

POLICY AND PROCEDURE:       **309**

EFFECTIVE DATE:               **March 16, 2000**

REVISION DATE:               **December 1, 2005**

SUBJECT:                       **Student Dress**

APPROVING AUTHORITY:

  
**Carl B. Vickers, Director**

POLICY:       It shall be the policy of Cardinal Criminal Justice Academy to maintain a professional image for the academy and the departments which the academy represents, by establishing and enforcing a dress code for students while attending training at the academy

PURPOSE:     The purpose of this policy is to maintain a professional dress standard by establishing a dress code for students.

PROCEDURE:

- I.       Students are in an “on duty” status while attending classes at the academy and are required to conform to both their agency’s policy and the academy’s rules on personal appearance and dress.
  
- II.      Students assigned to attend training at the academy are under the direct supervision of the director, or his designee. The director, or his designee, shall enforce the guidelines enumerated in this policy and shall have the authority to remove students from training for failure to comply with this policy. The director, or his designee, shall immediately notify the agency administrator or other appropriate agency supervisor when a student is removed from training for failure to comply with this policy.
  
- III.     Entry Level Courses Students
  - A.      All students attending an entry level training course shall wear the normal duty uniform specified by their employing agency. Entry level training courses shall include:
    1.       Entry Level Law Enforcement
    2.       Entry Level Jailor/Court Services

3. Entry Level Dispatcher
4. Entry Level Animal Control

B. Entry level students shall comply with the special dress and hygiene standards that are enumerated in recruit manual for their respective class. In any case where the academy dress and hygiene standards conflict with the normal agency dress rules the recruit shall comply with the academy standard while enrolled in an entry level course.

#### IV. In-service/Specialty Course Students

A. Students attending training other than entry level courses have the option of wearing their official departmental uniform or civilian attire.

B. If the official departmental uniform is chosen, students shall wear the uniform in accordance with their agency policy.

C. If civilian attire is chosen, students shall wear the following clothing items while attending classroom lecture type training:

1. Shirts with collars

- a) Shirts may be imprinted or embroidered with a manufacturer, agency or academy logo.

- b) All other imprinting, embroidering or writing is prohibited.

2. Dress trousers or slacks.

3. Blue jeans (provided they are in a good state of repair).

4. Optional dress for female students

- a) Business style skirt and blouse with a collar and sleeves.

- b) Dress with a collar and sleeves.

5. Shoes

- a) Dress shoes, athletic shoes or boots

- b) Athletic shoes are mandatory for defensive tactics or any other physically strenuous type training.

- D. Students may wear the following clothing items while attending defensive tactics or any other physically strenuous type training:
1. T-shirt or sweat shirt
    - a) T-shirts and sweat shirts may not be imprinted with inappropriate pictures or language.
    - b) Sleeveless T-shirt or sweatshirts are not permitted.
  2. Sweat pants or wind pants.
- E. The director, or his designee, shall establish the appropriate dress code for all other types of skills training classes.
- F. Students shall comply with their agency policy on personal hygiene while attending training at the academy.
1. Male students are required to comply with their agency's on-duty shaving policy.
  2. Students are required to maintain good daily personal hygiene.
  3. All students will keep fingernails neatly trimmed so as not to present a safety hazard during the training. The wearing of artificial cosmetic fingernails are prohibited during any type of training in which they may present a safety hazard to the staff, instructors or other students.
  4. Students are not permitted to wear jewelry including earrings, body piercing, necklaces, bracelets, and large or cut stone rings during any type of training in which they may present a safety hazard to the staff, instructors or other students.
  5. Students may also be permitted from wearing jewelry including earrings, body piercing or any other item of clothing or body decoration if the director determines that the wearing of such items would interfere with the training environment or project reflect poorly on the professional standards of the academy.

V. Firearms

- A. Firearms are not permitted in the classroom unless prior approval is obtained from the director.
- B. Firearms that are to be used in conjunction with a training class must be unloaded prior

to entering the building and inspected by two staff members or instructors prior to being utilized in training.

- C. Firearms may be secured in the academy gun safe while the student is attending class at the academy.

VI. Prohibited Clothing

- A. Shorts or culottes.
- B. Military BDU or similar style trousers unless authorized by the director.
- C. Sun dresses or other similar style sleeveless dresses and mini skirts.
- D. Halter tops.
- E. Bib overalls.
- F. Sleeveless shirts or sleeveless sweat shirts.
- G. Hats except when worn with an official department uniform.
- H. Any other clothing deemed inappropriate to a professional training environment as determined by the director.