bonus, the Chief of Police will meet with the Mayor and City finance personnel to evaluate current

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police budget status and determine an appropriate bonus level. The proposed bonus shall be presented to the City Council for final approval.

A. Un-certified Officers

All new un-certified officers will receive half the approved bonus after successful completion of the police academy and the FTO training and while in good standing. The second half of the approved bonus will be issued to the officer at the one-year anniversary of their hire date if they are still in good standing.

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B. Certified Officers

All certified officers will receive half the approved bonus after successful completion of the FTO training and while in good standing. The second half of the approved bonus will be issued to the officer at the one-year anniversary of their hire date if they are still in good standing.

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Approved By:

Chris Workman
Chief of Police

Date

POLICY NAME: Grooming & Uniforms	
POLICY NUMBER: 03-007	
EFFECTIVE DATE: 12-01-91	REVISED DATE: 05/15/2023

Purpose:

The purpose of this policy is to provide all employees with guidelines concerning proper clothing, uniform and grooming requirements when on duty or when representing this agency in any manner.

Policy:

Employees of this agency are customer service representatives of this city and in that capacity, it is very important that all employees, both sworn and non-sworn, present a professional image to the public. It shall be the policy of this agency that all employees will consistently maintain a neat and clean appearance at all times during the performance of official duties or at any time that he/she is representing this agency in any manner.

Procedures:

A. Grooming

- a. Employees will keep their persons clean and sanitary by practicing the following:
- i. Bathing daily and practicing good hygiene
 - ii. Wearing clean clothes that are free from unpleasant odors

~~b. Mustache~~

- ~~i. The face shall be clean shaven, with the exception that the wearing of a neatly trimmed mustache is permitted. The lowest point of the mustache will be no lower than the lowest point of the bottom lip.~~

~~Facial Hair~~

- ~~i. Male officers shall be permitted to maintain the following approved styles of facial hair:~~

A. Clean Shaven – no facial hair (Figure 1).

B. Mustache – hair below the nose and above the upper lip (Figure 2).

- i. Shall be trimmed and not extend below the upper line of the upper lip.
- ii. If worn alone, may not extend below the corners of the mouth.
- iii. Extreme styles such as handlebar mustaches are prohibited.

C. Goatee – a mustache that extends down around the side of the mouth and joins hair on the chin, also referred to as a circle beard (Figure 3).

- i. Shall be worn with a mustache.
- ii. The cheeks, jaw line, and neck shall remain clean shaven.

D. Natural Beard – also referred to as a full set (Figure 4).

- i. Shall be worn with a mustache.
- ii. Shall cover the complete jaw line.
- iii. Cheeks shall be shaved on and above the cheekbone.

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- iv. The neck shall be shaven on and below the Adam's apple.
- v. shall not extend beyond the middle of the ear, even in width not to exceed 1" at the bottom.
- ii. The following styles of facial hair are NOT permitted:
- E. Chin Strap Beards – Beards that are trimmed to a thin line along the jaw.
- F. Patchy Beards – Beards of uneven or patchy growth.
- G. Beards Taking Excessive Time to Grow – If, after one week of growth, the beard remains patchy.
- H. Designer Stubble – Beards shorter than 1/16th of an inch.
- iii. All facial hair shall conform to the following restrictions:
- I. The bulk of the beard (distance that the mass of facial hair protrudes from the skin of the face) shall not exceed ¼ of an inch.
- J. No portion of the beard shall be exceptionally longer than the rest.
- K. No designs may be shaved into facial hair.
- L. Facial hair must be neatly sculpted and trimmed at all times.
- M. Officers shall not claim a constant state of growth, only to avoid shaving on a regular basis; and,
- N. Officers in assignments where the frequent use of a negative pressure respirator is likely, will only be permitted to maintain a style of approved facial hair that does not come into contact with the seal.
- iv. Supervisors shall:
- O. Ensure officers conform to an approved style of facial hair; and,

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P. If at any time a supervisor determines the facial hair is not within policy standards, the employee will be ordered to make required changes or return to a clean-shaven face within one normal scheduled workday for that officer in violation.

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v. The first violation of the facial hair policy will result in a documented verbal counseling to the officer. A second violation will result in a written reprimand. A third and continued violations by the same officer will result in more sever disciplinary action including suspension without pay and up to termination.

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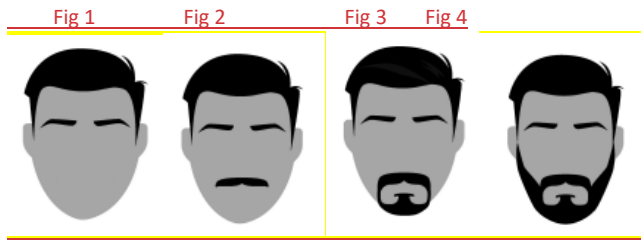
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vi. Any patrol supervisor failing to address known violations from officers on patrol will face the same disciplinary actions above.

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Deleted: The face shall be clean shaven, with the exception that the wearing of a neatly trimmed mustache is permitted. The lowest point of the mustache will be no lower than the lowest point of the bottom lip.

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c. Hairstyle

- i. Hair will be neat and clean in appearance at all times.
- ii. While on duty, and in uniform, male officers will keep their hair trimmed according to the following guidelines:
 - A. The back will be neatly tapered, rounded or squared and may extend down to the top of the collar.
 - B. The length of the hair in front will not fall lower than one-half inch above the tops of the eyebrows.
 - C. The length of the bulk of the hair on the sides will not extend lower than half way down the ear.
 - D. Sideburns may extend downward to the bottom of the lowest part of the ear, but not below.
 - E. Sideburns will not be flared or any wider at the bottom that their natural width at the top.
- iii. While on duty, and in uniform, female officer's hair style shall be worn according to the following guidelines:
 - A. Hair will not extend below the bottom of the collar.

- B. Hair will be styled in a fashion that will allow the hat/cap to be worn over the hair.
 - C. Conspicuous pins, barrettes and combs are not authorized.
 - D. Female officers working in non-uniform positions may wear their hair in a style that is not as restrictive. However, the hair should be relatively short and in a style and color that is non offensive to the general public.
- d. Tattoos, Body Piercings, and Jewelry for Employees
 - A. Officers in uniform may wear a wristwatch and / or an identification type bracelet.
 - B. Rings may be worn, but only one on each hand is permitted. A wedding set will be considered as one ring.
 - C. Necklaces may be worn as long as they are kept under the shirt and are not visible to the public.
 - D. Earrings and ear studs will not be worn with the uniform.
 - E. Tattoos shall not be offensive, obscene or otherwise inappropriate. The Chief of Police or designee will make the final determination as to what is or is not offensive. Tattoos on the neck, face, head, or scalp are prohibited. Tattoos not prohibited in this section are permissible and do not require covering while on duty.
 - F. Items used by female officers to hold the hair in place will be concealed as much as possible and will be of a color and style that blends with the hair. Decorative items such as ribbons will not be worn in the hair.
 - G. All other decorative jewelry is prohibited.
- e. Makeup for Female Officers
 - A. The use of makeup by female employees, both in uniform and plain clothes, will be conservative. This does not imply a plain look but is meant to eliminate gaudiness.
- B. Non-Uniformed Appearance:
 - a. Civilian's hair will be neatly styled, trimmed and well kept. It will not be of a style, length or artificial color which is offensive to the general public.
 - b. Any employee whose current assignment may require any deviation from the above procedures, such as Detective or plain clothes undercover work, may make a request to the Chief of Police for approval of an exception. The said approval will automatically expire upon completion of the assignment.

- c. On duty officers wearing civilian clothing shall present a neat professional image. Civilian employees will present a business like appearance and wear proper office attire.
- d. Off duty officers, driving or riding in a city vehicle, shall dress in a manner that reflects a favorable image to the public. Dress which is specifically prohibited includes “cut-off” shorts, swimming attire, sleeveless T-shirts, tank tops or caps, shirts or patches or decals which are suggestive, obscene or which advertise products whose promotion might be detrimental to the law enforcement function, including, but not limited to liquor and illegal drugs. This section is not intended to apply to officers whose duties require dress that might be otherwise prohibited.

C. Uniforms and Equipment

- a. All personnel will be held personally accountable for the return of all department issued uniform items. No issued item is to become the property of any individual; all remain the property of the department.
- b. Items lost or damaged during law enforcement activities will be reported to the Chief of Police as soon as possible in writing.
- c. Replacement of items of personal purchase which are lost or damaged in the law enforcement activities will be determined on a case-by-case basis.
- d. Property lost or damaged as a result of law enforcement activities in connection with the arrest of an individual will be promptly reported. Replacement costs will be determined and the officer involved will include this amount in a follow up report. If possible the suspect will be charged with Criminal Mischief and reimbursement requested.
- e. All officers will be issued a body armor vest and carrier for use. Wear will be required for all personnel participating in raids, any barricade or hostage situation, or any situation deemed appropriate by the Chief of Police. Wear at other times is encouraged, but not required

D. Uniform Requirements:

- a. All uniform clothing will be clean and pressed.
- b. All uniform clothing items and nylon gear will not be torn, frayed or patched.
- c. All leather gear, belt, holster, etc. as well as boots or shoes will be polished and clean at the beginning of their shift.
- d. All silver or brass items will be clean and properly polished.
- e. When in uniform, all pieces of the uniform and all uniform equipment will be worn.
- f. T-shirts worn under uniform shirts will be navy blue in color.
- g. Hats may be required on certain assignments which are non-violent or of a non-emergency nature, and require an officer to be in the public view, such as traffic control, foot patrol, funerals, etc.

- h. Baseball caps are optional but may be worn while on duty or responding to a call while off duty. Only the department approved hat will be worn

E. Court Appearances:

- a. The police uniform is authorized dress for any court appearance except no officer will wear the uniform cap or hat in the courtroom.
- b. Male officers may substitute a suit for the uniform when appearing in Circuit Court. Minimum requirements for non-uniform court attire include:
 - i. Dress slacks
 - ii. Dress shirt
 - iii. Tie
 - iv. Suit jacket or sports jacket
 - v. Dress shoes
- c. Female officers may substitute conservative business suits or ensembles, dress slacks and blouse or dress, for the uniform when appearing in Circuit Court.
- d. For appearing in District Court officers may wear casual dress attire. (No jeans or T-shirts)

F. Wearing of Uniforms

- a. No member of the department shall wear his/her uniform or any part of his/her uniform while he/she is under suspension for any cause. Members shall wear the uniform prescribed by the department in keeping with temperature or weather conditions.
- b. There is to be no other material, either permanent or temporary placed on any part of the uniform except those authorized by this policy, or some other statement of the Chief of Police.
- c. All ranking officers shall carry pens or pencils which must be predominately gold or blue in color. Only two pens or pencils will be carried in the shirt pocket.
- d. All patrolmen shall carry pens or pencils which must be predominately silver or blue in color. Only two pens or pencils will be carried in the shirt pocket.
- e. Badge:
 - i. The badge will be worn on the left side of the shirt and will be the department issued badge. The police officer's badge will be silver in color and the Chief of Police and Sergeant's badges will be gold in color.
- f. Name Tag & Awards:
 - i. The nameplate will be the department approved nameplate. The lettering on it will be the initial of the first name followed by a period, then the officer's last name. It will be

worn with the bottom part 1/4 "above the top of the right pocket, centered over the pocket button.

- ii. Officers may wear the embroidery cloth name tag on all shirts. These name tags will be navy blue background with silver or gold lettering, with Sergeant and above having gold lettering. Awards will be worn directly above the name tag centered over it. Officers with more than one award will wear them side by side up to three across. Or two across and a second row on top of the first, with those on the second row centered over the ones on the first or if the same number are in both rows directly over the ones in the first. Additional rows would be done the same way.

g. Hat:

- i. The hat shall be a straw campaign style with 3 1/4" wide brims, color graphite gray with dark blue band. Braid consisting of hat cord with acorns will be worn. Braid will be silver for officers and gold for Sergeant and above. The strap will be made of leather and black in color. Rain covers will be made of clear material. During cold weather the officer may wear the approved navy blue watch cap.

h. Baseball Caps

- i. Caps will be of the type and style approved by the Chief of Police. Caps will be dark navy blue in color with a Prairie Grove Police cloth badge on the front and PGPD on the back. The cap will be a low profile baseball style cap with a solid back. This will be the only type baseball cap that will be worn.

i. Hat Badge:

- i. The regulation hat badge will be worn on the campaign hat.

j. Shirts:

- i. The shirt will be a 511 Patrol Duty Uniform shirt in regular or twill material. Shirts will be Dark Navy in color. Short sleeve and long sleeve shirts may be worn all year. A turtleneck or dickey, navy blue in color may be worn with the long sleeve shirt.
- ii. Officers may wear the Blauer Polo Style Shirt either in short sleeve and long sleeve. Shirts will be Dark Navy in color.
- iii. Shirts issued after January 1, 2007 will have the Prairie Grove Police Department patch on both sleeves.

- k. Tie:
 - i. The tie will be navy blue in color and be one that is pre-tied. The tie will only be worn with the long sleeve shirt and only when directed by the Chief of Police.
- l. Trousers:
 - i. Trousers will be the 511 Patrol Duty Uniform type in regular or twill material and will be Dark Navy in color.
- m. Leather Gear:
 - i. All leather uniform items will have the basket weave design. The Sam Browne belt will be a lined black basket weave design belt. The holster will be basket weave to match the belt. The belt may be worn with or without a buckle. Leather keepers may be worn. No emblems, pins, buttons or additional equipment not approved will be worn on the belt.
- n. Pepper Spray Case:
 - i. May be either the open top or closed top case.
- o. Handcuff Case:
 - i. The handcuff case will be basket weave to match the Sam Browne belts. The handcuff case may be either the double or single type.
- p. Magazine Pouch / Cartridge Carrier:
 - i. Officers will carry a double magazine pouch or speed loaders or a cartridge carrier designed to hold twelve cartridges.
- q. Other Leather Items:
 - i. Officers may wear a baton holder, latex glove holder, flash light holder, extra handcuff case, pager or phone case.
- r. Nylon Duty Gear:
 - i. Officers will have the option of wearing nylon duty gear. The police/y on leather gear set in sections m through q will also be applied to the nylon gear. No officer will be allowed to wear dirty, frayed or badly faded nylon gear. Just as with other uniform items, a neat, clean, professional appearance will be maintained.

- s. Jackets:
 - i. Jackets will be navy blue in color. The jacket will have the Prairie Grove Police Department patch sewn on the shoulders. A cloth badge will be sewn on the left chest.
- t. Footwear:
 - i. Officer's footwear will be black in color. Officers may wear military style boots either all leather or leather with nylon uppers. Boots may be high top or quarter top. Wellington type boots may also be worn. No cowboy style boots will be allowed. Leather lace up shoes may be worn. Leather uniform shoes with a small amount of nylon will be acceptable, with the approval of the Chief of Police. The soles of all footwear will have a black edge and all stitching will be black. All leather will be smooth with no ornamental design, straps or buckles.
- u. Raincoat and Accessories:
 - i. All raincoats will be green, yellow, orange, black, or navy in color with "POLICE" printed on the back. The raincoat may have a hood that may be worn instead of the hat during inclement weather. Raincoats may be full or jacket length. Officers may also wear rain pants which can be, green, yellow, orange, navy, or black in color. The rain pants will only be worn during inclement weather.
- v. Class A Uniform:
 - i. Class A will be long sleeved shirt, hat and tie. Class A will only be worn on special occasions, by order of the Chief of Police.
- w. Class C uniform:
 - i. Class C uniform will be a fatigue uniform in navy blue. The class C uniform should have a Prairie Grove Police Department patch on the both shoulders. A cloth badge should be sewn on the left breast. A navy blue T-shirt with the word "POLICE" on front and/or back may be worn. The gun belt will be a black basket weave design or a nylon gun belt can be worn. Class C will be worn at the discretion of the Chief of Police. A Class C uniform may be worn when an officer is off duty and called out unless otherwise directed by a supervisor.

Approved By:

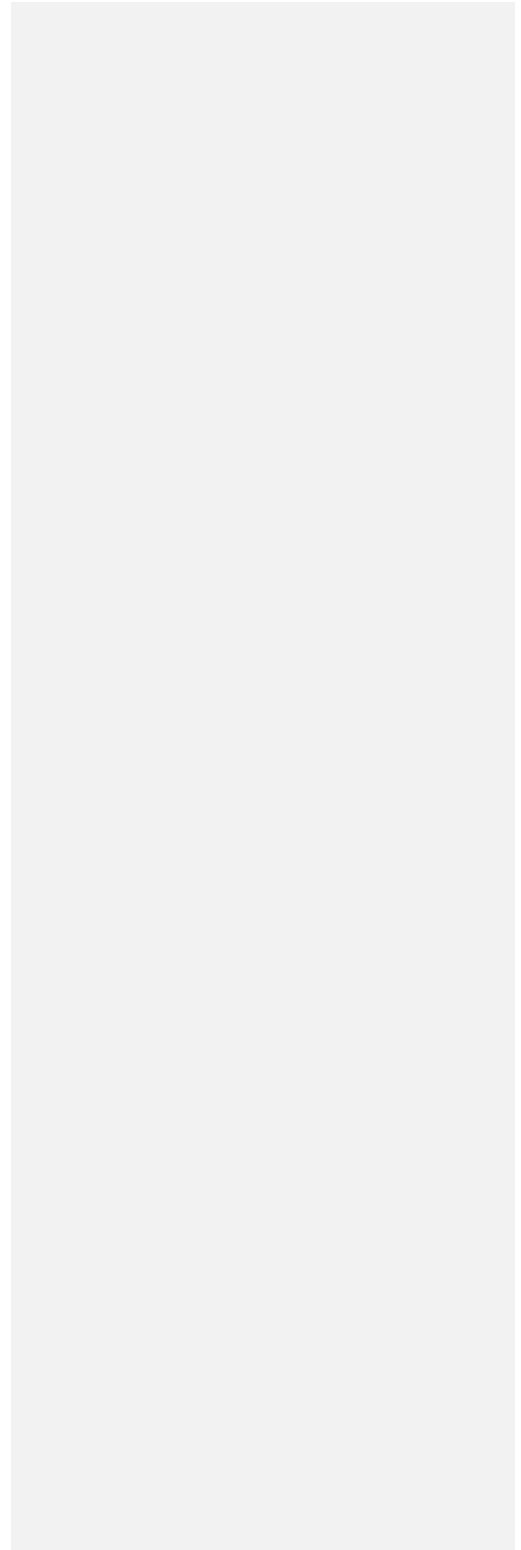
Chris Workman
Chief of Police

March 20, 2019
Date

I have read and understand this procedure.

Signature of member receiving procedure

Date



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