


<b>DPS STANDARD OPERATING PROCEDURE</b>			
	<b>SUBJECT:</b> <b>UNIFORMS, EQUIPMENT,            GROOMING AND            APPEARANCE</b>  <b>DPS SOP 2011-15</b>	<b>SECTION(S):</b>  ALL	<b>DISTRIBUTION:</b>  ALL PERSONNEL
	<b>ISSUING AUTHORITY:</b>  CRAIG A. STONE ASSOC. V.P. & CHIEF, CAMPUS SAFETY AND EMERGENCY MANAGEMENT SERVICES  (ELECTRONICALLY SIGNED)	<b>EFFECTIVE DATE:</b> August 25, 2011  <b>REVISED DATE:</b> October 3, 2022	<b>SUPERSEDES:</b>

**UNIFORMS, EQUIPMENT, GROOMING AND APPEARANCE**

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## REFERENCES:

- SOP 2006-12 Duty Manual
- SOP 2011-28 Less Than Lethal Weapons ASP Tactical Baton
- SOP 2011-29 Less Than Lethal Weapons Aerosol Subject Restraint Spray
- SOP 2011-35 Soft Body Armor Protective Vests
- SOP 2011-45 Firearms
- DPS Issued Uniform and Equipment List (Maintained and updated by QM)

**ATTACHMENTS:** None

**I. APPLICABILITY:** This Standard Operating Procedure is applicable to all Syracuse University Department of Public Safety (DPS) employees.

**II. PURPOSE:** The purpose of this order is to establish standards for uniform and equipment, as well as for appearance and grooming. The provisions of this order shall apply to all sworn and non-sworn members of the Department. Exceptions may be made with the approval of the Chief or his / her designee if a member's assignment requires a deviation in required dress or appearance. Nothing in this SOP is intended to nullify any mandate outlined in the SOP 2006-12 Duty Manual. **(4.1.1) (26.1.1)**

**III. POLICY:** It is the policy of the DPS to require all members to present a unique, identifiable and uniform appearance to the public. All department personnel will present a professional well-groomed, clean and neat appearance while on duty, understanding that a professional appearance reflects positively on the image of the Department. Unless otherwise directed, members of the department, while on duty, will wear the uniforms and equipment issued by the department and/or prescribed by the Chief. Non-uniformed members will comply with the standards promulgated herein. Loaning and/or allowing any unauthorized person to use of any departmental equipment and/or property to include uniforms, badges, department identifications, radio or ballistic vests or any other departmental item is strictly prohibited. **(4.1.1)**

## IV. DEFINITIONS:

A. Department equipment and/or property means and includes:

1. All uniforms and equipment issued to employees.
2. Department vehicles, accessories, and department-owned property contained therein.
3. Department buildings and facilities and/or the property they contain.
4. All other department equipment or property, which comes into the possession of an employee at any time.

B. Business Attire defined:

1. Business Attire - Men:

Business attire to be worn for non-uniformed personnel during regular assignment, as well as those attending or providing training, for regular assignment encompasses a suit and tie, or a sport jacket, a button-down shirt and tie, and dress slacks.

2. Business Attire - Women:

Business attire to be worn for non-uniformed personnel during regular assignment, as well as those attending or providing training, for regular assignment encompasses a suit or a jacket with any of the following: business dress, business skirt or dress slacks.

C. Business Casual Attire defined:

1. Business Casual Attire - Men:

Business casual attire encompasses dress slacks or pleated pants, and a shirt with a collar. Business casual also allows for a sweater or vest. As a guideline, business casual attire differs from business attire in that it does not require a suit, jacket, or tie.

2. Business Casual Attire - Women:

Business casual attire encompasses a career shirt with any of the following: dress slacks, pleated pants, career dress or career skirt. As a guideline, business casual attire differs from business attire in that it does not require a business dress, suit, or jacket.

## **V. PROCEDURES:**

### **A. General Appearance Guidelines:**

1. The purpose of the uniform is to identify the person wearing it as an officer of the DPS. The uniform helps University community members in need of law enforcement services easily identify personnel. Additionally, the uniform provides a high level of law enforcement visibility as a deterrent to criminal behavior.
2. Employees are responsible for wearing the proper and complete uniform in the prescribed manner except when working in an assignment which requires them to be out of uniform or while assigned in a plain clothes capacity.
3. The following standards apply to equipment and general appearance:
  - a. Uniforms and all uniform accessories when worn will be worn in their entirety and in their intended fashion.
  - b. All clothing items and uniform items will be kept neat, clean, and well pressed.
  - c. Leather and equipment items will be kept clean, polished and in good working order and only department issued or approved equipment will be utilized.
  - d. Personnel will ensure they follow accepted personal hygiene standards and that they are likewise clean and presentable and in all respects adhere to this policy.

- e. Non-Sworn (Civilian) members of the Department, particularly those whose function includes public contact, are subject to the dress code standards outlined in this SOP.
- f. Uniformed employees shall dress and behave in accordance with the Department's rules and regulations. Those employees in positions requiring safety apparel are obligated to follow all instructions on use of special apparel and other protective equipment.
- g. All employees issued uniforms will have functional uniforms on hand and readily available in the event they are required.
- h. Equipment will be clean, in good working order, and conform to departmental specifications.
- i. Any damage to issue equipment or disrepair should be brought to the attention of the employee's supervisor and the Quartermaster.

**B. General Clothing Regulations:**

- 1. All clothing should be professional in appearance. Civilian clothing worn on duty, that is not generally accepted as business attire will not be allowed with some exceptions noted in this SOP.
- 2. While on duty, employees will be attired in the appropriate uniform or casual business attire, taking into consideration the season, public contact, job responsibilities, and the University's academic calendar.
- 3. Officers will likewise ensure that their uniforms fit properly.
- 4. If while on duty, an officer's clothing becomes soiled, disarranged or in need of repair, the employee shall, as soon as practical, correct the deficiency. Employees shall, as often as necessary, examine and clean equipment so that their appearance conforms to departmental standards and expectations.
- 5. Footwear: Employees will wear only footwear conforming to the uniform standards. After an employee has been employed with DPS for 2 years, they will then be entitled to receive replacement footwear up to a set amount, if the cost of their footwear is more than the maximum cost the employee are responsible for the difference
- 6. Roll Call Inspections of Uniforms and Equipment: All supervisors and command staff are expected to enforce the standards outlined herein on a day to day basis, and a personnel inspection process should be an integral and routine part of every daily roll call. **(53.1.1b)**
- 7. Any violation of this policy should be corrected as soon as is practical.
- 8. Employees will limit stops made to and from work while in uniform; and employees are prohibited from purchasing or consuming alcohol while wearing any item that would make them recognizable as a DPS employee.
  - a. Exceptions to this rule may be made during "ceremonial" events as on a time by time basis by the Chief.

**C. General Prohibitions on Clothing, Attire, and Equipment:**

1. Except for those occasions where approved by the Chief of the DPS, or designee or for those occasions where the nature of the training specifies athletic or casual attire as specified in an accompanying Training Order, the following articles of clothing will not be worn by personnel either attending or facilitating training:
  - a. Sneakers or flip flops
  - b. Tee shirts, tank or halter tops, or any shirt that does not cover the midriff and/or tee shirts with the arms cut off
  - c. Shorts or 'Cut offs'.
  - d. Caps/hats
  - e. Jeans (any color or cut)
  - f. Any clothing with insignia which could be considered inappropriate and/or might be at odds with the DPS mission and vision.
2. No unauthorized equipment will be carried while on duty to include:
  - a. Secondary firearms,
  - b. Any spring loaded or lead – weighted striking instrument, or
  - c. Any other lethal, or less than lethal device not issued by the department, or
  - d. Any less than lethal devices issued by the department where an employee has not received training or certification

**D. Uniform Appearance Standards: All Uniform Positions:**

1. Seasonal Uniforms:
  - a. The wearing of *SUMMER* or *WINTER* uniforms (long or short sleeve uniform shirts) will be at the discretion of the officer without reference to actual or academic calendars.
  - b. When in uniform, the uniform will always be neat, clean and well pressed. The footwear, brass and leather items will be polished.
2. Summer Uniforms: As indicated, summer uniforms are authorized to be worn at any time during the year and will consist of the following:
  - a. Black shoes/boots
  - b. Dark blue or black socks
  - c. Issued trousers/shorts
    - i. Shorts are optional and permitted weather permitting at specified times of the year.
  - d. Black belt
  - e. Short sleeve issued shirt

- i. When wearing the short sleeve summer shirt, only the collar button may be unbuttoned.
    - ii. The sleeves will not be rolled up in any fashion
    - iii. A black or navy t-shirt will be worn with the short-sleeve shirt or V-neck that is not visible under the uniform shirt.
  - f. Optional DPS baseball cap, eight point hat, or issued black watch cap.
  - g. Badge, nameplate and appropriate and approved pins signifying awards
- 3. Winter Uniforms: Winter uniforms are authorized to be worn at any time during the year at each officer's discretion; and winter uniforms may also be worn at specific special events as directed by the Chief or a designee. The winter uniform consists of the following:
  - a. Black shoes/boots
  - b. Dark blue or black socks
  - c. Issued trousers
  - d. Black belt
  - e. Issued tie or authorized mock turtleneck
  - f. Optional DPS baseball cap, eight point hat, or issued black watch cap
  - g. Long sleeve issued shirt
  - h. Blauer jacket or approved leather coat
  - i. Optional navy blue/black scarf
  - j. Optional black gloves
  - c. Uniform Shirt and Coat use Instructions:
    - i. The top button of the winter shirt will be properly buttoned when worn and a tie and tie clasp will be utilized unless the authorized turtleneck shirt is worn underneath.
    - ii. Long sleeve shirtsleeves will not be rolled or turned up.
    - iii. If a long-sleeve shirt is worn, the issued necktie or authorized mock turtleneck must be worn.
    - iv. Uniform coats must be buttoned or zippered at all times when on duty and in public view.
    - v. When a jacket is worn with the winter uniform a necktie or turtle neck must also be worn, except that a necktie is NOT required when a jacket is worn with a summer uniform
  - d. Only approved uniform outerwear will be worn while on duty to include: jackets, coats, sweaters, vest carriers, traffic vests, and rain apparel, and

- e. When a sweater is worn it will be tucked into the trousers at the belt and a department issued necktie or turtle neck will be worn with it.
- f. Uniformed officers will wear only issued, or authorized uniform shoes/boots which are kept clean, polished and in good repair, and all shoes/boots must be leather or simulated leather and capable of holding a shine.
- g. Only black or dark blue socks will be worn with the uniform.
- h. Optional black rubber boots or rubbers are allowed during adverse weather conditions.
- i. Uniform Polo shirts may be authorized, depending on assignment.
  - i. When wearing the Uniform Polo Shirt, uniform navy blue trousers, or shorts, or khaki trousers/shorts may be authorized to be worn.

4. Insignia:

- a. Only insignia provided by the Department will be allowed to be worn on the uniform; and under no circumstances will any other club pins, lodge emblem, fraternity pin, Emerald Society, or other pin or button be allowed.
- b. The uniform badge will be worn on outside uniform garment above the left breast pocket at all times. The badge will be kept clean and untarnished.
- c. The nametag will be worn on the uniform shirt centered over the right breast pocket at all times. The back pinpoint (pin) of the nametag will be in line with the top seam of the pocket.
- d. All shirt and uniform coat patches must be centered on the left sleeve with the top of the patch three-quarters (3/4) inch from the shoulder seam.
- e. Shoulder rank insignia are worn on jackets, coats and outer sweaters on both epaulets so that the center of the insignia is one (1) inch from the shoulder seam. Shoulder rank insignia will not be worn on shirts unless sewn on.
- f. Collar rank insignia on shirts are worn on both collars between one-half (1/2) inch and one inch from and parallel to the front edge of the collar.
- g. Sergeant Chevrons will be centered on the sleeve crease and positioned one-half inch below the shoulder patch.
- h. Personnel at the rank of Sergeant and above are authorized to wear rank insignia on both collar points of the uniform shirt. Rank insignias should be centered on the collar leaving one-fourth inch of material showing on each side.
- i. Tie tacks will match other insignia, either silver or gold, depending on the employee's rank, and will be worn in the center of the tie between the third and fourth button.

- j. All other pins endorsed by the Chief to include: the American flag, FTO pins, and those commemorating awards should be centered above others and should have one-fourth inch spacing between them.
5. Identification Cards:
- a. All DPS employees are issued an identification card, and must carry it on their person at all times while in an on-duty, uniform, or non-uniformed capacity.
  - b. Members will immediately report the loss of identification cards to their commanding officer in writing
6. Reflective Vests/Rainwear:
- a. A reflective vest is issued to every DPS officer assigned to patrol duties. When directing traffic or when engaged in any detail involving vehicular traffic, all department personnel who have been issued reflective vests are required to wear them on the outside of their clothing so that the vests are visible.
  - b. Reflective raincoats may be worn instead of the reflective vests when required by the weather.
  - c. This requirement applies to Community Service Officers as well as to sworn peace officers.
  - d. This requirement does not apply to emergency situations, when such clothing may not be available or exigency mandates an expedited response
7. Portable 2-way Radios and other Communications Equipment:
- a. All uniformed personnel are issued a portable two-way radio, and are required to have it on and have constant access to it while in uniform, on duty, or operating a department vehicle.
  - b. Specific personnel designated by the Chief may be issued cellular telephones, and/or other associated communications equipment to include laptops as required for the conduct of their duties.
  - c. Any employee issued a cellular telephone will carry it and be accessible on call at all times except when on authorized leave or when at the permanent residence and accessible by hard line, or in situations when the carrying of a cellular phone is impractical.
  - d. As is the case with all other department issued equipment, damage or loss to any department issued communication equipment must be brought to the immediate attention of the employee's supervisor and the Quartermaster.
8. Personal Cellular Phones: Cellular phones may be carried while on duty but should be carried in such a manner as to not distract from a uniform appearance and
- a. Blue tooth' devices worn around the ear are prohibited while on duty.



**E. Uniform Appearance Standards Specific to Community Service Officers:**

1. In addition to the requirements in Section D above, uniformed Community Service Officers (CSO's) must also be equipped with the following items while on duty, unless excused by their immediate supervisor, a command officer, or the nature of their assignment.
  - a. Badge
  - b. Body armor & cover (issued)
  - c. Flashlight and holder (evening and nights)
  - d. Whistle
  - e. Valid driver's license
  - f. Nameplate
  - g. Notebook and pen
  - h. Department identification card
  - i. Portable radio (charged & operational)
  - j. Rain suit or reflective coat
  - k. Reflective vest

**F. Uniform Appearance Standards Specific to Communications Officers:**

1. The day-to-day uniform of personnel assigned to the Emergency Communications Center may be set by the Emergency Communications Coordinator and is most often a uniform polo shirt and navy blue slacks/trousers.
  - a. When Authorized, Emergency Communications Center staff may wear clothing that conforms to standards normal to office personnel in other private settings, (to include jeans in good condition when authorized on weekends / nights/ summer shifts.)
  - b. Personnel assigned to communications are likewise prohibited from wearing any item specified in the General Prohibitions Section C in this SOP regarding Clothing, Attire and Equipment, , and
  - c. Nothing herein is intended to limit the Emergency Communications Center Command Staff from establishing clothing standards specific to the ECC.
2. Communication Officers assigned to other duties outside of the ECC, or to special assignments may be required to wear the full uniform as indicated in Section D, above.
3. In addition to the requirements in Section D above, uniformed Communications Officers may also be required to be equipped with the following items while on duty, unless excused by their immediate supervisor, a command officer or the nature of their assignment within the Emergency Communications Center (ECC).
  - a. Badge

- b. Flashlight and holder (evening and nights)
- c. Valid driver's license
- d. Nameplate
- e. Notebook and pen
- f. Department identification card
- g. Portable radio (charged & operational)

**G. Uniform Appearance Standards Specific to Sworn Personnel:**

1. In addition to the requirements in Section D above, Sworn Personnel will only wear approved uniform outerwear while on duty to include: jackets, coats, sweaters, vest carriers, traffic vests, bicycle apparel, and rain apparel, and
2. Sworn personnel assigned to public events, such as Commencement, and athletic events will wear the department issued eight point police hat. The uniform hat will be worn squarely on the head and not tilted to the back or side and,
3. In addition to their uniforms worn as stated in Section C above, Sworn Uniformed Officers must also be equipped with the following items while on duty unless excused by their immediate supervisor, or a command officer:
  - a. Ammunition magazines & issued, ammunition
  - b. Badge
  - c. Baton and holder: authorized impact weapon
  - d. Body armor & cover (issued)
  - e. Chemical spray and case
  - f. NYS Vehicle and Traffic Citation Book for UTTs
  - g. Flashlight and holder (evening and nights)
  - h. Handcuffs and case and handcuff key
  - i. Whistle
  - j. Issued Holster
  - k. Valid driver's license
  - l. Motor Vehicle Accident book
  - m. Nameplate
  - n. Notebook and pen
  - o. Department identification card
  - p. Portable radio (charged & operational)
  - q. Rain suit or reflective coat
  - r. Reflective vest

- s. Issued Firearm
4. Gun Belt & Accessories:
- a. The gun belt must fit snugly around the officer's waist; and officers must utilize a sufficient number of 'keepers' to ensure a snug fit, and
  - b. The following accessories should be on the duty gun belt:
    - i. Department issued firearm holster
    - ii. Radio carrying case / radio clip
    - iii. OC Pepper Spray and holder
    - iv. Handcuff case
    - v. ASP Baton and holder
    - vi. Optional flashlight holder
    - vii. Loaded magazine pouches
    - viii. Officers should ensure that their leather is maintained in good condition and their brass polished.
    - ix. Officers MUST ensure that their duty weapon is secure at all times consistent with all other department mandates and policies, and
    - x. All sworn officers are required to be armed while in uniform, on duty, or while operating a department vehicle.
    - xi. Command staff may be exempted from this requirement while working in the DPS Office Suite.
5. Body Armor:
- a. The wearing of body armor is mandatory for all uniformed officers of the rank of sergeant and below when operating a marked patrol vehicle. All other sworn officers are strongly urged to wear body armor while engaged in law enforcement activities or have body armor readily available while on-duty, and
  - b. Body armor, will be readily available to all officers engaged in enforcement activity.
  - c. If, because of the officer's rank, or duty assignment the officer is not required to wear body armor, it must be stored in the officer's vehicle so that it is available for use should a high risk incident occur while out of the office on business, and
  - d. Nothing in this policy is intended to override any other policy pertaining specifically to the wearing and care of body armor. Refer to SOP 2011-35 Soft Body Armor Protective Vests for details re use, care and replacement. **(9.2.7) (41.3.5) (41.3.6)**

6. Chemical Spray: (1.3.4)
  - a. Only department issued chemical spray may be carried and used in the performance of duty. All uniformed officers on patrol are required to carry the issued chemical spray on their duty belt. Refer to SOP 2011-29 Less Than Lethal Weapon – Aerosol Subject Restraint Spray for details regarding use, authorization to carry, reporting and replacement.
7. Baton: (1.3.4)
  - a. Uniformed officers on patrol are required to wear the issued ASP Baton and holder on their duty belt at all times. Refer to SOP 2011-28 Less Than Lethal Weapon ASP Tactical Baton for details regarding use, authorization to carry and reporting.
  - b. The Chief may issue or approve other straight batons at his/her discretion.
8. Handcuffs:
  - a. Each sworn member of the department is issued one set of handcuffs and a handcuff case. Members will carry the handcuffs at all times when on duty or while operating a department vehicle.

#### **H. Bicycle Officers Uniforms and Equipment:**

1. Officers trained and qualified to act as in the capacity of a bicycle officer and so assigned may elect to wear any of the approved bicycle wear to include shoes, pants or shorts and approved jackets, and
2. Officers will always wear the departmentally issued safety helmet.
3. Any other equipment individual to bicycle officers to include specialty nylon gun belts or related equipment is authorized while operating as a bicycle officer.

#### **I. Non-Uniform Assignments: Appearance/Dress Standards**

It is important that the appearance of on-duty personnel reflect favorably upon the status and perception of the Department as a professional agency. It is imperative that each member present himself/herself in a way that reinforces the confidence of the University community in our ability to effectively and efficiently perform our job.

1. All equipment and clothing must be neat, clean and in good condition.
3. Personnel assigned to non-uniform positions will wear business casual attire during the school year and during periods where classes are not in session and
4. Collarless tee shirts are never permitted dress for on-duty personnel.
5. Casual Dress Fridays: On Friday's, Administrative Personnel and those assigned to non-uniformed positions in the DPS Office Suite may wear casual wear to include polo/golf shirts with a collar, or other business tops

worn by women, providing that any insignia on the shirt must be in good taste

6. Armed personnel working in a non-uniform capacity will have their badge clearly affixed to their belt in close proximity to their firearm.
7. Clothing such as halter tops, back-less dresses, blouses of transparent fabric, etc. will not be allowed.
8. When a peace officer is on duty in civilian dress, he/she must be equipped with the following items unless assigned to an undercover assignment or excused by his/her supervisor or a command officer or specifically authorized by the nature of his/her assignment.
  - a. Ammunition magazines & issued ammunition
  - b. Badge
  - c. Department identification card
  - d. Chemical spray and case
  - e. Handcuffs
  - f. Handcuff key
  - g. Holster (issued or approved)
  - h. Flashlight and holder (optional based on time of day)
  - i. Valid driver's license issued by State of residence
  - j. Notebook and pen
  - k. Portable radio (charged & operational)
  - l. Issued firearm

**J. Training Assignments:**

1. Personnel attending training will dress in accordance with instructions contained in the accompanying Training Order.
2. Personnel facilitating a training session, or instructing at a training session will wear business attire, unless the training it is specified otherwise by an inter-departmental training notice or the training is informal in nature.

**K. Dress Uniform:**

1. The dress uniform will be worn at formal, designated activities and/or at the direction of the Chief or a designee.
2. The dress uniform for non-command officers and personnel consists of long-sleeved shirt, tie, trousers, uniform 5-pointed cap, polished black shoes and all accessories.

3. The dress uniform for the Associate Vice President and Chief of Campus Safety and Emergency Management Services and the Deputy Chief will consist of following: **(10/03/22)**
  - a. Single breasted blousecoat, LAPD blue with four gold New York State buttons. Syracuse University DPS patch on left sleeve, Four ½” gold mylar braids on each cuff, gold service hashmarks for each 5 years of law enforcement service sewn on left cuff.
  - b. ½” Collar brass, gold on each collar of shirt (4 stars for Chief of Campus Safety, 3 stars for Deputy Chief)
  - c. 1” Epaulette brass, gold for each shoulder of blouse coat (4 for Chief of Campus Safety, 3 for Deputy Chief)
  - d. Men’s trousers, LAPD blue with 1” black ribbon sewn on both legs
  - e. Men’s wool blend long sleeve shirt, dark navy, with Syracuse University DPS patch on left sleeve
  - f. 8 point cap, navy blue with Air Force 7 leaf visor
  - g. Garrison belt, black with gold buckle
  - h. Tie
  - i. Polished black shoes
  - j. White gloves will be optional at the Chief’s direction except that gloves will be mandatory at all law enforcement related funerals.
  
4. The Chief will determine the appropriate dress uniform for command level officers Lieutenant or above which may consist of either;
  - a. The uniform long sleeved blue shirt with tie and uniform 5-pointed cap, or alternatively
  - b. The class A Dress Uniform jacket, formal white dress white shirt, tie, trousers, black shoes and uniform 8-pointed cap and command rank insignia pins are to be worn on the dress jacket centered on the outer portion of the epaulets of each shoulder, and
  - c. White gloves will optional at the Chief’s direction except that gloves will be mandatory at all law enforcement related funerals.

**L. Accessories: (41.3.4)**

1. Sun Glasses: Uniformed officers may wear sunglasses, or glasses with tinted lenses that have a conservative appearance and that have metal or dark colored plastic frames and that do not detract from the professional appearance of the uniform; and
  - a. Any bright or florescent colored frames or lenses, or oversized or unusual shaped sunglasses are prohibited.
  - b. Mirrored or reflective lenses are not allowed, and

- c. Employees should remove sunglasses when speaking to a community member out of professional courtesy unless a specific circumstance at that time makes that practice unsafe or impractical.
2. Pocketknife: Officers may carry a small pocketknife.
3. Wristwatch: Officers should wear a wristwatch that is in good working order and,
4. Damage to Personal Items: Employees should be mindful of the replacement policy articulated more thoroughly later in this policy regarding reimbursement for personally purchased sunglasses or jewelry.

**M. Plain Clothes Surveillance Assignments: Dress and Equipment (43.1.5)**

1. Officers assigned to a plain clothes assignment or to a surveillance assignment are exempt from the clothing standards except that:
  - a. Employees must possess a department issued badge and identification card and have the means to prominently display the badge when required and will, in most instances, affix their badge to their belt with a badge holder.
  - b. Employees **MUST** use only department issued equipment to include firearms departmentally issued holsters and ammunition, as well as less lethal weapons and any other non-issued equipment is strictly prohibited. Refer to SOP 2011-45 Firearms for details re issue and approved firearms and ammunition.(1.3.9 a ,b)
  - c. Whenever possible employees are strongly encouraged to wear their ballistic vest, and/or have it available at all times; and officers will wear the vest whenever they are engaged in a high risk activity with members of this department or another law enforcement agency. (9.2.7) (41.3.6)

**N. Ceremonial Unit:**

1. The Chief may at his/her discretion elect to support and sponsor a Department Ceremonial Unit, provided that the participants understand and accept that they will not be compensated while engaging in what the department construes as volunteer activities.(Ceremonial activity is NOT a work assignment and will not be compensated)
2. The department will, however, incur the expense of equipping the unit up to four (4) officers and two (2) alternates. The officers will be furnished the following equipment;
  - a. One Class A Dress Uniform jacket.
  - b. A formal white dress shirt
  - c. White gloves
  - d. Tie and tie clasp
  - e. Winter reefer

3. The Chief may at his/her discretion; allow the ceremonial unit access to a departmental marked unit for the purpose of attending ceremonies, funerals, etc., and
4. The ceremonial unit will accept that the wearing of a Syracuse University Department of Public Safety uniform is a privilege and that:
  - a. Whenever a DPS uniform is worn, it shall be in accordance with the regulations set forth in this policy, and
5. Whenever a DPS member wears an official uniform, utilizes an official Department of Public Safety badge or identification, or operates a department vehicle, he/she shall be subject to the guidelines set forth in this policy as well as those articulated within the Department's Duty Manual and other departmental operating procedures.

**O. Mourning Bands:**

1. Mourning bands are worn as a visible sign of respect for active or retired law enforcement officers at the time of their death.
  - a. The mourning band may be affixed to the issue badge, or using ½ inch black electrical tape, or some other similar appearing material, in a single horizontal stripe across the badge covering the NYS seal in the center.
2. Authorized by a Supervisor, Commander or Chief: Officers may wear mourning bands at the direction of the supervisor working at the time the death became known, or as soon thereafter as practical.
  - a. An Email will be sent to the department by a supervisor, commander or chief ordering the display of mourning bands, along with any dates associated the expiration of the band's display.
3. When the Mourning Band is appropriate to be worn:
  - a. Upon official notification of the death of any New York law enforcement officer until midnight the day of the funeral.
  - b. Upon the line of duty death of an active law enforcement officer (LEO) in our department the mourning band shall be worn for a period of 30 days from the date of death.
  - c. While attending a retired law enforcement officer's funeral.
  - d. While attending any law enforcement officer's funeral in or out-of-state.
  - e. While attending any memorial service honoring law enforcement officers fallen in the line of duty.
  - f. Following a significant national event (e.g. 911) involving the death of law enforcement officers, as determined appropriate by the Chief, typically for one week following the event.

**P. Court Attire:**



1. Either professional business attire or a complete uniform will be worn during an appearance at any court of record to include Grand Jury appearances, town court appearances, any municipal court hearing or trial, or during any appearance at County Court.
2. Members of the department who attend court on personal business are prohibited from carrying any weapon or wearing the departmental uniform into any courthouse or court annex where the case is to be adjudicated.
3. Exceptions to this standard may be granted only by authority of the Chief.

**Q. Duties and Responsibilities of the Quartermaster:**

1. The Quartermaster is responsible for the issuance of all equipment:
  - a. The department provides all sworn personnel and uniformed civilian employees with uniforms and equipment at no cost to the employee. Replacement of worn uniforms, equipment, and clothing is available through the Quartermaster upon completion of an e-mail in compliance with the policy established herein.
  - b. The Quartermaster will routinely replace items to include ballistic vests as required and in accordance with a preset, established list.
  - c. The Quartermaster is responsible for maintaining an updated list for the control of Department badges.
  - d. All clothing and articles of equipment issued by the Quartermaster are at all times the property of the department and are subject to recall and inspection at any time.
  - e. Annual Inventory: The Quartermaster will conduct an annual inventory of all controlled (inventoried) departmental property to ensure accountability, and discrepancies will be brought to the attention of the Chief.
  - f. The Quartermaster will likewise coordinate departmental efforts and will complete a quarterly inspection for operational readiness of stored agency equipment designated for use in support of the Department's critical incident plan and **(1.2.3) (17.5.3) (46.1.8)**
  - g. The Quartermaster will maintain a file of the operational readiness inventory that will indicate the dates of inspection and the types and condition of that equipment.
  - h. Member Responsibility Regarding Operational Condition of Department Equipment: The proper operational condition of department items such as Radar, LPR Units, Portable Radios, Vehicle Communications Equipment, Bicycles and Battery Packs is the responsibility of the last assigned operator. (17.5.2)
    - i. If a unit becomes unserviceable, or requires charging or other maintenance the last operator must either address that condition, or mark the item, noting the problem and

- ii. Replacement/Repair Email: Report the item as not serviceable in an Email to the employee's supervisor, and the Quartermaster, or in the case of technical equipment, to the Technical Service Manager, CC to the Q.M. (Added 8/10/12)
2. Equipment Used in Civil Emergencies: (1.2.3) (17.5.2)
  - a. The department maintains some equipment to include riot helmets, shields and straight batons in the event of a civil emergency to include a protest or other incipient event (i.e. NCAA basketball title).
  - b. This equipment will be utilized at the direction of the Chief or designee.
  - c. The Quartermaster will be responsible for checking, maintaining, and upgrading that equipment as required so that it is available and in condition to be used, if needed.
3. Members' Responsibility to Report Damaged - Lost Equipment:
  - a. Any damaged or lost equipment will be brought to the immediate attention of the employee's supervisor and the Quartermaster.
  - b. Property, which has become worn due to normal wear and tear, will be turned over to the Quartermaster.
  - c. The member requesting such replacement will send an E-Mail message to the Quartermaster, the title of the message will be 'DPS Equipment Replacement' and the email will contain the details of the request and reason for it and the E-Mail will be 'cc-ed' to the member's supervisor. (Revised 8/10/12)
  - d. Written Report Required: Any departmental property which is lost or damaged will require a written report detailing how the property was lost or damaged. The report will be forwarded through the chain-of-command, copied to the Quartermaster and subsequently reviewed by the Administrative and Operational Support Commander.
4. Compensation to Department for Property Damaged or Lost due to Negligence (Reference SOP 2010-22 Disciplinary Procedures)
  - a. Consistent with the existing labor contract, employees may be required to reimburse the department, or replace an item at their own expense. The employee may also be subject to disciplinary action for issued equipment and property that has been lost, damaged, or destroyed due to misuse, neglect or negligence.
  - b. Refer to SOP 2010-22 Disciplinary Procedures for details as to process and limits on reimbursement.
5. Personal Property Damaged: The Department is not responsible for any lost, stolen or damaged personal property that an employee has in their possession, or on their person while on duty.

- a. The Department will not be responsible for any lost, damaged or stolen jewelry.
6. Disposal of Unserviceable/Outdated Department Property:
- a. No department property will be thrown away, given to another for a non-official or personal use, sold, destroyed, or otherwise disposed of, except with the permission of the Quartermaster and subject to the approval of the Chief.
  - b. The Quartermaster will ensure that inventory records reflect the disposition of the property.
7. Recall of Issue:
- a. When a member of the Department is transferred or promoted and certain articles of clothing and equipment are no longer required by that member, those articles of clothing and equipment are to be recalled and turned in to the Quartermaster.
  - b. It is the responsibility of the member's former commanding officer to see that this recall of articles is accomplished.
8. Return of Issue Equipment upon Termination of Employment:
- a. Employees must return all department-issued equipment to the Quartermaster upon termination of employment with the department.
  - b. The Quartermaster is charged with the responsibility of maintaining the necessary records of accountability concerning the return of issued equipment.

## **VI. GENERAL GROOMING:**

Hair styles, makeup and jewelry will be likewise be conservative in appearance and will conform to all relative on-duty requirements.

### **A. Hair (Men):**

1. Men's hair should be clean, neat and well-groomed and styled in such a manner that the hair does not:
  - a. Cover the entire ear
  - b. Extend over the eye brows
  - c. Extend past the top of the uniform shirt collar
  - d. Interfere with the wearing of the class A five-pointed hat when necessary
  - e. Extreme hair styles (e.g. "Mohawks", pig/ponytails, or hair dyed in an unnatural color) are prohibited

- f. Sideburns shall be neatly trimmed, worn straight and of an even length, shall not extend past the bottom of the ear and will end in a clean horizontal line.
2. Facial hair :
  - a. Mustaches are permitted if neatly trimmed
  - b. Beards, or goatees are permitted and must be neatly trimmed and not “grabable.” Members shall maintain shaving styles that include closely cropped hair not to exceed one half inch in length.
  - c. Members must appear clean shaven while on-duty.

**B. Hair (Women):**

1. Hair shall be clean, neat, and well-groomed
  - a. The hair may not extend below the bottom edge of the uniform shirt or coat collar
  - b. Hair must not interfere with the wearing of the class A five-pointed hat when the wearing of that hat is required.
  - c. Extreme hair styles. (e.g. “Mohawks”, pig tails, or hair dyed in an unnatural color) are prohibited.
  - d. Officers who wish to wear longer hair shall style their hair pulled back neatly off the collar, and care should be taken to minimize the likelihood that such hairstyle would be “grabable”.

**C. Tattoos, Piercings, Cosmetics, Fingernails:**

1. Tattoos: It is preferred that tattoos are not prominently displayed while in uniform; and
2. Tattoos that are offensive in nature are prohibited and include but are not limited to those that are:
  - a. Gang related
  - b. Sexually suggestive or explicit
  - c. Advocate or invoke racial, ethnic, religious or sexual hatred or discrimination
  - d. Likely to undermine the University’s or the Department’s values and mission
3. Employees are prohibited from acquiring a tattoo, after being hired, that would be visible on the employee’s face or neck area while in uniform.
4. The Chief shall be the final authority in determining if a tattoo is determined offensive.
5. Piercings: No piercings shall be allowed while in uniform except for those piercings located in the ear (no more than 2 piercings per ear) and,
  - a. Those piercings where there is a hole in the earlobe known as “gauges” are not permitted.

- b. No other visible facial piercings are permitted while in uniform or on duty to include but not be limited to piercings in the:
  - i. Nose
  - ii. Lips
  - iii. Eye brows
  - iv. Tongue
- 6. Non-uniformed employees on duty outside the public eye may deviate from this policy regarding piercings with permission from the Chief.
- 7. Cosmetics: Employees may wear cosmetics in an understated and natural manner and shall not look artificial.
- 8. Fingernails: Employees may wear nail polish that presents a conservative, professional appearance and only clear or natural fingernail polish may be worn while an officer is in uniform.
  - a. Fingernail length for officers in uniform must not be overly long so as to pose an impediment for the officer to engage in physical confrontation or use a firearm if required.

**D. Jewelry:**

- 1. The wearing of visible necklaces or other ornamental jewelry while in uniform is prohibited.
- 2. While in uniform only one (1) ring per hand is permitted (does not include wedding sets). **(41.3.4)**
- 3. While in uniform the wearing of earrings is permitted but they must be no larger than one half (1/2) inches in diameter, and dangling or hanging type earrings are prohibited, and the wearing of unnecessary jewelry is discouraged. **(41.3.4)**
- 4. Jewelry worn by non-uniform employees must present a professional appearance and any jewelry may be deemed inappropriate due to its particular appearance.
- 5. The loss or damage of personal jewelry will not be reimbursed by the department.
- 6. Male officers will not be permitted to wear earrings while in uniform.
- 7. Non uniformed personnel may wear jewelry in accordance with accepted business practices.

## POLICY REVISION HISTORY

<b>NO</b>	<b>SECTION REVISED</b>	<b>DATE ISSUED</b>
1	Duties of QM, Pg. 15,16, Member Responsibilities, Pg 17and Format Changes	8/31/12
2	Reviewed/Revised Title Changes – entire document	10/31/12
3	Reviewed/Revised re IACLEA/CALEA LE-1 Mourning Bands	11/14/17
4	Revised re General Grooming/Facial Hair	09/10/21
5	Revised Class A Uniform	10/03/22
6		
7		