



**California State University, Los Angeles
Department of Public Safety**

NUMBER: I-6 **APPROVED:** _____
Rick Wall, Chief of Police

EFFECTIVE: March 2, 2017

SUPERSEDES: 4/19/2012 **Reviewed/Revised:** March 2, 2017

SUBJECT: **Uniforms and Personal Appearance**

I. PURPOSE:

To establish the policy and procedure for uniforms and personal appearance.

II. POLICY:

- A. The personal appearance of all employees shall be of the highest standard. All employees shall maintain their appearance consistent with the highest ideals of this Department.
- B. University Police, Parking Control Officers, and Dispatchers will:
 - 1. Wear the prescribed uniform and equipment during their tour of duty.
 - 2. Keep their uniform clean, pressed, and in good repair with shoes and leather gear polished.
 - 3. Wear only the prescribed items with their uniforms.
- C. Officers assigned to plain clothes detail will:
 - 1. Maintain a uniform in a clean and serviceable condition. The uniform shall be ready for immediate use.
 - 2. Wear the prescribed civilian clothing.

III. PROCEDURES:

- A. Responsibilities.

Supervisors will inspect their employees periodically to ensure compliance with this order.
- B. University Police Officer; prescribed uniform.
 - 1. Shirt (long and short sleeve).
 - a. Navy blue, LAPD approved, 100% wool, Raeford #8321-30, 9-9 1/2 oz. tropical or 65% polyester - 35% Rayon, 10-10 1/2 oz. tropical 2 x 2 ply construction.

- b. All buttons will be buttoned except the collar button.
- c. Objects that produce obvious bulges or protrusions shall not be carried in the pockets.
- d. Only insignias, pins, or medals approved by the Director shall be worn.
- e. Shooting badges may be worn on the right pocket flap 1/2" down from the top seam of the pocket and 1/2" right of the left side of the pocket flap. (Shooting badge not furnished by the Department).
- f. When assigned to the Critical Response Unit, or CRU, CRU pins may be worn on the right pocket flap, below the top seam of the pocket and 1/2" right of the left side of the pocket flap. (CRU pin not furnished by the Department).
- g. A gold, metal name tag will be worn above the right pocket flap. The top of the name tag will be against and in line with the top seam of the right pocket and centered over the pocket. (Name tag furnished by the Department).
- h. Department issued awards may be worn optionally on the short sleeve uniform (Class B), and on the long sleeve uniform (Class A). The wearing of Department issued awards shall be mandatory for events, functions and assignments designated by the Chief of Police. Department members will wear a maximum of nine awards/recognitions on their Department uniform with the bottom of the lowest row of awards meeting the top seam of the right pocket, centered over the pocket. (Written Directive I-25)
- i. Military ribbons may be worn at the direction of the Chief of Police. Military ribbons will not be mixed with Department issued ribbons. When authorized by the Chief of Police, only one group of ribbons, either military or Department issued, will be worn on the Department uniform at any one given time.
- j. Service stripes shall be sewn on the left sleeve of the long sleeve uniform shirt at a 45 degree angle. The lower end of the stripe shall be toward the inside seam of the sleeve, 3/4" above the top edge of the shirt cuff, with the complete stripe displayed in front of the center press of the sleeve. Additional stripes shall be placed above and parallel with the first stripe, with 1/2" background space between stripes. Each stripe represents five years of professional Police service. The material color shall be identical to that of the Sergeant chevron.
- k. A white crew neck T-shirt will be worn under the short sleeve shirt. An optional solid black turtle neck shirt or solid black "dickie" may be worn under the long sleeve uniform shirt during cold weather conditions, such dickies may have the initials of the agency in all capitals horizontally embroidered on it (CSULA PD).

1. A Department patch will be worn on each sleeve of both the long sleeve and the short sleeve shirt. The patch will be entered under the shoulder epaulet, 1/2" below the shoulder/sleeve seam. (Patches furnished by the Department).
2. Trousers.
 - a. Navy blue, LAPD approved, 100% worsted wool 16-16 1/2 oz. serge weave, Raeford #8250-8818 or 100% texturized dacron polyester 11 oz. serge weave, Navy blue #B1349.
 - b. Pockets shall be buttoned.
 - c. Trousers shall not be pegged, flared, or altered in any way.
3. Trouser Belt: Black, basket weave, between 1 1/4" to 2" in width.
4. Jackets.
 - a. Officers may wear black, nylon "Tuffy", "Gerber", "car duty", or "wind breaker" jackets, or jackets of similar construction and appearance.
 - (1) Officers may sew a cloth badge, in place of the metal badge on the "Tuffy", "Gerber", "car duty", or "wind breaker" jackets. (Cloth badges not furnished by the Department).
 - (2) Officers may sew a cloth name tag on their jacket in place of the metal name tag. The name tag will be 1" high with gold letters on a black background. (Cloth name tags not furnished by the Department).
 - b. A Department patch will be worn on each sleeve of any jacket. The patch will be placed in the same location as on the uniform shirt.
5. Necktie and Tie Bar.
 - a. The necktie shall be a "long" style black, snap-on approximately 3" in width.
 - b. A tie bar, if worn, shall be gold in color, plain design and be worn even with the bottom of the shirt pocket.
6. Footwear.
 - a. Shoes shall be black; plain toed lace-up style with a minimum of two (2) eyelets, without ornamentation and shall be of a conservative type. If boots are worn, they will be plain toed and of a height to prevent trouser cuffs from "hanging up" on boot tops.
 - b. Socks will be of a plain design, black or dark blue in color.
7. Hat.

- a. A standard "LAPD" style, navy blue, round design. Officers and Corporals will wear a black band. The Deputy Chief, Lieutenant, and Sergeants will wear a gold metal band. (Hat piece furnished by the Department).
 - b. Each officer is required to possess a hat. The hat will be worn only when the Director of Public Safety or his designee so directs.
 - c. Each officer may possess and wear an optional, straw, "Campaign", style hat having a stiff brim in 3" width with slight curl. The hat shall be of specification similar to the Stratton model S-40, navy blue in color. Command staff shall wear a solid gold color acorn band; sergeants, corporals, and officers shall wear a silver/black acorn band.
 - d. Each officer may possess an approved baseball cap. The cap will be black with the word "POLICE" in yellow letters affixed and centered on the front panel.
 - e. Baseball caps may be worn by officers during inclement weather or when assigned to bicycle patrol, or on other special assignments requiring prolonged exposure to direct sunlight. Use of a cap on assignments, other than bicycle patrol will be subject to approval by the Watch Commander.
8. Rank Insignia.
- a. Corporals will wear cloth CHP style chevrons with two stripes on each sleeve of the short sleeve and long sleeve shirt and on any jacket. The chevrons will be centered below the Department patch and 1/2" below the patch.
 - b. Sergeants will wear the cloth CHP style chevrons with three stripes on each sleeve of the short sleeve and long sleeve shirt and on any jacket. The chevrons will be centered below the Department patch and 1/2" below the patch, or spaced equidistant from the bottom of the patch and the bottom of the shirt sleeve on the short sleeve shirts.
 - c. The Deputy Chief will wear a double star, and the Lieutenant a single gold bar affixed to the center of each side of the collar of uniform shirts. The front edge of the bar shall be 1/2" from and parallel with the front edge of the collar. One bar shall be worn on each shoulder of any jacket. The outer edge of the bar shall be 3/4" above and parallel with the sleeve-head seam and centered over the shoulder seam.
9. Additional equipment required to be worn by uniform Public Safety Officers.
- a. Badge, furnished by the Department, worn on the outermost garment. A cloth badge may be worn on the uniform jacket in place of a metal badge.
 - b. Department furnished safety equipment required to be worn included: approved firearm, gun belt, holster, handcuffs, with case and handcuff

key, baton and baton ring, ammunition pouches, radio, radio holder, and whistle. Trim on safety equipment will be brass, chrome or black. Velcro closures are also acceptable.

- c. Body armor will be furnished by the Department for all sworn members assigned uniform duties. The wearing of the body armor is optional, but may be mandated dependent upon assignment.
 - d. Refer to the instructions on “Use of Force” for additional information regarding weapons.
 - e. Flashlight when necessary.
10. Optional Uniforms – Normal wearing of optional uniforms will occur only when worn by all members of the uniform patrol shift.

- a. Bicycle Uniform: as approved by the Lieutenant in charge of Operations and subject to change as to season.
- b. Utility Uniform (Two Piece) may be worn during special assignments where the wearing of the class-A uniform would not be appropriate. Use of the utility uniform will be subject to approval by the Watch Commander (Investigations: subject to approval by the Police Lieutenant. Optional Utility Uniforms are not furnished by the Department unless otherwise specified. Members of the Critical Response Team may wear the CRU Utility Uniform as directed by the CRU Commander, CRU Sergeants, as described by CRU policy, or as directed by the Director/designee.

The two piece Utility Uniform will be made of heavy cotton or combination fabric, midnight blue in color. “Pro-Tuff”, style #US101, manufactured by Werner Works or equivalent. **Military blue B.D.U.’s are not authorized.**

- 1) Utility Shirt with button cuff long sleeves, front flap pockets, shoulder patches, cloth badge, cloth name tag (1” high with gold block letters on black), large sew-on patch on back reading “POLICE” in large gold letters, and chevrons where applicable, as specified for uniform jacket. An optional black crew neck T-shirt may be worn under the Utility Shirt.
- 2) Utility Pants with six or more pockets. The pants cuffs may be bloused when worn with boots (minimum 8” high boots).
- 3) A one piece utility uniform or coverall with appropriate insignia may be worn under special circumstances (search/arrest warrant service, C.S.I.) with Watch Commander approval.

11. Optional Duty Belt: Nylon type duty belts with accessories (i.e.: holster, cuff case, magazine pouches, radio case, keepers, etc...) may be worn as a set (leather accessories may not be worn on a nylon duty belt). “Bianchi”

Accumold or equivalent, in black only. Optional duty belts are not furnished by the Department unless otherwise specified.

C. Parking Control Officers; prescribed uniforms.

1. Shirt.

- a. 65% polyester, 35% rayon, tropical, light blue, with shoulder epaulets and badge tab, short or long sleeve.
- b. All buttons will be buttoned except the collar button of the short sleeve shirt.
- c. Objects that produce obvious bulges or protrusions shall not be carried in the pockets.
- d. Only insignias, pins, or medals approved by the Director shall be worn.
- e. A name tag will be worn over the right pocket flap. The top of the name tag will be against and in line with the top of the seam of the pocket and centered over the pocket. (Name tag will be furnished by the Department).
- f. A white crew neck T-shirt will be worn under the short sleeve shirt.
- g. A Department patch will be worn on each sleeve of both the long sleeve and short sleeve shirt. The patch will be centered under the shoulder epaulet 1/2" below the shoulder/sleeve seam.

2. Trousers.

- a. Dark blue, 100% polyester, Raeford comparable to Fecheimer #32221.
- b. Pockets shall be buttoned.
- c. Trousers shall not be pegged, flared, or altered in any way.
- d. Dark blue polyester/cotton blend uniform shorts may be worn by Parking Control Officers from June 15 to October 1.

3. Jacket.

- a. Dark blue, nylon, "Tuffy", "Gerber", "car duty", or "windbreaker" style jacket.
- b. A Department patch will be worn on each sleeve of any jacket placed in the same location as the uniform shirt. The name tag will be worn centered over the right pocket.

4. Trouser Belt: Black, basket weave, between 1 1/4" and 2" in width.

5. Necktie and Tie Bar.

- a. The necktie shall be a "long" style black, snap-on approximately 3" in width. A tie will be worn only for special occasions. Those occasions will be communicated in advance by the appropriate supervisor.
- b. A tie bar, if worn, shall be gold in color, plain design and be worn even with the bottom of the shirt pocket.

6. Footwear.

- a. Shoes shall be black, plain toed, lace up style with a minimum of two (2) eyelet's, without ornamentation and shall be of a conservative type. If boots are

worn, they shall be plain toed and of a height to prevent trouser cuffs from “hanging up” on boot tops.

- b. Socks will be of plain design, black or dark blue in color.
 - c. Dark blue, black or white athletic shoes and plain white standard length athletic socks will be worn by Parking Control Officers opting to wear uniform shorts.
7. Additional equipment required to be worn.
- a. The badge will be worn on the outermost garment. (Badge furnished by the Department).
 - b. Whistle.
 - c. Flashlight, when necessary.
8. Rank Insignia: Parking Control sergeants will wear the cloth CHP style chevrons on each sleeve of the short sleeve and long sleeve shirt and on any jacket. The chevrons will be centered below the Department patch and 1/2” below the patch.

D. Dispatchers; prescribed uniforms.

1. Shirt (long and short sleeve)

- a. White 65% polyester, 35% rayon, tropical, with shoulder epaulets and badge tab, short or long sleeve. The Administrative Services Manager may approve a white, red, navy, grey, and black, golf style shirt with appropriate modifications and insignias for wear.
- b. All buttons will be buttoned except the top collar button of the short sleeve shirt.
- c. Objects that produce obvious bulges or protrusions shall not be carried in the pockets.
- d. Only insignias, pins, or medals approved by the Director shall be worn.
- e. A gold, metal nametag will be worn over the right pocket. The bottom of the name tag will be against and in line with the top seam of the pocket and centered over the pocket. (Name tag will be furnished by the Department).
- f. A white crew neck T-shirt will be worn under the short sleeve shirt (not required for golf style shirt).
- g. A Department “Communications” patch will be worn on each sleeve of both the long sleeve and short sleeve shirt. The patch will be centered 1/2” below the shoulder/sleeve seam. (Patches will be furnished by the Department).

2. Trousers.

- a. Navy blue, 100% polyester, Raeford comparable to Fecheimer #32221.
- b. Pockets shall be buttoned.
Trousers shall not be pegged, flared or altered in any way.

3. Skirts (Optional - Female Employees).

- a. Navy blue, polyester/cotton blend.
- b. Length not to exceed 1” above the knee.

4. Jacket and/or Sweater.

- a. Navy blue, nylon “Gerber”, “car duty”, or “windbreaker” style jacket.
 - b. Navy blue, cotton or wool blend, cardigan sweater.
 - c. A Department “Communications” patch will be worn on each sleeve of any jacket or sweater placed in the same location as the uniform shirt.
 - d. A name tag will be worn over the right pocket flap. The bottom of the name tag will be against and in line with the top seam of the pocket and centered over the pocket. (Name tag will be furnished by the Department).
5. Belt: Black, basket weave, between 1 1/4” and 2” in width.
6. Necktie and Tie Bar.
- a. The necktie shall be a “long” style, black, snap-on, approximately 3” in width. A tie shall be worn only for special occasions. Those occasions will be communicated in advance by the Operations Division Commander or his designee.
 - b. A tie bar, if worn, shall be gold in color, plain design and be worn even with the bottom of the shirt pocket.
7. Footwear.
- a. Shoes shall be black, plain toed, lace up style with a minimum of two (2) eyelet’s, without ornamentation and shall be of a conservative type. If boots are worn, they will be plain toed and of a height to prevent trouser cuffs from “hanging up” or catching on boot tops.
 - b. Socks will be of plain design, black or dark blue in color.
 - c. Black, conservative “pump” style shoes, heel not to exceed 2”, plain, without ornamentation.
- E. Personal appearance of uniformed and sworn male employees.
1. Haircuts: Hair shall be neatly trimmed at all times and shall be cut so as not to cover any portion of the ears or buttoned collar. Sideburns shall not extend below the point at which the ear lobe joins the side of the face and shall be trimmed level.
 2. Mustaches: A short and neatly trimmed mustache of natural color may be worn, but shall not extend below the boarder of the upper lip and not more that 1/2” beyond the corners of the mouth.
 3. Sworn employees shall not wear Beards.
- F. Personal appearance of the uniformed and sworn female employees.
1. Hair: Shall be neat at all times. Sworn, uniformed employees having hair longer than shoulder length shall wear their hair up in a neat style. Medium length shall be worn back on the sides for safe visibility.
 2. Proper foundation garments shall be worn.
- G. Personal appearance of non-uniformed and non-sworn employees.

1. Dress of both male and female employees will be conservative and in keeping with a business office setting. Blue jeans are acceptable trouser apparel only for custodial personnel, the locksmith, the fire technician and the parking lot maintenance personnel due to the nature of tasks they perform.
2. Dress and personal appearance shall be neat and clean.

H. Officers assigned to the plain clothes detail.

1. Officers shall maintain a type of dress consistent with good taste and maintenance of a professional image.
 - a. Male officers shall wear a business suit or a sport coat with a tie when attending court.
 - b. Female officers shall wear a business suit or a dress when attending court.
2. Officers will carry the badge and photo identification card, approved firearm with sufficient ammunition for one reload, handcuffs and handcuff key.
3. Officers may carry safety equipment in a “fanny pack”, purse, or other handbag. This does not alleviate officers of the responsibility of maintaining control of their safety equipment.

I. Personnel identification cards (photo identification).

1. All Public Safety personnel, no matter their assignment, shall be issued a photo identification card.
2. The identification card shall include the employee’s name and basic duty assignment (example: police officer, dispatcher, Eagle Patrol, etc.).
3. All personnel shall have their issued identification card with them when on duty.
4. When requested by the public to view the department issued personnel identification, all employees shall present their card in a manner that allows for verification by the requestor.
5. EXCEPTION: When personnel are assigned to an undercover assignment, the requirement to carry Department of Public Safety photo identification may be waived with the approval of the Chief of Police.

J. Verbal Identification

1. All Public Safety personnel, no matter their assignment, shall identify themselves by name and rank/title and/or office.
2. EXCEPTION: Employees are not required to identify themselves over the phone if the call pertains to a confidential investigation where the identification of the officer will jeopardize the investigation.

APPENDICES: None.