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| <p>TITLE: UNIFORMS, EQUIPMENT, DRESS CODE AND APPEARANCE</p> | | |

2330 Uniforms, Equipment, Dress Code and Appearance

2330.1 Purpose. The purpose of this directive is to establish consistent and comprehensive appearance and grooming standards for members of the University of Florida Police Department. All department uniforms and property must be used for official purposes only and in the manner for which it is intended.

2330.2 Discussion. Members should be aware at all times that their appearance, grooming, and clothing reflect on the image of the department.

It is the intent of the department that all personnel be dressed appropriately consistent with their assigned duties.

2330.3 Policy. Members of the University of Florida Police Department should present a neat, clean, and well-groomed appearance while on duty.

All issued items are the property of the University of Florida.

The Training Division is responsible for the issuance, control, storage and recovery of all uniforms, uniform accessories, firearms, radios, ammunition, duty gear, intermediate weapons, and related clothing items.

Each division is responsible for the issuance and return of any specialized items or equipment (office keys, tape recorders, cellular telephones, etc.) specifically issued to personnel within their respective division.

No mixture of civilian clothing with the official uniform will be permitted on or off duty except during training exercises or as required for special assignment(s).

All department members must carry their departmental identification card at all times while on duty, either the physical or electronic version. Members must carry a valid Florida driver's license while driving.

Sworn members will additionally carry law enforcement credentials and a Miranda Warning card.

2330.4 Procedure. Members of the department must wear only those items of clothing and equipment during duty hours that are issued or authorized and must wear the items as prescribed. Quantities of individual items issued will be dependent on current assignment.

A. Uniformed Personnel.

1. Members must ensure that their uniform is clean, pressed, correctly fitted, and that duty gear and footwear are polished and in good repair.
2. Personnel assigned to a special detail must dress appropriately.
3. Shorts are only permitted in the following situations:
 - a. As a component of the Nighttime Building Security uniform.
 - b. As a component of the bicycle uniform when assigned to bicycle.
 - c. When working an outdoor special event.
4. **Issue.** At the time of appointment to a uniformed position within the department, the Training Division will issue the prescribed uniforms and equipment.
 - a. A Uniform and Equipment Issue Inventory Sheet - Checklist must be completed for each employee.
 - b. The department must provide all duty gear and accessories to those members who are required to wear them. Other than specifically delineated, members are prohibited from wearing any item not issued unless authorization has been received from the Chief.
5. Sworn members in uniform must only wear jackets, coats, sweaters, hats, and rain gear issued or approved by the department for uniform wear unless other outerwear is required for a law enforcement purpose (e.g., concealing the uniform while in an unmarked vehicle).
6. **Cold Weather Considerations.** During times of cold weather, uniformed personnel are permitted to wear thermal underwear under clothes, or short collar mock turtleneck shirts, so long as the sleeves are covered by the winter jacket or the long sleeve shirt. Colors must be black or navy.

B. Sworn Personnel.

1. **Law Enforcement Officers – Standard Issue.** All sworn officers will be issued uniforms and equipment as indicated on the Inventory Sheet (“Checklist”).

- 2. Police Dress Uniform (Class A Uniform).** This uniform consists of the polyester long sleeve shirt, tie and pin, polyester trousers, black footwear, socks, appropriate insignia, gun belt with authorized weapon(s), and authorized accessories. (Drop holsters not authorized with Class A uniform.) Minimum accessories must be a belt, firearm, spare magazines, handcuffs, and belt keepers. The raincoat and/or jacket may be worn as needed.
- a.** Socks must be navy blue or black. They must be un-frayed and un-faded. Socks must be tall enough so that no portion of the skin is exposed when seated.
 - b.** The gun belt, weapon(s), and accessories must be worn as prescribed. Wearing the gun belt, weapon(s), radio, and accessories with the uniform may be suspended under certain conditions by written authority of the Chief.
 - c.** Items Affixed to the Class A Dress Uniform:
 - (1)** Collar brass on the long sleeve shirt must be affixed diagonally across the end of each collar tip with the lower outside edges of the emblem equally spaced and touching the stitching of the collar at both the front edge and the bottom edge of the collar.
 - (2)** The name plate must be affixed centered, parallel with, and 1/8" from the top of, the right breast pocket.
 - (3)** The flag insignia pin must be affixed centered, parallel with, and 1/8" above the top of, the name plate.
 - (4)** The Service pin must be affixed centered and 1/8" above the top of the flag insignia pin. Only the most currently issued Service pin may be worn.
 - (5)** Award pins earned in recognition of individual achievement or special assignments may be worn on the uniform in compliance with Department Standards Directive 2710. Such items must be affixed centered and 1/8" above the flag insignia pin, or as directed. Award pins received in recognition of an "Of the Year" award may be worn at any time on the police dress uniform.



3. **Police Work Uniform.** The standard police work uniform consists of the short or long sleeve embroidered poly blend style shirt, navy blue or black under shirt (if visible), department issued trousers, black trousers belt, black footwear, socks, gun belt, weapon(s), radio, and authorized accessories. The soft cap, raincoat, and/or jacket may be worn as needed.
 - a. Socks must be worn as specified for the dress uniform.
 - b. The gun belt, weapon(s), radio, and accessories must be worn as prescribed.
4. **Police Motorcycle Uniform.** Motorcycle officers will be issued approved items which are recorded on the Inventory Sheet - Checklist (in addition to the standard clothing and equipment for law enforcement officers) and wear them as appropriate in the performance of their duties:
5. **Police Bicycle Uniform.** Bicycle officers will be issued approved items which are recorded on the Inventory sheet – Checklist (in addition to the standard clothing and equipment for law enforcement officers) and wear them as appropriate in the performance of their duties.
6. **Police K-9 Uniform.** K-9 officers must be issued (in addition to the standard clothing and equipment for law enforcement officers) and wear clothing and equipment as appropriate in the performance of their duties. The K-9 unit will maintain specific K-9 equipment and inventory.
7. **Honor Guard.** Sworn members of the department Honor Guard must be issued (in addition to the standard clothing and equipment for law enforcement officers) and wear clothing and equipment as appropriate in the performance of their duties and as described in 5015 Honor Guard Department Standards Directive. The Honor Guard officers must wear approved and issued uniforms and equipment.

- 8. Command Staff, Community Services, Training, Special Events, Professional Standards, and Evidence Custodian Uniform.** Sworn personnel assigned to these functions may be issued specialty uniforms, to be worn as approved by the Chief or designee.
- a. The specialty uniform consists of a department authorized shirt and pants. When wearing a specialty uniform, wear an appropriate colored undershirt with no visible design or lettering.
 - b. The following equipment/accessories must be worn in the manner that is appropriate:
 - (1) Department issued pistol.
 - (2) Department authorized holster.
 - (3) Handcuffs.
 - (4) Additional magazine.
 - (5) Badge must be visible, whether embroidered on shirt or worn on belt.
- 9. Sworn Plain Clothes Members.** Sworn plain clothes members must dress appropriately for their assignment. Dress is always expected to be business/professional unless authorized otherwise for a specific detail. The following equipment/accessories must be worn in the manner that is appropriate:
- a. Department issued pistol.
 - b. Department authorized holster.
 - c. Handcuffs.
 - d. Additional magazine.
 - e. Badge.
 - f. Radio must be readily accessible.
- 10.** No combination of uniforms will be allowed without authorization from the Chief or designee.
- 11. Dress Code – Court Proceedings and Hearings.** The following will apply to all court proceedings including traffic, civil, or criminal court and as well as Driver's License hearings and Student Conduct and Conflict Resolution hearings.
- a. Officers may wear their assigned duty uniform, class A uniform, or a suit.

- b. If in a suit, the officer's equipment/accessories must be concealed.
- c. Officers must have a full duty uniform and belt available.
- d. Depositions may be conducted in business casual attire but should maintain a professional appearance.

12. Dress Code – In-Service Training. The following is considered the department training uniform and is required, unless otherwise instructed, while attending in-service that is outside of the employee's regularly scheduled shift.

a. Training Uniform:

- (1) Department issued BDU pants;
- (2) Training t-shirt; and
- (3) Boots or athletic shoes as appropriate to the training.

b. Officers must have a full duty uniform and belt available.

13. Dress Code – Training In County.

a. Unless otherwise directed by the course instructor, employees must wear one of the following:

- (1) Assigned duty uniform.
- (2) Department training uniform.
- (3) Department approved shirts with appropriate long pants.
- (4) Civilian business attire with supervisory approval. Officers choosing to wear business attire must comply with sworn plain clothes members' attire requirements.

b. Officers must have a full duty uniform and belt available.

14. Dress Code – Training Out of County. Employees will wear civilian business attire. If armed, employees must comply with agency policy for sworn plain clothes attire. The assigned duty uniform may be worn with approval from the Chief or designee.

15. Uniform Accessories – Sworn Personnel.

- a. **Footwear.** Footwear worn by uniformed employees must be smooth, black material, plain toed and capable of being polished. Footwear will be maintained in good repair. Boots must not be worn with shorts.
- b. **Police Baton / ASR.** Either the impact weapon or the ASR must be worn at all times while in uniform by those members trained and certified in their use.
- c. **Gloves.** Gloves for cold weather needs are authorized. Weighted gloves are prohibited. Gloves must be black in color, with the exception of special purpose gloves issued by the department.
- d. **Ballistic Vest.** An internal or external ballistic vest with appropriate carrier is issued to all sworn personnel. Wearing of the vest is outlined in Department Standards Directive 2340.
 - (1) If the officer is wearing the standard work uniform, the external ballistic vest is the appropriate ballistic vest to wear.
 - (2) If the officer is wearing the approved bicycle uniform, the internal or external ballistic vest may be worn.
 - (3) If the officer is wearing the external ballistic vest, it must be worn at all times while on duty and away from the station.
- e. **Private Purchase Items.** The following items are authorized to be purchased by and worn concealed by sworn uniformed members of the department:
 - (1) Secondary pistol and holster (refer to Department Standards Directive 4100).
 - (2) Personal communication devices (refer to Department Standards Directive 2335).

C. Uniformed Personnel – Non-Sworn – Standard Issue. All uniformed personnel must be issued uniforms and equipment as indicated on the Inventory Sheet.

- 1. **Police/Field Service Technician/Police Communications Operators (as applicable).** The following items are additional clothing and equipment issued for police/field service technicians and special event activities for police communications operators:
 - a. Traffic whistle (use of the whistle chain is optional).
 - b. Raincoat, black and yellow reversible.
 - c. Key holder.
 - d. Flashlight holder.
 - e. Flashlight, rechargeable.

- f. Reflective traffic gloves and vest.
- 2. **Police Communications Operators.** This is considered a uniformed non-sworn position.

D. Care and Maintenance.

1. It is the responsibility of the employee to ensure the safekeeping and care of departmental property that has been issued to them.
2. Items related to law enforcement duties, including but not limited to, the department badge, identification cards, firearms, secondary weapons, and ballistic vests are assigned to a specific individual. These items of equipment must not be left unsecured, subject to loss, or loaned to other members. Any exchange of equipment must be approved by the Training Division Commander or designee, and such requests must be forwarded via the chain of command.
3. All personnel while on duty are expected to have in their immediate possession or readily available to them the appropriate equipment for their specific assignments.

E. Loss, Damage or Theft.

1. In the event that department equipment or property is lost, damaged or stolen, the member to whom the item is assigned must report this in writing immediately stating the full and complete circumstances surrounding the incident. If the affected member is unable to file a report due to injury, the member's supervisor must file the report.
 - a. If the item is a stolen weapon or has a serial number, a police report must be written in the jurisdiction where the incident occurred and a copy of the report with a brief email must be sent through the chain of command to the division that issued it.
 - b. If the item is lost or damaged and has a serial number, a police report must be written within UFPD and a copy of the report with a brief email must be sent through the chain of command to the division that issued it.
 - c. If the item is lost or damaged but does not have a serial number or other identifying markings, an email must be sent to through the chain of command to the division that issued it providing all appropriate details.
 - d. Negligence may result in repair or replacement costs and disciplinary action up to and including termination.
2. If the member's division commander determines that negligence or carelessness contributed to the loss, damage, or theft of department property, a recommendation may be made to the Chief or designee that the member reimburse the department for replacement or repair and/or that disciplinary action be taken.

3. If the member is ordered to reimburse the department, the reimbursement process must be in compliance with University of Florida business procedures.

F. Replacement of Department Property.

1. When a uniform, uniform accessory, or other item must be replaced, the employee to whom the item has been assigned must complete a Uniform Purchase Request (yellow slip) replacement request and forward it through the chain of command.
2. Upon receipt of the request by the issuing division, a replacement must be made available.
3. The employee must return the item to be replaced to the issuing division.
4. If the item has been mistreated or abused, the employee may be subject to disciplinary action and/or required to pay to replace the item.

G. Replacement of Personally Owned Property. An employee, while on duty and acting within the scope of employment, whose personal property suffers damage or destruction, will be reimbursed or have such property repaired or replaced as provided by university rules or applicable collective bargaining agreement provided the employee was given prior approval by the university to utilize/carry such property while on duty. A written report must be filed detailing the circumstances under which such property was damaged or destroyed.

H. Return.

1. All departmental property must be returned to the issuing authority for the following reasons:
 - a. When a uniform item or other issued item can no longer be used due to damage, wear, or deterioration (footwear/hats/t-shirts need not be returned due to hygienic reasons).
 - b. Upon termination of an employee.
 - c. When an employee is granted an extended period of leave of absence or in any other way vacates his/her position.
2. **Termination.** Upon termination of an employee, a Personnel Employment Clearance Form must be completed. The Personnel Employment Clearance Form will indicate whether or not all property and equipment has been returned. The form will then be forwarded to the Chief's Office for signature and placement in the terminated employee's personnel file.
3. **Retirement.** When a sworn member retires under normal conditions of the state retirement system, the employee will receive one complete uniform as described below including the badge worn by the officer at the time of retirement, the employee's firearm and an identification card clearly marked "RETIRED" as provided in 112.193, Florida State Statutes, and provisions of the Collective Bargaining Agreement.

- a. Presentation of the uniform and firearm will follow Directive 02710.
 - b. A "Retiree Duty Weapon" form will be completed.
 - c. These items will remain the property of the retired member and will become the property of his/her estate upon the member's death.
 - d. The complete uniform will consist of a Class A shirt and all collar brass, name plate, tie, and trousers.
4. All property/equipment/uniforms returned to the issuing authority must be inspected for functionality and, if eligible for re-issue, returned to storage for issue in accordance with the provisions of this directive.
- I. Uniform Maintenance, Clothing and Footwear.** The department will provide:
- 1. All sworn and non-sworn uniformed employees with laundry/dry cleaning services.
 - 2. All sworn and non-sworn uniformed employees with footwear.
 - 3. All sworn employees assigned to full-time plain clothes positions with an annual clothing allowance as provided for in the Collective Bargaining Agreement.
- J. Disposal.** The Training Division will be responsible for the disposal of uniforms and equipment in compliance with Florida state statutes, Florida Administrative Code and department policy.
- 1. Property items belonging to the department that no longer qualify as serviceable must be disposed of by the Training Division.
 - 2. Disposal must be conducted in an appropriate manner to include the removal of identification patches and/or insignia and either shredding, cutting, or burning to render the item destroyed.
- K. Non-Uniformed Civilian Personnel.** Civilian members must dress appropriately for their assignment, including meetings or interviews. Standards may be temporarily suspended for special events by authorization of the Chief or designee.
- 1. Employees must dress in civilian business/professional style clothing and will conform to the same standards governing uniforms and appearance, as applicable, to those of sworn personnel. Jeans are generally only permitted on designated Casual Fridays and only non-uniform civilian employees are included, unless specifically designated by the Chief.
 - 2. The following is prohibited:
 - a. Jeans with distressing or holes.
 - b. T-shirts, unless permitted by the Chief or designee for a special event.

- c. Clothing with sexual content, graphics, statements, comments, or innuendos, which may be considered offensive to co-workers or visitors.
 - d. Clothing that is excessively worn, faded, tattered, torn, or stained.
 - e. Clothing that is inappropriately revealing.
 - f. Clothing that is inappropriately tight fitting.
 - g. Skirts or dresses that are more than four inches and above the knee.
 - h. Sweatpants.
- 3. Employees will be permitted to purchase at their own expense and wear department authorized polo style short sleeve shirts with casual dress pants.
 - 4. Abuse of the dress policy, including Casual Friday, could result in progressive discipline.

L. Hair Grooming Standards

1. Sworn Members and Non-Sworn Uniformed Personnel.

- a. **Hair.** Hair on the head will be neatly groomed.
 - (1) In no case must the bulk or length interfere with authorized headgear.
 - (2) When in the police work uniform, hair must be worn up or tied back in a neat manner. Hair may touch the shirt collar, but not fall below the collar's edge with the exception of a ponytail or single braid. If in a ponytail or single braid, hair must not fall lower than the center of the shoulder blades. Hair must be worn up in a bun or otherwise secured in the Class A uniform and must not fall below the collar.
 - (3) Conspicuous hair ornaments or fad hairstyles are not authorized.
 - (4) Hair, if dyed, must be subdued and match natural hair colors.
- b. **Artificial Hairpieces.** A wig or hairpiece must conform to the hair regulations as specified.
- c. **Sideburns.** Sideburns will be neatly trimmed. The base will be a clean-shaven horizontal line. Sideburns may not extend downward beyond the lowest portion of the ear opening.

2. Non-Uniformed Civilian Personnel. Hair on the head will be neatly groomed.

- a. Conspicuous hair ornaments or fad hairstyles are not authorized.

- b. Hair, if dyed, must be subdued, and match natural hair colors.
- 3. Exceptions to this standard may be suspended by authorization of the Chief or designee.

M. Facial Grooming for Sworn Members and Non-Sworn Uniformed Personnel. A neatly trimmed, naturally colored symmetrical mustache, beard, or goatee, not exceeding ½ inch in length, is permitted. Facial hair must represent an overall neat, polished, and professional appearance. Beards and goatees must be a consistent length and fully grown-in throughout and under the bottom lip and must not present as non-shaven or stubble. Necks should be clean shaven.

- 1. Mustaches must:
 - a. Conform to the natural lip line.
 - b. If worn without a beard or goatee, extend to the corners of the mouth.
- 2. Mustaches must not:
 - a. Extend onto or below a line parallel with the bottom of the upper lip.
 - b. Be “Handlebar,” “Toothpick,” or “Fu Manchu” type mustaches.
- 3. Beards must connect to an appropriately grown mustache .
- 4. Goatees must not extend out more than ¼ inch from each corner of the mouth.
- 5. Members of the Honor Guard must be cleanly shaven and not have a mustache, beard, or goatee while wearing the Honor Guard uniform.

N. Cosmetics and Jewelry.

- 1. **Sworn Members and Non-Sworn Uniformed Personnel.**
 - a. Cosmetics, if worn, must be conservative.
 - b. False eyelashes, if worn, must appear to be natural.
 - c. Fingernails must appear to be clean and trimmed and cannot interfere with the ability to perform the duties as based on the employee’s job description. Fingernail polish, if worn, must be neutral in color. Fingernail length and/or polish must not diminish nor distract from the professional appearance of the member. Nail artwork and jewelry are prohibited for uniformed personnel. For sworn personnel, fingernail length may not extend more than ¼” beyond the fingertips.
 - d. Jewelry may include:

- (1) A wristwatch.
- (2) Wedding and/or engagement ring(s) and one other ring.
- (3) Up to two small post or hoop (not to exceed 1/2" in diameter) earrings in the lobe of each ear.
- (4) A medical alert or military/law enforcement type bracelet. Only one bracelet may be worn per wrist.
- (5)
- e. Necklaces which are visible, other than medical alert necklaces, are prohibited.
- f. Any jewelry that interferes with the ability to perform your assigned duties as based on job description must not be worn.
- g. Any other visible jewelry associated with body piercing, including subdermal items, tongue piercings, nose rings, or nose studs, is strictly prohibited.

2. Non-Uniformed Civilian Personnel, including OPS.

- a. Cosmetics, if worn, must be conservative.
- b. Any jewelry that interferes with the ability to perform your assigned duties as based on job description must not be worn.
- c. Any other visible jewelry associated with body piercing, including subdermal items, tongue piercings, nose rings, or nose studs, is strictly prohibited.

O. Body Art.

- 1. Members who have tattoos and/or brands visible while in uniform or civilian attire must ensure such body art will not be disruptive, impede the performance of law enforcement duties, or be otherwise harmful to the reputation of the department, consistent with the prohibitions below:
 - a. No member of the department will be allowed to have visible tattoos and/or body ornamentations on hands, fingers, knuckles, or head/neck area to include eyes, scalp, face and neck either above the collar bone in the front or the first cervical vertebrae in the back which is visible when wearing an open collar shirt or uniform. However, department members are allowed to have a tattoo wedding band or permanent makeup type tattoos.
 - b. No member of the department will be allowed to have stretched out holes in the ears, visible facial piercings, or intentional scarring such as abnormal shaping of eyes, ears, or nose.
 - c. Members' visible body art must not be:

- (1) Obscene, indecent, or sexually explicit and will not depict, describe, nor refer to intolerance of, or discrimination against, any race, religion, gender, or national origin; or
 - (2) Commonly associated with organizations or groups which advocate intolerance or discrimination; nor
 - (3) Associated with, or likely be interpreted as associating the member with, or be interpreted as the member advocating any racist, sexist, extremist, gang, criminal, or drug activity or affiliation.
2. No member of the department must be allowed to have:
 - a. A split or forked tongue.
 - b. Foreign objects inserted under the skin to create a design or pattern.
 - c. Contacts of an unnatural color or of a graphic design of any kind.
 - d. Visible body paint, body glitter, or similar adornments.
3. Exceptions to this section for religious purposes may be approved by the Chief or designee via written request through the employee's chain of command.

P. Exceptions.

1. Detectives assigned to the Combined Narcotics Organized Crime Task Force or Combined Alachua Drug Enforcement Team will follow the dress code and grooming policies set forth by the task force or team and are exempt from this policy when conducting those duties related to their assignments.
2. Any medically necessary exceptions to this directive must be provided in writing from the employee's health care provider to the University's ADA compliance office at UF. The exception must be approved in writing prior to the exception occurring. Employees must be re-assessed for their medical need of the exception at least annually. Medical exceptions to this directive will be managed by the Administrative Support Services Captain and available to supervisors.
3. Temporary exceptions may be made by the Chief of Police or designee when a member is working in a covert assignment.
4. Any additional exceptions to this directive must be requested in writing to the Chief of Police or designee via chain of command. The exception must be approved by the Chief of Police or designee, for a time period as specified by the Chief or designee, in writing prior to the exception occurring. The employee's supervisor will be made aware of the exception.

2330.5 Glossary.

Body Art – Tattoo(s) and/or brand(s).

Brand – Type or body art consisting of intentional scarring of the skin in a design or pattern.

Command Staff – Those sworn persons with the rank of Captain or higher.

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Approved: _____
Bart Knowles, Chief

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