



DEPARTMENT OF PUBLIC SAFETY  
INTRA-DEPARTMENTAL CORRESPONDENCE



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**DATE:** JANUARY 13, 2013  
**FROM:** CHIEF PETE N. KASSETAS *PK*  
DPS DEPUTY SECRETARY - OPERATIONS  
**TO:** ALL MOTOR TRANSPORTATION COMMISSIONED PERSONNEL  
**SUBJECT:** DIRECTIVE 2014-01  
MTPD UNIFORMS AND GROOMING

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I am in the process of consolidating several policies and procedures within the Department of Public Safety divisions of State Police, MTPD, and SID. In the meantime, I am making the following immediate changes for MTPD personnel with this directive, as it pertains to the existing policy (ADM:24), where I am incorporating MTPD personnel into the mix with the replacement of your existing leather gear, insignias, insignia locations, tie and facial hair.

**Belt:** Black leather Sam Browne with "suicide strap," with regulation brass buckle on belt and strap. Sidearm holster and equipment carriers will be attached to the Sam Browne. The style will be basket-weave, flower carved, or other conservative pattern.

**Rank insignia:** Appropriate rank insignia will be worn in the proper manner whenever officers are in the Class "A" uniform.

- Chief - Four (4) gold stars on epaulet of Class "A" uniform.
- Adjutant Chief - Three (3) gold stars on epaulet of Class "A" uniform.
- Deputy Chief - Two (2) gold stars on epaulet of Class "A" uniform
- Inspector – One (1) gold star on epaulet of Class "A" uniform.
- Major - One (1) gold oak leaf on epaulet of Class "A" uniform.
- Captain - Double gold bar on epaulet of Class "A" uniform.
- Lieutenant - Single gold bar on epaulet of Class "A" uniform.
- Sergeant - Chevrons on sleeves of Class "A" uniform.

**Rank Insignia Positioning:** All insignia worn on the "epaulet" of the Class "A" uniform shall be centered on the "X" stitching on the outer section. Specific ranks will be worn as follows:

- The multiple star insignia worn for the rank of Deputy Chief and above shall be worn running lengthwise along the shoulder and epaulet of the uniform.
- The oak leaf insignia for Majors shall be worn with the bottom facing the outside of the shoulder and the top towards the collar.
- Gold bars for the ranks of Lieutenant and Captain will be placed running from front to back.

**Facial Hair:** Employees shall be “**clean-shaven**” when in uniform. For the purpose of this policy clean-shaven means the removal of hair, which if allowed to grow, would constitute a beard, goatee, or moustache.

- Non-uniform commissioned employees may have a moustache, which does not fall below the corners of the mouth.

**Bowtie:** The plain black regulation bowtie will be optional when the long-sleeve shirt is worn. The Chief or his/her designee may require that the bowtie be worn for special occasions.

I am expecting each commissioned officer with MTPD to order/purchase the following items by February 7, 2014, utilizing your last clothing allowance that everyone received on December 27, 2013 for pay period ending December 20, 2013. You may order through one of our vendors with the assistance of our Quartermaster, Sylvia Molina, or utilize someone else just as long as the product is within the appropriate identified specifications as described in ADM:24. If anyone has any questions as it relates to this directive, please communicate with your appropriate chain of command. The requirement for facial hair shall be immediately in effect.

- **Sam Browne Belt with Dee rings sewn in \$67.47**
- **Brass Buckle \$1.75**
- **Shoulder Strap \$44.64**
- **Narrow 1” Keepers \$5.04**
- **Wide 4” Keepers \$10.99**
- **Sergeant Shoulder Patch \$3.95**
- **Lieutenant Bars (Brass) \$5.95**
- **Captain Bars (Brass) \$5.95**
- **Bowtie \$4.00**

Your attention to this directive is expected and appreciated.

PNK/djg