

**PALMYRA POLICE DEPARTMENT
GENERAL ORDER**

G.O. 2-4-2016

**Section: TWO
Chapter: FOUR**

SUBJECT: Uniforms and Appearance
REFERENCE: NYSA 14.1, 41.1, 41.3, 47.3
ISSUE DATE: 08-15-16

I. POLICY

- A. Personnel required to wear uniforms will wear the issued uniform unless otherwise authorized by the Chief of Police.
- B. Personnel are responsible for the proper maintenance, care and safekeeping of his/her uniforms and equipment.
- C. While on duty, personnel will not carry unauthorized equipment. Unauthorized equipment includes, but is not limited to, items expressly forbidden by the Chief of Police general orders, bulletins, etc.
- D. Personnel may carry other equipment not expressly authorized but allowed. Such equipment is used by the officer for his/her convenience (i.e., pocket knife, gloves).
- E. The uniform will be worn only:
 - 1. While on duty.
 - 2. While traveling to the department to report for duty or while returning to his or her residence.
 - 3. While traveling to an official police function (court, public appearance, etc.) when leaving his/her residence.
 - 4. At other times when authorized by the Chief of Police.

II. AUTHORIZED ON-DUTY EQUIPMENT

- A. Class A Uniform
 - 1. The Class A uniform will be the designated dress uniform for all sworn uniformed personnel, and will consist of the following components:
 - a) Uniform trousers, pressed and creased, with blue stripe
 - b) Long sleeve uniform shirt, pressed and creased, with badge, name tag, award medals
 - c) Tie, with "POLICE" tie bar
 - d) Dress jacket (when issued)
 - e) Leather duty belt, polished
 - f) Black leather shoes, polished
 - g) White gloves (when issued)
 - h) Patton style uniform hat with badge and hat band
 - 2. The Class A uniform will be worn for ceremonies, funerals, and similar functions and details, when designated by the Chief of Police.
- B. Class B Uniform
 - 1. The Class B uniform will be the daily wear uniform for all sworn uniformed personnel, and will consist of the following components:
 - a) Dark blue BDU-style uniform trousers
 - b) Uniform shirt appropriate for the weather

- c) If long sleeve shirt is worn, it must be worn with a black tie, turtleneck, or black or dark blue T-shirt
- d) Pull-over sweater, if issued
- e) Soft body armor
- f) Leather duty belt
- g) Black shoes or boots
- h) Baseball-style cap, with Palmyra PD patch
- 2. The Class B uniform will be worn while on regular duty, unless otherwise ordered by the Chief of Police.

C. Class C Uniform

- 1. The Class C uniform will be the designated training uniform for all sworn uniformed personnel, and will consist of the following components:
 - a) Black or navy blue BDU trousers
 - b) Golf-style shirt embroidered with Palmyra PD badge
 - c) Leather duty belt
 - d) Black boots or shoes
 - e) Baseball-style cap with Palmyra PD patch
- 2. The Class C uniform shall be worn while attending designated training sessions, unless otherwise ordered by the Officer in Charge, and at special events and circumstances designated by the Chief of Police.

- D. Bicycle patrol officers will wear the issued uniform appropriate to their assignment, and will wear the baseball cap when the helmet is removed.

III. ADDITIONAL AUTHORIZED ON-DUTY EQUIPMENT

- A. The following items are part of the regulation police uniform and may be worn by all uniformed officers as appropriate to the season, weather and working conditions.
 - 1. Hat.
 - 2. Winter Jacket
 - 3. Spring Jacket.
 - 4. Raincoat.
 - 5. Glow vest.
 - 6. Soft body armor, ballistic plate and cover.
 - 7. Shirts (long and short sleeve).
 - 8. Black tie with department tie bar.
 - 9. Turtleneck Shirt with "LPD" embroidered on collar.
 - 10. Undershirt* (dark blue or black) worn w/a short sleeve shirt.
 - 11. Trousers.
 - 12. Trouser belt (black)*
 - 13. Black or blue socks-if visible*
 - 14. Black shoes or boots* (smooth toe, no loafers)*
 - 15. Hat badge.
 - 16. Jacket badge.
 - 17. Shirt badge.
 - 18. Collar brass insignia.
 - 19. Authorized patches.
 - 20. Nameplate, special service bars or pins.
 - 21. Identification photo card and/or badge card.
 - 22. Duty belt.
 - 23. Pistol and holster.

24. Extra magazines and pistol ammunition.
25. Double magazine pouch.
26. O.C. spray and holster.
27. One pair of handcuffs and case
28. PR-24 ring/holder.
29. Portable radio and case.
30. Flashlight.
31. Accurate time piece*.
32. Ballpoint pen with black ink*.
33. Issued department keys.

*Indicates that officers will provide same at their expense.

- B. Additional equipment may be issued/authorized as necessary.

IV. UNIFORMED PERSONNEL

- A. Employees will appear in uniforms that are properly fitted, clean, neat, well pressed, and in good repair.
- B. Police uniforms:
 1. The uniform will not be worn in combination with any non-uniform clothing while on duty except as authorized by the Chief of Police.
 2. Uniformed employees may wear non-uniform clothing over their uniform to travel to and from work as long as their uniform is not readily visible.
 3. No unauthorized buttons, tie clasps, badges, patches or insignia will be worn on the uniform.
 4. A tie or a department issued turtleneck shirt must be worn whenever a long sleeve shirt is worn.
 5. When worn, the hat will be worn straight on the head, not inclined forward or tipped backward.
- C. Outer Garments
 1. Will be worn at the officer's option, as weather conditions dictate. Only authorized garments, as listed below, may be worn.
 - a) Jackets
 - (1) Winter jacket with liner, uniform tie or turtleneck must be worn.
 - (2) Spring waist-length jacket, tie is optional when worn with short sleeve shirt.
 - (3) Dress Blouse (command officers), tie must be worn.
 - b) Commando style sweater, a tie or turtleneck must be worn
 - c) Foul weather gear
 - (1) Raincoats, tie is optional when worn with short sleeve shirt.

V. Uniform Accessories

- A. Name Tag/"Serving Since" bar
 1. Worn centered over the right pocket, with the bottom of the tag parallel with the top pocket seam on shirts, dress blouse, and jacket. To be worn on the right breast of authorized sweater on the mounting tab affixed for this purpose.
 2. Nametags and "Serving Since" attachments will be silver for Police Officers, gold for Sergeants and above.

3. In lieu of nametags, the winter and spring jackets may have a sewn-on name tape centered on the area of the right breast. The nametape lettering will be silver for police officers and gold for Sergeants and above.
- B. Award Bars
1. Department approved / issued award bars will be worn on shirts and dress blouses. The bars will be centered one-quarter inch above the nametag on the area of the right breast. If more than one bar is worn, they will be equally spaced one-quarter inch apart extending one above the other to a maximum of four bars. If more than four bars are worn, they will be divided into two rows and worn side-by-side, one-quarter inch apart, and evenly spaced. When rows cannot be evenly balanced due to the number of bars, one bar will be worn centered above both rows.
 2. Only one award bar of each type will be worn on the uniform.
- C. Specialized Field Pins
1. Members who are granted permission from the Chief of Police to wear pins designating a specialization (FTO, K-9, FBINA Graduate, etc) will wear same as per directive of "B" above. Accreditation pins will be worn in the same manner.
- D. Shoulder Patches
1. Palmyra Police Department shoulder patches will be worn on all uniform shirts/jackets and other outerwear except rain gear on the both shoulder sleeves.
 2. Specialized patches, as approved by the Chief of Police, designating a special assignment or accomplishment will be worn on the right sleeve.
- E. Badges
1. Issued breast badge (small) will be worn on all outer uniform garments except rain gear.
 2. Issued shirt badge (large) will be worn on all uniform shirts and authorized sweaters and dress blouses.
 3. Issued hat badge will be worn on the uniform hat.
 4. Silver hat bands will be worn on the uniform hat by Police Officers. Gold hat bands will be worn by officers of the rank of Sergeant and above.
- F. Uniform Insignia
1. Sergeants will wear chevron patches on blue shirts and outer garments (except rain gear and authorized sweater) below the shoulder patch on the left sleeve and at the same point on the right sleeve.
 2. The Palmyra Police Department ID number collar insignia will be worn on right side collar tab and the "N.Y.S." collar insignia will be worn on the left side collar tab of the uniform shirt.
 3. Command personnel will wear rank insignia on both collar tabs of the uniform shirt. The Chief of Police will also wear rank insignia on the epaulets of the outer garments (except rain gear).
Rank Insignia:
 - a) Sergeant- chevrons, gold.
 - b) Chief of Police- one star, gold.
 4. No other uniform attachments may be worn, except by permission of the Chief of Police.

VI. PERSONAL APPEARANCE

- A. All personnel are expected to maintain good personnel hygiene habits and present a professional image.
1. All male officers:
 - a) Will be neatly groomed, if male has a beard or goatee it must be neatly groomed less than ½ inch in length.
 - b) May wear a moustache, but it will be neatly trimmed and not extend over the lips or more than one half inch beyond the corners of the mouth.
 - c) Will wear neatly barbered hair that will not extend in length beyond the middle of the ears or more than one half inch over the shirt collar, unless authorized by the Chief of Police.
 - d) When assigned to plain-clothes duty officers will dress in appropriate business attire, unless authorized by the Chief of Police
 2. All female officers:
 - a) Will comply with the same hair length requirements as male officers or will wear their hair combed in a bun. Their hair will present a well- groomed appearance and not interfere with the proper wearing of the uniform hat. Hair ornaments or ribbons will not be worn but pins, combs or barrette similar in color to the officer's hair may be worn and should be concealed as much as possible. Hair should not be dyed or cut/worn so as to be outstanding from the general population, or to present a non-professional image.
 - b) Will maintain fingernails at a length conducive to the safe and efficient performance of their duty. Fingernails will be free of colored polish when on duty.
 - c) When assigned to plainclothes duty, will dress in business attire unless authorized by Chief of Police.
 3. Jewelry
 - a) Any jewelry worn should not interfere with job performance or detract from a professional appearance.
 - b) No more than three rings may be worn.
 - c) Bracelet(s) should be conservative and not be an impediment to safety.
 - d) Earrings
 - (1) Male officer while in uniform will not wear an earring(s) unless approved by the Chief of Police.
 - (2) Female officers while in uniform will be allowed to wear one pair of post-type earrings. Earrings will not extend below the ear lobe.

VII. **BODY ARMOR, RAINCOATS AND GLOW VESTS**

- A. When investigating or assisting at an accident, disaster, or other type of call that requires an officer to be in a roadway, that is open to vehicle traffic, for an extended period of time, during dusk or darkness or when visibility is limited, the officer will wear the issued raincoat (orange) or glow vest.
- B. Issued body armor is to be considered a part of the police uniform/equipment and will be issued to all sworn officers.
1. The wearing of body armor is **mandatory** for all officers while performing road patrol duties.
 2. The wearing of body armor by plainclothes officers be will be **mandatory** under the following conditions:
 - a) When making a planned, foreseeable arrest.
 - b) Executing a search warrant.

- c) Engaging in a foreseeable volatile situation.
- d) When deemed so necessary by the Unit Supervisor.

VIII. PLAINCLOTHES PERSONNEL

- A. Personnel shall appear in appropriate business attire that is properly fitted, clean, neat, well pressed, and in good repair.
- B. All personnel are expected to maintain good personnel hygiene habits and present a professional image.
- C. Haircuts, facial hair and style will be appropriate to their assignment.
- D. When required, officers performing duty in plainclothes, either on a permanent or temporary assignment, shall identify themselves to the public by displaying their identification and/or badge. When circumstances prevent such identification while effecting an arrest, it shall be sufficient to inform the subject verbally.

IX. INSPECTION OF UNIFORMS AND EQUIPMENT

- A. Employees will be subject to an inspection of their uniforms and/or equipment at such times that their commanding officers or other established authority may specify. If any part of the uniform and/or equipment does not pass inspection, appropriate action(s) will be taken to ensure compliance. (i.e. replacement, repair, cleaning, written report, disciplinary action, etc.)
- B. Commanding officers are responsible for ensuring the compliance of personnel under their supervision within the standards set forth in this directive.
- C. Personnel in special assignments may be exempted from personal grooming or equipment standards with the approval of the Chief of Police.

By the Order of:

David B. Smith
Chief of Police