

# Hamden Police Department General Orders

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**Policy Number:** 017-006

**Effective Date:** August 01, 2005

**Section:** Communications

**Rescinds:**

**Title:** Dress Code

**Approved By:**

**Approval Date:**

## PURPOSE

To establish guidelines for proper dress attire for personnel assigned to the Central Communications center.

## POLICY

Personnel assigned to the Central Communications shall dress in a clean, neat, conservative manner and maintain a professional image. While casual attire has been deemed acceptable, it is necessary to maintain a professional work environment through the dress code guidelines outlined below.

## Procedures

### A. Slacks, Pants

Slacks, pants and jeans are acceptable given that there are no rips, holes or fading. Inappropriate pants include sweatpants, exercise pants, shorts of any kind, leggings, pajama pants and spandex or form fitting pants such as bike clothing.

### B. Skirts, Dresses

Casual dresses and skirts of conservative length that are split at or below the knee are acceptable. Dress and skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, beach dresses and spaghetti-strap dresses are inappropriate.

### C. Shirts, Tops, Blouses

Casual shirts with collars including golf shirts, dress shirts, sweaters and turtlenecks are appropriate. Shirts that are too tight, or reveal excessive skin or undergarments are inappropriate. Additional inappropriate attire includes tank tops, sweatshirts, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops and t-shirts. Any garment

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bearing any pictures, characters or words depicting or representing any drugs or drug paraphernalia symbols are prohibited.

### **D. Shoes and Footwear**

Loafers, boots, flats, clogs, conservative athletic shoes and clean sneakers are acceptable Flip -flops, slippers and "wheelies" are not appropriate.

### **E. In general**

The wearing of appropriate civilian attire is a personal responsibility within the parameters of the above standards, as well as good taste. The objective of the dress code is to enable Communications employees to experience the comfort of casual and relaxed clothing while maintaining a professional business-like image.