



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 45	Subject: Appearance Standards, Uniforms and Equipment	Effective Date: 03/18/1998
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to establish the standards for appearance, uniform dress and authorized equipment for all sworn personnel of the University of Pennsylvania Police Department (UPPD).

II. Policy

It is the policy of the UPPD that all personnel shall abide by the guidelines set forth in this policy in order to promote a professional image of the UPPD.

III. Scope

This directive shall affect all sworn police officers.

IV. Procedures

A. General Appearance Standards

1. Grooming and Hygiene

- a. All on-duty sworn personnel shall be well groomed and maintain proper personal hygiene as it pertains to the maintenance of a good personal and public appearance which is not offensive to others.

2. Jewelry, Adornment and Eyeglasses

- a. Jewelry: Items of personal jewelry in good taste may be worn in conjunction with the uniform or plainclothes attire. On-duty UPPD personnel may only wear medical identification bracelets, wristwatches or other simple rings.

- 1) If rings are worn, members are permitted to wear a maximum of three (ring sets worn on the same finger count as one ring)

- 2) On-duty female officers may wear one pair of small post-type earrings that present a professional image and do not constitute a potential safety hazard.

Sworn Male Personnel Shall Not Wear Earrings While On Duty.

- 3) No “visible” necklace or medals may be worn while on duty.
 - 4) Mouth jewelry, such as gold or silver caps (press on), and tooth “grills” (solely for the purpose of cosmetics) etc., may not be worn while on duty.
 - 5) Facial, neck, head and ear jewelry or adornments, including nose rings, may not be worn while on duty, except as permitted in this policy.
- b. Cosmetics: While in uniform cosmetics may be applied lightly by female UPPD personnel only. Colors may neither be too bright or too dark. False eyelashes may not be worn.
 - c. Fingernails: All personnel shall keep their fingernails neatly trimmed.
 - 1) UPPD personnel shall not allow their fingernails to extend more than 1/8th of an inch from the tip of the finger.
 - 2) On-duty UPPD sworn personnel are permitted to wear only clear nail polish. Nail decorations/decals are prohibited (e.g., rhinestones).
 - d. Eyeglasses: Eyeglass, including sunglasses shall be conservative in style. In all cases, eyeglasses or sunglasses that detract from the professional appearance of the officer are prohibited.
 - 1) Eyeglass/sunglass lanyards, cords or retainers shall be conservative in style and without commercial logos, unless specifically approved by the Chief of Police or designee.
 - 2) Sunglasses shall not be worn by UPPD personnel after dusk without medical certification and/or specifically approved by the Chief of Police or designee.

3. Body Piercing/Gauges

- a. All UPPD personnel are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear nose, tongue, or any exposed body part visible while wearing the uniform (includes visible through clothing) while on duty. Exceptions to this policy are as follows:
 - 1) On-duty female UPPD personnel are authorized to wear one (1) small conservative earring per earlobe; small post-style, silver, gold or neutral colored only. Both earrings must match and should fit tightly against the earlobes so as not constitute a potential safety hazard.

- 2) On-duty male UPPD personnel while working in a plainclothes assignment (other than limited, light or restricted status) are authorized to wear one (1) small conservative earring per earlobe; small post-style, silver, gold or neutral colored only. Earrings should fit tightly against the earlobes so as not constitute a potential safety hazard.

4. TATTOOS AND BRANDS

- a. Visible markings that may be perceived as obscene or that advocate discrimination on the basis of race, color, gender, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, and/or disability are absolutely prohibited from being displayed.
- b. Employees' tattoos/markings/brandings in existence prior to May 30th, 2014 are exempt. All commissioned personnel will complete an audit form establishing all current tattoos/markings/brandings visible to any degree in any approved uniform by size, location, and general description. All tattoos, markings and/or brandings obtained following the audit will be subject to the approved cover if visible in any form, in any approved uniform.
- c. Commissioned police personnel hired after May 30th, 2014 will have visible tattoos, brandings and/or modifications covered while on-duty by the use of an approved cover of a color consistent with the police officer's skin tone or uniform shirt/pants color. This covering will be approved by the Chief of Police or designee prior to wearing on-duty.
- d. Failure to adhere to any rules set forth in this section shall result in disciplinary action, up to and including dismissal.

5. HAIR STANDARDS

- a. General
 - 1) All on-duty UPPD personnel shall keep their hair clean, neatly combed/styled, and trimmed in order to present a professional appearance.
 - 2) If UPPD personnel, choose to color their hair only natural colors shall be used. Unnatural colors (purple, green, blue, etc.) are prohibited for male and female officers.
 - 3) Wigs/Hairpieces: Wigs and hairpieces may be worn only if they conform to the same standards for natural hair.
- b. Male Officers
 - 1) Haircuts: On-duty uniformed and non-uniformed UPPD male officers may wear their hair in contemporary styles to present a professional image. Male officers will not

allow their hair to touch the collar or cover their ears. Hairstyles must be worn in such a manner that they do not protrude from around the hat or interfere in any way with the proper wearing of the uniform hat. Male officers are not permitted to wear visible hair accessories of any kind.

- 2) Sideburns: Sideburns shall be neatly trimmed, not excessively heavy and tapered in the same manner as the haircut. Sideburns must also be straight and of even width (not flared) and end in a clean shaven horizontal line. Sideburns shall not extend below the lowest part of the exterior ear opening/top of the earlobe.
- 3) Mustaches: Mustaches, when worn, shall be neat and trimmed at all times, ending in a straight line from the corners of the mouth. Mustaches shall not totally obscure the upper lip, nor extend to the side more than one-quarter ($\frac{1}{4}$) inch beyond the corners of the mouth.
- 4) Beards: With the exception of mustaches and sideburns, and unless expressly authorized, officers shall be clean shaven. Beards of any kind are not permitted except when consistent with a plain clothes assignment or upon medical certification; both instances require expressed authorization from the Chief of Police or designee.
 - (i) Officers wearing a beard due to a medical reason **Must** present an updated medical certificate **every sixty (60) days** to the Chief of Police through the chain of command. If a medical certification is authorized, facial hair will be kept trimmed and neat, (not to exceed one-quarter ($\frac{1}{4}$) inch in length) and will not be styled in any manner.

c. Female Officers

- 1) Haircuts: On-duty uniformed UPPD female officers may wear their hair in contemporary styles to present a professional image. Hair will not extend below the bottom of the collar and will be clean, kept neat and combed. Female officers may pin their hair up in order to meet these requirements. They may also wear their hair over their ears but no hair shall extend over the forehead below the hat. Hairstyles must be worn in such a manner that they do not interfere in any way with the proper wearing of the uniform hat. Ponytails or other similar styles are not permitted.
 - (i) On-duty, non-uniformed UPPD female personnel shall maintain their hair as to present a neat appearance consistent with their job assignment. Individual duties and corresponding safety needs shall be a factor taken into consideration.
 - (ii) Only Plain and conservative pins, combs, headbands, elastic bands and barrettes similar to the individual's hair color (or navy blue or black in color) are permitted

to keep hair in place. Hair shall not include ornaments such as ribbons or jeweled pins.

6. Plainclothes

- a. All UPPD personnel (Detectives included) engaging in duty related functions when not in uniform shall wear clothes that are conservative in style and in good taste. Personnel shall dress in a manner that is appropriate for a business professional and does not detract from the officer's professional appearance or effectiveness.
 - 1) ALL UPPD personnel, whether assigned to Detectives, or in limited/light duty status, or engaging in non-uniform duty related functions shall wear shoes of a functional design consistent with their assignment.
- b. Personnel in sick/injured status and plainclothes/investigatory personnel who are required to appear in court shall maintain a clean and neat appearance and wear appropriate civilian business attire or appropriate attire consistent with the needs of the assignment.
- c. Personnel assigned to limited or light duty status shall wear specific attire in accordance with **Directive 68 "Limited And Light Duty Assignments."**

B. Uniform Classifications

1. Ceremonial Uniform

The ceremonial uniform shall be worn on specific occasions deemed appropriate by the Chief of Police or designee. It is the responsibility of each officer to ensure that a proper fitting ceremonial uniform is maintained in excellent condition. The ceremonial uniform shall consist of the following:

- a. Crushed police hat, navy blue, winter style, with hatband and frontispiece
- b. Blouse Coat, navy blue, with UPPD patch and rank insignias
- c. Dress uniform shirt
- d. Tie, black, clip or breakaway style
- e. Collar pins
- f. Department badge, metallic
- g. Nameplate, metallic
- h. Dress uniform trousers (Straight-leg), navy blue, braided as appropriate

- i. Leather boots/shoes, black, polished – NO TACTICAL BOOTS
- j. Firearm, issued or authorized

Note: Officers up to and including the rank of Sergeant shall wear the following mandatory accessories with the ceremonial uniform:

- 1) Leather duty belt, black
- 2) Leather Holster, black
- 3) Leather Magazine pouch (double), black
- 4) Leather cross strap, black

All Leather Must Match In Style And Finish; Nylon Is Prohibited

2. **Formal Uniform**

The formal uniform is designated as the official uniform of the UPPD. The formal uniform may be worn as the “Uniform of the Day” during specific seasons and specific events as determined by the Chief of Police or designee. It is the responsibility of each officer to maintain all components of the formal uniform and ensure that it is proper fitting and in excellent condition. The mandatory components of the formal uniform are as follows:

- a. Crushed police hat, navy blue, winter style, with hatband and frontispiece.
- b. Long-sleeved dress uniform shirt, with UPPD patch and military creases
- c. Tie, black, clip or breakaway style
- d. Collar pins
- e. Department badge, metallic
- f. Nameplate, metallic
- g. Dress uniform trousers (Straight-leg), navy blue, braided as appropriate
- h. Leather boots/shoes, black, polished
- i. Leather or nylon duty belt with associated accessories (Rank appropriate)
- j. Firearm, issued or authorized

Note: *When the “Formal” uniform is designated for wear, external ballistic vest carriers, BDU pants and mock turtlenecks shall **Not** to be worn. The option of wearing patrol jackets*

and/or sweaters with the class "A" formal uniform shall be weather/event dependent and at the discretion of the Chief of Police or designee.

3. **Class "A" Uniform**

The class "A" uniform is designated as the principal patrol uniform of the UPPD. It is the responsibility of each officer to maintain all mandatory components of the class "A" uniform and ensure that it is proper fitting and in excellent condition. There are two (2) subdivisions of the class "A" uniform:

a. Winter Class "A":

The class "A" Winter uniform may be worn as the uniform of the day during specific seasons as determined by the Chief of Police or designee. The mandatory and optional components of the Winter uniform are as follows:

- 1) Crushed police hat, navy blue, winter style, with hatband and frontispiece
- 2) Long-sleeved dress uniform shirt, with UPPD patch and military creases
- 3) Tie, black, clip or breakaway style; **Or**
- 4) **Mock turtleneck – Optional**
- 5) Collar pins
- 6) Department badge, metallic
- 7) Nameplate, metallic
- 8) Dress uniform trousers (Straight-leg), navy blue, braided as appropriate; **Or**
- 9) **BDU pants, navy blue - Optional**, braided as appropriate
- 10) Leather boots/shoes, black, polished
- 11) Leather or nylon duty belt with associated accessories (Rank appropriate)
- 12) Firearm, issued or authorized

Note: *Patrol jackets and commando sweaters are permitted but optional. Personnel are required to have patrol jackets readily available if needed.*

b. Summer Class "A"

The Class "A" Summer uniform may be worn as the uniform of the day during specific seasons as determined by the Chief of Police or designee. The mandatory and optional components of the Summer uniform are as follows:

- 1) Crushed police hat, navy blue, summer style, with hatband and frontispiece
- 2) Short-sleeved dress uniform shirt, light blue, with UPPD patch and military creases
- 3) Collar pins
- 4) Department badge, metallic
- 5) Nameplate, metallic
- 6) Dress uniform trousers (Straight-leg), navy blue, braided as appropriate; **Or**
- 7) **BDU pants, navy blue - Optional**, braided as appropriate.
- 8) Leather boots/shoes, black, polished
- 9) Leather or nylon duty belt with associated accessories (Rank appropriate)
- 10) Firearm, issued or authorized

Note: *Patrol jackets and commando sweaters May be permitted at the discretion of the Chief of Police or designee.*

4. **Class "B" Uniform**

The class "B" uniform is designated as the **Optional** regulation uniform of the UPPD. It is the responsibility of each officer to ensure that all class "B" uniforms are proper fitting and in excellent condition. There are two (2) subdivisions of the class "B" uniform: =

a. Winter, Class "B"

The class "B" Winter uniform may be worn as the uniform of the day during specific seasons as determined by the Chief of Police or designee. The components of the class "B" Winter uniform are as follows:

- 1) Crushed police hat, navy blue, winter style, with hatband and frontispiece
- 2) Long-sleeved polo uniform shirt, with UPPD patch and military creases
- 3) Mock turtleneck, black with "UPPD" embroidery
- 4) Department badge, metallic or embroidered

- 5) Nameplate, metallic or embroidered
- 6) Dress uniform trousers or BDU pants, navy blue, braided as appropriate.
- 7) Leather boots/shoes, black, polished
- 8) Leather or nylon duty belt with associated accessories (Rank appropriate)
- 9) Firearm, issued or authorized

Note: Patrol jackets and commando sweaters are *permitted but optional*. Personnel are required to have patrol jackets readily available if needed.

b. Summer Class "B"

The class "B" SUMMER uniform may be worn as the uniform of the day during specific seasons as determined by the Chief of Police or designee. The mandatory components of the SUMMER uniform are as follows:

- 1) Crushed police hat, navy blue, summer style, with hatband and frontispiece
- 2) Short-sleeved polo uniform shirt, with UPPD patch and military creases
- 3) Department badge, metallic Or embroidered
- 4) Nameplate, metallic Or embroidered
- 5) Dress uniform trousers **Or** BDU pants, navy blue, braided as appropriate.
- 6) Leather boots/shoes, black, polished
- 7) Leather or nylon duty belt with associated accessories (Rank appropriate)
- 8) Firearm, issued or authorized

Note: *Patrol jackets and commando sweaters May be permitted at the discretion of the Chief of Police or designee.*

C. Wearing of The Uniform

1. Uniform of The Day

The "Uniform of the Day" shall be determined by the Chief or Police, or designee. **All** shift/unit officers' uniforms **MUST** be standard (i.e., all wearing long sleeve shirts or all wearing short sleeve shirts). Weather conditions shall be given consideration in the ultimate decision to modify the uniform of the day. Police Officers, Corporals and Sergeants shall wear the assigned uniform for the specific season of the year as follows:

a. May 1 – September 30:

The authorized uniform of the day shall be either of the following at the discretion of the Chief of Police or designee:

- 1) Class “A” Summer Uniform;
- 2) Class “B” Summer Uniform.

Patrol jackets and commando sweaters May Be Permitted at the discretion of the Chief of Police or designee.

b. October 1 – April 30:

The authorized uniform of the day shall be any of the following at the discretion of the Chief of Police or designee:

- 1) Class “A” Formal
- 2) Class “A” Winter
- 3) Class “B” Winter

Patrol jackets and commando sweaters Are Permitted, But Optional. Personnel are required to have patrol jackets readily available if needed.

2. Uniform Standards

a. General

- 1) All personnel will maintain a high standard of dress and appearance. Uniforms shall fit properly and all personnel must keep uniforms clean and serviceable and press them as necessary.
- 2) All sworn personnel who are required to retain a uniform will maintain all mandatory components of the Ceremonial, Formal and Class “A” uniforms regardless of their assignment. Personnel assigned to specialized assignments (e.g., bicycle patrol) must have all mandatory components of the designated uniform of the day readily available as well as and any items/apparel distinctive to their particular assignment.
- 3) All issued or assigned uniforms and equipment will be maintained in a state of operational readiness, and will be kept clean, presentable and immediately accessible at all times.
- 4) All sworn, uniformed UPPD personnel shall wear the prescribed uniform while on duty.

- 5) The uniform is **Not** required to be worn in the following instances:
- (i) When travelling to and from work (optional)
 - (ii) When detailed to a special assignment and is specifically exempted by the Chief of Police or designee.
 - (iii) When assigned to light or limited duty.
 - (iv) When assigned to attend training, and the wearing of the uniform is specifically exempted; (Officers shall wear civilian business attire or designated attire when under this exception.)
 - (v) Any assignment or detail as determined by the Chief of Police, or designee.

Note: All sworn officers shall carry their badge, Police ID card and MPO card while on duty. In case of an emergency situation or when police action is necessary, officers shall display their badge in a prominent place for identification purposes.

- 6) Officers assigned to motorcycle patrol duties will be issued specific uniform and equipment items that will be worn in accordance with **Directive 22, "Police Motorcycles"**.
- 7) Officers assigned to bicycle patrol duties will be issued specific uniform and equipment items that will be worn in accordance with **Directive 46, "Bicycle Patrol Standard Operating Procedures."**
- 8) Officers assigned to the Emergency Response Team (ERT) will be issued specific uniform equipment items that will be worn in accordance with **Directive 53, "Emergency Response Team"**. Patrol attire for ERT members shall be determined by the Chief of Police or designee and shall be consistent with the assignment.
- 9) Officers assigned to light or limited duty shall wear attire consistent with **Directive 68, "Injuries On Duty, Limited And Light Duty Assignments"**
- 10) Officers assigned to canine patrol duties will be issued specific uniform equipment items that will be worn in accordance with **Directive 103, 'Canine Operations'**.
- 11) Officers assigned to court shall wear attire consistent with **Directive 13, "Court Subpoena Procedures"**.
- 12) Upon hire, uniformed police officers shall be issued all of the uniform and equipment items contained within **Appendix A**. (Personnel replacing the original uniform clothing or purchasing additional items will ensure that such replacement clothing/equipment conforms to the styles and colors of the items currently authorized.)

b. Headwear

- 1) Crushed style police hat: The crushed style police hat (navy blue) is the official uniform hat of the UPPD. Winter, Summer and Mesh versions are authorized as per this directive. The uniform hat must fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. The hat shall be worn so that no hair is visible on the forehead beneath the cap.
 - (i) Personnel shall wear the hat in a military fashion so that the hat band creates a straight line around the head, parallel to the ground. The lower-most part of the bill should be on a horizontal plane with the eyebrows.
 - (ii) The hat shall be worn with the rank appropriate frontispiece and bands affixed at all times as follows:

Chief - Gold frontispiece (rank specific); gold and blue braided cloth band

Deputy Chief - Gold frontispiece (rank specific); gold and blue braided cloth band

Captain - Gold frontispiece (rank specific); gold and blue braided cloth band

Lieutenant - Gold Lieutenant frontispiece; gold braided cloth band

Sergeant - Silver Sergeant frontispiece; silver braided cloth band

Corporal - Silver Corporal frontispiece, black plastic band

Officer - Silver Police frontispiece, black plastic band

Note: Only the Chief of Police and Deputy Chiefs are authorized to wear rank specific gold embellishments on the bill of the hat. Leather hat bands worn on the rear of the hat are permitted for all ranks.

- 2) Baseball Cap: The prescribed UPPD baseball cap (navy blue) shall only be worn by bicycle patrol officers while wearing bicycle patrol uniform. The prescribed baseball cap shall be embroidered with the DPS Police Insignia **Only**.
- 3) Trooper style winter fur hat: The prescribed winter fur hat (black only) may be worn as part of the uniform of the day when the sustained temperature will be below **40 degrees** or in cases of extreme cold conditions. (**Frontispiece must be worn**)
- 4) Watch cap: The prescribed Watch cap (black only) may be worn as part of the uniform of the day when the sustained temperature will be below **40 degrees** or in cases of extreme cold conditions.

Note: The cap must be embroidered with the DPS Police Insignia and worn centered on the front of the head.

- 5) Headbands/Earmuffs: Headbands/Earmuffs (black only) may be worn as part of the uniform of the day when the sustained temperature will be below **40 degrees** or in cases of extreme cold conditions.

Note: Headbands/Earmuffs may not be worn as the outmost headgear; a uniform hat, trooper hat, knit cap, or baseball cap (bicycle only) must be worn in accordance with this directive.

- 6) Balaclavas: Balaclavas (black only) may be worn as part of the uniform of the day when the sustained temperature will be below **32 Degrees**.
 - (i) **Exception:** Bicycle patrol officers may wear the Balaclava when the sustained temperature will be below **40 Degrees**, in accordance with **Directive 46, "Bicycle Patrol Standard Operating Procedures"**

Note: Balaclavas may be worn on patrol, but must be removed or positioned in a manner that exposes the officer's face while conducting vehicle stops or otherwise interacting with the public on assignments other than traffic control.

- 7) Helmets: Prescribed helmets should only be worn by personnel assigned to a specialized unit while engaged in related activities (i.e. Bicycle, Motorcycle Patrol, and ERT). Riot helmets shall not be worn unless specifically authorized by the Chief of Police or designee.
- 8) All uniformed personnel shall wear the prescribed hat at all times when on-duty.

Exceptions:

- (i) While operating a patrol vehicle
- (ii) When inside of UPPD HQ
- (iii) When exigent or reasonable circumstances exist
- (iv) Bicycle Patrol officers engaged in related duties;
- (v) Motorcycle Patrol Officers engaged in related duties;

c. Shirts

- 1) Formal and Class "A" Dress Uniform Shirts: The prescribed formal and class "A" uniform shirts shall be identified by manufacturer, style and color by the Chief of Police or designee. Formal and Class "A" uniform shirts must be maintained and

readily available to all uniformed personnel regardless of assignment. Shirt colors are mandated as follows:

- (i) Light Blue - Police Officer up to and including to the rank of Sergeant.
 - (ii) White – Lieutenant up to and including the rank of Chief.
- 2) Class “B” Polo Uniform Shirts: The prescribed class “B” uniform shirts shall be identified by manufacturer, style and color by the Chief of Police or designee. Class “B” polo uniform shirts must have a reflective silver “Police” decal affixed to the back between the shoulder blades. Shirt colors are mandated as follows:
- (i) Light Blue - Police Officer up to and including to the rank of Sergeant.
 - (ii) White – Lieutenant up to and including the rank of Chief
- 3) Mock turtleneck shirts: The prescribed mock turtleneck shirt shall be identified by manufacturer, style and color by the Chief of Police or designee. For all personnel up to and including the rank of Sergeant, mock turtleneck shirts shall be Black in color and must have “UPPD” embroidered on the wearers left/front collar in white letters, one (1) inch tall.

For the rank of Lieutenant and above, mock turtleneck shirts shall be Black in color and must have “UPPD” embroidered on the wearers left/front collar in Gold letters, one (1) inch tall.

Note: The mock turtleneck shirt **May Not** be worn as an outmost garment. Mock turtlenecks are optional, but if worn, they must be worn under a long sleeve uniform shirt, sweater, or patrol jacket.

- 4) Undershirts: Are optional, but they **Must Be White**, and may only be exposed when worn with a short-sleeved shirt or Class “B” Winter Polo Shirt. Undershirts may not at any time be visible above the collar of a buttoned long-sleeved dress shirt, nor extend below the uniform shirtsleeve on a short-sleeved shirt.

Exception: Bicycle patrol officers may wear a white undershirt with collared long-sleeved uniform shirts in accordance with **Directive 46**.

5) Additional Regulations

- (i) Class “A” Dress Long-sleeved shirts: When wearing class “A” dress long-sleeved shirts with a tie, the top button of the shirt color must be buttoned at all times (except with mock turtlenecks) and the tie properly adjusted against the collar.

(ii) Short-sleeved shirts: A tie will not be worn when wearing short-sleeved shirts. Only the top button (collar) of the shirt is permitted to be open when wearing any short-sleeved uniform shirt.

(iii) All uniform shirts must display the departmental patch on the left sleeve. If the uniform shirt is worn as an outer garment it **Must** display the departmental patch, badge and name plate in accordance with this directive.

d. Neckties and Tie Bars

1) Neckties: Uniform personnel are required to maintain a clip-on or breakaway style tie (black in color only) as part of their mandatory uniform. Ties shall only be worn with long-sleeved Formal/Class "A" shirts and their length shall not exceed the belt buckle, nor end above the last exposed button on the uniform shirt. Standard "knotted" ties are prohibited.

2) Tie accessories: Uniformed personnel are permitted to wear a single tie bar or tie-tac or pin. Tie bars or tie-tacs/pins must be conservative and professional in style and shall not be obscene or that advocate discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability while on duty.

(i) Tie bars, tie-tacs or pins shall be worn at a point on the tie parallel to the bottom of the shirt pocket flap.

(ii) Only issued and/or authorized tie bars, tie-tacs or pins may be worn by uniformed personnel. Authorized items shall be designated on the clothing allowance.

(iii) Police Officer up to the rank of Sergeant may only wear silver colored authorized tie accessories. Lieutenants up to and including the rank of Chief may wear gold or silver colored authorized tie accessories.

e. Sweater/Pullover

1) Commando Sweater: The prescribed commando style sweater is the V-Neck style commando sweater, black in color.

(i) If worn as an outer garment the commando sweater **Must** display the departmental patch, badge and name plate (Embroidery is permitted).

(ii) Sergeants and Corporals shall wear rank appropriate royal blue chevrons on the sweater sleeves.

(iii) Lieutenants and above shall display rank insignia on the sweater epaulets.

- (iv) Sweaters must be tucked into the pants allowing the duty belt to be totally visible and accessible.
- 2) Zip-up Sweater: The prescribed zip-up sweater shall be black or navy blue in color and the length shall not exceed the garrison belt.
 - (i) The zip-up sweater shall not be worn as an outer most garment while conducting patrol functions.
 - (ii) The zip-up sweater may only be worn as an outermost garment by ORS personnel while assigned to administrative functions and/or training. The sweater must have the department patch, appropriate rank insignia, badge and name plate affixed.
- 3) Tactical Sweater/Pullover: The prescribed zip-neck garment shall be black in color and the length shall not exceed the garrison belt.
 - (i) The sweater/pullover shall not be worn as an outer most garment while conducting patrol functions.
 - (ii) The sweater/pullover may only be worn as an outermost garment by ORS personnel while assigned to administrative functions and/or training. The sweater must have the department patch, appropriate rank insignia, badge and name plate affixed.

f. Blouse Coat

- 1) The prescribed UPPD blouse coat is a single breasted navy blue dress coat, with shoulder epaulettes.
 - (i) Officers, Corporals and Sergeants shall have silver buttons affixed and wear silver state seals on both lapels. Only Officers, Corporals and Sergeants shall wear the blouse coat with the duty belt and cross strap.
 - (ii) Ranking officers (Lieutenant and above) shall have gold buttons affixed and wear gold state seals on both lapels. Ranking officers shall wear neither the duty belt nor cross strap with the blouse coat. Additionally, ranking officers shall have gold sleeve braids affixed to both sleeves commensurate with their rank as follows:

Lieutenant One (1) gold sleeve braid

Captain Two (2) gold sleeve braids

Deputy Chief	Three (3) gold sleeve braids
Chief	Four (4) gold sleeve braids

- 2) The blouse coat shall be worn on specific occasions deemed appropriate by the Chief of Police or designee. The blouse coat shall not be worn as a patrol jacket.
- 3) The blouse coat shall always be worn with a long sleeve shirt and necktie (no turtlenecks).

g. Trousers

- 1) Dress trousers: The prescribed Dress Trousers shall be identified by manufacturer, style and color by the Chief of Police or designee. Dress trousers must be navy blue in color.
 - (i) Dress trousers shall be creased and be hemmed so that the front crease touches the top of the shoe (or boot) at the shoelaces; any lesser length is prohibited.
 - (ii) Dress trousers **Shall Not** be bloused.
 - (iii) Dress trousers shall be navy blue in color with ½ inch wide royal blue piping on the outside of the legs for the rank of Officer up to and including Sergeant.
- 2) Battle Dress Uniform/Cargo type pants: The prescribed BDU or Cargo pants shall be identified by manufacturer, and style by the Chief of Police or designee.
 - (i) BDU or Cargo type pants shall be hemmed so that the bottom of the pant cuff is touching the top of the shoe (or boot) at the shoelaces; any lesser length is prohibited.
 - (ii) BDU or Cargo type pants shall be navy blue in color with ½ inch wide royal blue piping on the outside of the legs for the rank of Officer up to and including Sergeant.
 - (iii) Articles carried in the cargo pockets should not protrude from the pocket or present a bulky appearance.
 - (iv) BDU or Cargo pants **Shall Not** be bloused unless specifically authorized by the Chief of Police or designee.

Note: The only exceptions to this rule are personnel detailed to the Canine Unit. (ERT, Motorcycle and Bicycle patrol Officers must wear unit specific pants/uniforms for blousing to be permitted)

h. Footwear

- 1) Shoes/Boots: Only shoes /boots of an inconspicuous design may be worn (No logos, buckles or hooks visible below the pants line). All shoes/boots must be of plain rounded toe design, black in color, and constructed of smooth leather able to be polished to a shine. Grommets, laces and soles must also be black in color.

Note: Shoes and boots must be of a functional design that will allow personnel to safely conduct any necessary police action that may arise.

- 2) Socks: Socks shall be black or navy blue in color only, and of sufficient length to cover the exposed leg.
- 3) Slush/Snow Boots and/or covers: Black slush boots or boot covers may only be worn during inclement weather and at the direction of the Chief of Police or designee.

i. Other Garments

- 1) External Ballistic Vest Carrier: The prescribed external ballistic vest carrier shall be identified by manufacturer, style, color and design by the Chief of Police or designee.
 - (i) External vest carriers must be worn in accordance with ballistic vest manufacturer's warranty requirements.
 - (ii) **External carriers not approved by the ballistic vest manufacturer shall not be worn.**
- 2) Patrol Jacket: The prescribed patrol jacket shall be identified by manufacturer, style and color by the Chief of Police or designee.
 - (i) Patrol Jackets, when worn, shall be zippered to at least the midpoint between the waist and the neck at all times.
- 3) Raingear: The prescribed raingear shall be identified manufacturer, style and color by the Chief of Police or designee.
 - (i) Officers, Corporals and Sergeants shall wear yellow raingear; Lieutenants and above shall wear black raingear.
 - (ii) Raingear shall be kept clean and neat and must be readily available for deployment at all times.
- 4) Reflective Traffic Vest; The prescribed reflective traffic vest shall be florescent yellow/orange/green, with reflective trim and the word "Police" printed on the front and back. All personnel shall maintain the prescribed traffic vest and have it readily available for use.

- (i) Upon hire, uniformed police officers shall be issued a reflective traffic vest. All uniformed officers may purchase the prescribed reflective vest through the annual clothing allotment.
 - (ii) Reflective traffic vests shall be worn by all uniformed personnel while performing traffic or other hazardous duties that may require them to enter roadways or railroad track areas.
- 5) Gloves: Gloves may be worn during cold weather conditions or during the performance of police duties. Gloves should be of an inconspicuous design and may only be black in color.
- (i) The use of gloves is limited to those that do not hamper the flexibility of the fingers or the ability.

j. PATCHES

- 1) Department Patch: All uniformed members of the UPPD shall wear the department patch on the left sleeve of all patrol jackets, commando sweaters and class "A" and "B" shirts, approximately one (1) inch down from the shoulder seam.
 - (i) The outermost layer of the uniform must have the UPPD patch displayed at all times.
- 2) Special Unit/Assignment patches: Special unit/assignment patches (i.e., ERT and bike patrol) shall be worn on the right sleeve, approximately one (1) inch down from the shoulder seam.

k. Collar Pins

The designated collar pins shall be worn on the "Class A" uniform shirt as follows:

- 1) **Chief** - four (4) gold Stars (Worn parallel to the top edge of collar)
- 2) **Deputy Chief** - silver oak leaf (Worn bisecting the point of collar)
- 3) **Captain** - double gold bars (corrugated) (Worn parallel the point of collar)
- 4) **Lieutenant** - single gold bars (corrugated) (Worn parallel to the front edge of collar)
- 5) **Sergeant** - triple silver chevrons (Worn bisecting the point of collar)
- 6) **Corporal** - double silver chevrons (Worn bisecting the point of collar)
- 7) **Patrol Officer** - silver "P.D." pins (Worn bisecting the point of collar)

Collar pins shall be worn approximately ½ to 5/8th of an inch above the parallel point indicated.

I. Rank Insignia

Rank insignias for Lieutenants and above shall be worn on both shoulder loops of the outermost garment (excluding raincoats) approximately 5/8ths of an inch from the outer shoulder seam.

Chevrons shall be worn on the sleeves, midway between the elbow and the shoulder on shirts, sweaters, blouse coats and patrol jackets.

The insignias are as follows:

- 1) **Chief** four (4) gold Stars
- 2) **Deputy Chief** silver oak leafs
- 3) **Captain** double gold bars (corrugated)
- 4) **Lieutenant** single gold bars (corrugated)
- 5) **Sergeant** triple silver chevron
- 6) **Corporal** double silver chevron

Note: Corporals shall wear black chevrons on uniform shirts; royal blue on patrol jacket and sweater. Sergeants shall wear royal blue chevrons on all uniforms.

m. Department Badge

- 1) All sworn UPPD personnel shall be issued a metallic department badge. The authorized metallic badge shall be identified by manufacturer, style and color by the Chief of Police or designee. The badge will be worn on the outermost garment (including raincoats) over the left breast.
- 2) The authorized badge is of a shield and eagle design, with the Commonwealth of Pennsylvania seal affixed, and four panels containing badge number, rank department name and the word "Police". Dimensions are: three and one half inch (3 1/2") by two and one half inch (2 1/2").
- 3) Embroidered badges are authorized for wear in accordance with this directive and must be consistent in style and design with the metallic badge. (ERT may wear "subdued" embroidered badges)
 - (i) Embroidered badges may only be worn on the commando sweater, patrol jackets, outer vest carriers and class B polo shirts.

- 4) Only the authorized badge may be worn. Badge colors and designs are rank specific and are assigned as follows:
 - (i) **Chief** - gold
 - (ii) **Deputy Chief** - gold
 - (iii) **Captain** - gold with silver raised panels
 - (iv) **Lieutenant** - gold with silver raised panels
 - (v) **Sergeant** - silver with gold raised panels
 - (vi) **Corporal** – silver
 - (vii) **Detective** - gold
 - (viii) **Officer** - silver

- n. Nameplate, Nametapes and Embroidering
 - 1) **Nameplates** shall be brushed (polished for Lt. and above) metal, two- and one-half inch (2 1/2") by one half inch (1/2") in size.
 - (i) Officers, Corporals and Sergeants shall wear silver colored nameplates with black lettering and a silver colored CALEA logo affixed to the left side in front of name.
 - (ii) Lieutenants and above shall wear gold colored nameplates with black lettering and a gold colored CALEA logo affixed to the left side in front of name.

 - 2) **Nametapes** shall be black cloth with rank specific colored block letters 3/8 to 1/2-inch-tall in height.
 - (i) Officers, Corporals and Sergeants shall wear black cloth **nametapes** with **White** colored block letters. (ERT personnel may wear "subdued" lettering)
 - (ii) Lieutenants and above shall wear black cloth **nametapes** with **Gold** colored block letters. (ERT personnel may wear "subdued" lettering)
 - (iii) Nametapes may only be worn on the commando sweater, patrol jackets, outer vest carriers and class B polo shirts and shall be worn on the right side of the wearer's chest on a horizontal plane with the badge.

 - 3) **Embroidering** is only authorized on the Class B Polo shirts. Class B Polo shirts may be directly embroidered with the officer's name in 3/8 to 1/2-inch block letters.

- (i) Blue thread shall be used for Officer up to the rank of Sergeant; gold thread for Lieutenant up to the rank of Chief.
 - 4) Nameplates, nametapes and direct embroidering will be worn directly above the top of the right breast pocket on outer garments that have breast pockets (e.g., shirts and blouse coats). On outer garments not having breast pockets (e.g., sweaters and patrol jackets) they are to be worn on the right side on a horizontal plane with the badge or centered directly **Above** the badge.
 - 5) Nameplates/tapes and/or embroidering shall be worn on the outermost layer of the uniform and will include the officers last name.
- o. Mourning Band
- 1) A black band will be worn on the badge only with authorization by the Chief of Police. **Black tape will not be used as a mourning band.**
 - 2) The mourning band should be worn straight across the center of the badge.
 - 3) The width of the black band should not exceed one (1) inch. Mourning bands with the thin blue line are authorized.
- p. Service Markers
- 1) Service markers may be worn on the blouse coat. They should be placed 4 ½ inches from the end of left sleeve facing out:
 - (i) For every (5) years of service, one (1) hash mark (medium gold bar with black background) may be worn. Example: 20 years of completed service - (4) hash marks.
- q. Commendation Ribbons
- 1) Commendation Ribbons will be worn above the left breast in the color designations indicated, centered above the badge as follows:
 - (i) Valor - Purple
 - (ii) Bravery - Red
 - (iii) Heroism - Green
 - (iv) Merit - Blue
 - (v) Commendatory Citation - Blue and Gold

- 2) Awards shall be worn in order of precedence from top down and from the wearer's right to left.
 - 3) When ribbons for all five (5) categories are worn, the Valor will be worn at the top, centered above the other four ribbons, which will be worn two abreast for a total of three rows. Bravery will be closest to the heart on the next row, Merit to the left. On the bottom row, Heroism will be worn closest to the heart, Commendatory Citation to the left.
 - 4) When four (4) ribbons are worn, they will be worn two abreast for a total of two rows. The highest will be worn on the top row, closest to the heart with the third highest to its left. On the bottom row, the second highest ribbon will be worn beneath the highest with the lowest ribbon to its left.
 - 5) When three (3) ribbons are worn, the highest ribbon will be worn centered above the other two. The next highest will be worn on the bottom row, closest to the heart, with the lowest ribbon to its left.
 - 6) With two (2) ribbons, the highest will be worn closest to the heart.
 - 7) Subsequent commendations for the same category will be designated by gold stars or oak leaf clusters as follows:
 - (i) 3/16" star = one (1) additional
 - (ii) 5/16" star = five (5) additional
 - (iii) oak leaf cluster = ten (10) additional
 - (iv) numbers = additional commendations (in multiples of 5, 10, etc. Commendatory Citations only)
 - 8) Stars and oak leaf clusters will be displayed on the ribbons in an orderly fashion, considerate of center.
 - 9) Commendation awards from other law enforcement agencies, special recognition and training ribbons may be worn **if** appropriate documentation is submitted and approved by the Chief of Police, or designee.
- r. Uniform Accessories
- 1) Firearms proficiency badges: if worn, will be worn above the left breast pocket, centered above any ribbons, nameplate or badge.
 - 2) Field Training Officer/Supervisor pins will be worn centered above the name plate only when authorized by the Chief of Police, or designee.

- 3) Unless listed in the UPPD Directives, no other device, badge, button, insignia, or item, except those specifically authorized by the Chief of Police or designee, will be worn or displayed on the official uniform.
- 4) The wearing of non-regulation articles of clothing or items not associated with the uniform is prohibited. (i.e. "Bluetooth wireless devices, head wraps, etc.)

D. Equipment to Be Worn Or Carried While On Duty

1. All uniformed officers, up to and including the rank of lieutenant, will carry/wear the following equipment while assigned to street duties:
 - a. Department issued or approved firearm, duty ammunition and a security holster, as authorized in **Directive 2, "Authorized Weapons: Training, Proficiency And Usage."**
 - b. Two (2) spare magazines and holder. Magazines shall be fully loaded with the prescribed duty ammunition.
 - c. Straight or collapsible (ASP) baton and holder as authorized in accordance with **Directive 2, "Authorized Weapons: Training, Proficiency And Usage."**
 - d. Body armor shall be worn in accordance with **Directive 18, "Wearing Of Body Armor."**
 - e. One (1) pair of handcuffs, holder and key.
 - f. OC spray canister and holder as authorized in accordance with **Directive 2, "Authorized Weapons: Training, Proficiency And Usage."**
 - g. Compact "Stinger/Polystinger" (or similar) type flashlight and holder. Metal C and D cell flashlights that are longer than eight (8) inches are prohibited.
 - h. Black duty belt shall be worn with all regulation uniforms. The cross strap shall **Only** be worn in conjunction with the wearing of the blouse coat.
 - i. Timepiece (wristwatch or other device) in working order.
 - j. Ballpoint pen with black ink and pocket notebook.
 - k. Issued keys.
 - l. Portable radio and holder.
 - m. Police Identification cards. This shall include:
 - 1) Departmental Identification; and
 - 2) MPOTEC Identification card

2. Foul weather equipment (raincoat, hat cover) shall be **Readily Available** for use as needed.
3. The following forms shall be carried by all uniformed patrol officers while on duty:
 - a. Incident Report (UPPD-10) - at least six (6);
 - b. Current Parking and Moving Traffic Violation Report Books;
 - c. Daily Patrol Log (UPPD-3);
 - d. Affidavit of Stolen/Missing property (UPPD-101)
 - e. Crime Scene Log (UPPD-27).

E. Equipment In Patrol Vehicles

1. The following equipment shall be carried in all marked patrol vehicles, excluding the patrol wagons (W-1 and W-2):
 - a. one fire extinguisher;
 - b. caution tape;
 - c. one traffic safety vest;
2. Officers who utilize items in the First Aid Kit shall indicate which items were used to their Shift Supervisor. The Shift Supervisor will inform the department's First Aid Instructor who will replenish the vehicle's supply through departmental inventory.
3. Officers who utilize the fire extinguisher shall notify their Shift Supervisor and document the use on an incident report (UPPD-10). The Shift Supervisor will notify the Vehicle Maintenance Officer who will replace the fire extinguisher.
4. Officers who utilize other items that require replacement will indicate which items were used to the Shift Supervisor. The Shift Supervisor will inform the Vehicle Maintenance Officer who will replenish the vehicle's supply through departmental inventory.

F. Carrying Weapons/Equipment While Off Duty

1. Officers, while off duty, may carry any or all of the following UPPD issued equipment:
 - a. their UPPD issued or personally owned firearm if authorized in accordance with **Directive 2**;
 - b. OC Spray if authorized in accordance with **Directive 2**; and/or

- c. Issued or department approved handcuffs.
2. If an officer elects to carry any of the above weapons/equipment while off duty, he/she **must** also carry their issued departmental badge and identification cards.

G. Officer Clothing Budget

1. The UPPD shall provide all officers an annual clothing budget for the selection of uniforms and equipment in accordance with the Collective Bargaining Agreement (CBA).
 - a. At the termination of an officer's employment, the Captain of Staff and Administrative Service or designee will reclaim any issued clothing allotment cards.

H. Uniform/Equipment Maintenance and Security

1. The UPPD will provide for the maintenance of officer's uniforms in accordance with the CBA, however, officers are responsible for the proper care and maintenance and authorized use of issued uniforms and equipment.
2. For those sworn employees not in uniform, the UPPD shall provide maintenance of non-uniform business attire in accordance with the CBA.
3. **Officers of the UPPD WILL NOT store, or otherwise leave unattended, departmentally issued equipment within a personally owned vehicle. Items including weapons, radios, body armor, badges, MPO cards, and/or police identification cards will be secured within the officer's household or within the UPPD Headquarters Building while not in use. Officers of the UPPD who fail to secure departmentally issued equipment properly per this directive will be subject to disciplinary action.**

I. Damaged/Destroyed, Stolen or Lost Property/Equipment

1. Department owned property: Should departmentally issued or owned equipment be lost or stolen, and a departmental investigation determines that such equipment was improperly stored or handled as per this directive; officers will be subject to disciplinary action and will be held responsible for the replacement cost of the lost or stolen equipment.
 - a. Incidents of lost, stolen or damaged departmentally owned property must be immediately reported (or as soon as practical) to an on-duty UPPD supervisor. The officer must complete an Incident Report (UPPD-10); and complete an interoffice memorandum (UPPD-28) listing the damaged/lost items, detailing the circumstances and then forward it to the Chief of Police via the chain of command.
 - 1) The Detective Unit will conduct a full investigation and forward the results of the investigation to the Chief of Police.

Note: Sensitive or valuable equipment that is readily identifiable (e.g., firearm, badge, portable radio, identification cards, etc.) will be entered into CLEAN/NCIC by the investigating Detective.

2. Personal property: Claims for the repair or replacement of personal property such as eyeglasses or contact lenses damaged or destroyed in the line of duty, must be substantiated by the officer and authenticated by his/her immediate supervisor. **Note:** The UPPD will **Not** be responsible for personally owned jewelry or other items damaged or lost in the line of duty.
 - a. The officer must report the claim to his/her immediate supervisor prior to reporting off duty on the day of the incident (if physically able).
 - b. The officer must prepare and forward an Interoffice Memorandum (UPPD-28) to the Captain of Staff and Administrative Services. The memorandum will include:
 - 1) officer's name and badge number;
 - 2) date and time of incident;
 - 3) location of occurrence;
 - 4) description of the incident;
 - 5) incident control number;
 - 6) any injuries sustained;
 - 7) witnesses to the incident (police and civilian);
 - 8) description of item, damage, value and date of purchase; and
 - 9) state that no restitution has been made or will be accepted, other than that provided by the UPPD.
 - c. The officer should attach any receipts or bills for repair/replacement to the (UPPD-28).
 - d. The officer's immediate supervisor will examine the item in question and note the damage. In addition, the supervisor will investigate the incident and attach any comments to the officer's (UPPD-28) and forward same to the Captain of Staff and Administrative Services.
3. The Captain of Staff and Administrative Services will approve or disapprove the request and state same on the officer's memorandum.
 - a. A copy of the approved or disapproved memorandum will be forwarded to the officer.

- b. If approved, an additional copy of the memorandum will be forwarded to the Director of Administration and Finance. The Director of Administration and Finance will ensure the item is repaired or replaced as soon as practical.
4. Repair/Replacement of Uniforms/Equipment Damaged or Destroyed in the Line of Duty:
- a. The UPPD will repair or replace uniforms/equipment damaged or destroyed in the line of duty in accordance with the CBA.
 - b. The officer will prepare and forward, via the chain of command, an Interoffice Memorandum (UPPD-28) to the Captain of Staff and Administrative Services stating:
 - 1) the full description of the damaged/destroyed uniform/equipment;
 - 2) summary of the incident and manner in which the uniform/equipment was damaged; and
 - 3) that no restitution has been made by other persons.
 - c. The Captain of Staff and Administrative Services will approve the officer's memorandum only when, in his/her opinion, the request for repair or replacement is valid.
 - 1) A copy of the approved or disapproved memorandum will be forwarded to the officer.
 - 2) If approved, an additional copy of the memorandum will be forwarded to the UPPD Quartermaster. The Quartermaster will ensure the item is replaced as soon as practical.
 - d. When a temporary badge is issued, it is for appearance only. The officer must use their assigned number on all reports.

J. Return of Uniforms and Equipment

- 1. At the termination of an officer's employment, the Captain of Staff and Administrative Service or designee will reclaim all UPPD equipment, uniforms and allotment cards issued to the officer. The employee will schedule an appointment with the Quartermaster or designee.
- 2. The employee's last paycheck will be withheld until all required equipment is returned.

K. Disposal of Uniforms and Equipment

- 1. Issued uniforms that have reached the end of useful service life may be disposed of by the individual officer. **All UPPD patches, insignias and related items must be removed prior to disposal.**

- a. Departmental patches, insignias and related items that have reached the end of useful service life must be completely destroyed (i.e. shredded) before disposal.
 - 1) Patches and embroidered badges may be returned to the quartermaster for proper disposal.
- 2. Only specific equipment that has reached the end of useful service life may be disposed of by the individual officer (i.e. leather gear, shoes and headwear).
 - a. All other issued equipment must be submitted to the Captain of Staff and Administrative Services or designee for proper disposal. This shall include, but is not limited to:
 - 1) Metal Badge and Frontispiece
 - 2) Firearm and Ammunition
 - 3) TASER and cartridges
 - 4) OC spray
 - 5) ASP
 - 6) Body Armor
 - 7) Two-way radio
 - 8) Keys
 - 9) Identification cards (UPPD and MPOETC)
 - 10) Regulated forms
 - 11) Citation booklets

L. Lockers

- 1. The UPPD maintains lockers at Police Headquarters for the exclusive use of its employees, as a convenience for them and as such, certain responsibilities and restrictions are placed on their use.
- 2. Lockers shall be kept clean and orderly as possible and shall not be used as storage for intoxicants, food, contraband, articles of evidence, recovered property or surplus quantities of departmental forms.
 - a. Stickers, placards, or adornments affixed to the exterior and interior of lockers are strictly prohibited, unless specifically authorized by the Chief of Police or designee.

3. The individual officer assigned a locker shall use only the lock supplied by the department.
 - a. If a personal lock is approved for use, the officer shall provide the Captain of Administrative and Staff Services with a duplicate key or combination for the lock used to secure his/her locker.
4. The individual officer assigned a locker may store the following items in same:
 - a. All required police equipment as indicated in this and related directives.
 - b. Civilian clothes and athletic equipment.
 - c. Toiletries.
 - d. A personal or department owned firearm.

M. Inspections

1. Uniform Inspections: Supervisory personnel shall inspect uniforms when members report for their duty assignments or at any other time deemed appropriate.
2. Locker Inspections: The Chief of Police, or designee, may periodically conduct a formal and unannounced inspect of all lockers assigned to UPPD personnel. This authority may, in specific instances, be delegated to subordinate supervisory personnel.
 - a. Shift Commanders shall be responsible for day to day locker inspections to ensure compliance with this directive.
3. Equipment Inspections: Employees may be assigned department owned vehicles, computers, desks, cabinets or other property for the mutual convenience of the department and its personnel. Such property is subject to entry and inspection by an authorized department agent at any time and without notice, even if the employee has secured the property with a personally owned lock.

Note: The University of Pennsylvania Police Department reserves the right to inspect, view, inventory, or otherwise search any property owned by the University at any time. This shall include, but is not limited to lockers, desks, cabinets, and vehicles. Accordingly, personnel should NOT assume any reasonable expectation of privacy in these areas whether locked or unlocked.

4. **Supervisory personnel in accordance with Directive 35, "Inspectional Services", will conduct daily line inspections to ensure compliance with this directive.**

N. Approval Authority

1. The Chief of Police shall be the final approval in all matters relating to uniforms and equipment.
 - a. Proposals for changes to authorized uniform and equipment must be submitted through the Captain of Staff and Administrative Services.
2. No member of the UPPD is permitted to sell, give, exchange, or trade a police uniform and/or uniform equipment, or any part thereof, to any person who is not a police officer without the written authority of the Chief of Police.

O. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

P. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

Q. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

DIRECTIVE 45, "UNIFORMS AND EQUIPMENT"
APPENDIX "A"

SUBJECT: "Authorized Equipment Issued to Uniformed Officers Upon Hire"

All weather navy blue dress trousers with ½ inch royal blue braiding (3)
BDU pants with ½ inch royal blue braiding (1)
Long sleeve shirt, light blue (6)
Short sleeve shirt, light blue(6)
Redi knot tie, black (2)
Tie bar, silver (1)
Silver P.D. collar pins, silver (2 pair)
Crushed patrol hat, navy (1)
All weather "bike unit" style patrol jacket, navy/royal blue (1)
Blouse coat, navy (1)
Shoes, black (1 pair)
Raincoat and hat cover, yellow (1)
Nameplate, silver (2)
Protective body armor (1)
Garrison belt, black leather (1)
Duty belt, black leather (1)
Cross Strap, black leather (1)
OC spray canister (1)
OC spray holder, black leather (1)
ASP baton (1)
ASP baton holder (1)
Handcuffs and key (1 pair)
Handcuff case, black leather (1)
Pistol, .40 caliber (1)
Holster, black (1)
Double magazine holder, black leather (1)
Stinger style flashlight and charger (1)
Stinger flashlight holder, black leather (1)
Winter gloves, black leather (1 pair)
Belt keepers, black leather (4)
Frontispiece (1)
Badge (1)
UPPD Police identification card (2), (1) is ID only, the other is for access control.
Handheld portable radio (1)
Handheld portable radio holder, black (1)
CPR mask (1)
Disposable medical gloves (1 pair) and as needed
Duty ammunition (50 rounds)
Parking and Moving Traffic Violation books (1 each)
Reflective safety/traffic vest with "POLICE"(1)