
	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> <b>Ardmore, Pennsylvania</b>	
	<b>Policy 3.21.3</b>	
Subject:		Distribution:
<b>Uniform and Personal Appearance/Care of Equipment/Body Armor</b>		<b>All Sworn Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>10-20-2014</b>	<b>Until Amended or Rescinded</b>	<b>Directive: 04-62</b> <b>General Order: 98-9 &amp; 09-6</b>
References:		
<b>CALEA: 17.5.3, 41.3.5, 41.3.6, 61.3.2; PLEAC: 2.1.3, 2.1.4</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

The purpose of this policy is to establish guidelines regarding the wearing of uniforms, the personal appearance of all police personnel and the carrying or use of authorized equipment, accessories and personal equipment.

## **POLICY**

It is the policy of the Police Department that every employee, while on duty, shall maintain a clean, neat and well-groomed appearance. An employee shall wear only those items of uniform authorized for wear and appropriate for the season of the year. An employee shall use or carry only Department issued equipment and accessories, and personal equipment authorized by the Department.

## **PROCEDURES**

### **A. Uniforms**

1. The uniform shall be in good condition, clean, well pressed and buttoned or zippered at all times. The uniform shall be worn according to the following regulations:
  - a. The summer and winter uniforms are separate uniforms. The winter shirt, pants and hat are made of a heavier material than the summer uniform. For the purpose of uniformity of appearance, maintenance and service life extension, winter shirts are to be worn with the winter pants and hat and summer shirts are to be worn with the summer pants and hat.

- b. The winter uniform is to be worn from October 15th to April 30th on all shifts (exception noted below). The summer uniform is to be worn from May 1st to October 14th, on all shifts (exception noted below).
  - c. The above requirement is modified as follows during times of unusual weather conditions. During the winter uniform period, on any day where the local weather forecast reports temperatures will be 70° or above, officers on the 0700 to 1900 shift (or any other day work shift) have the option of wearing the summer uniform. For the 1900 to 0700 shift, the winter uniform will remain the uniform of the day.
  - d. During the summer uniform period, on any day where the local weather forecast reports temperatures will be below 65°, officers have the option of wearing the winter uniform on any shift.
2. **Winter Uniforms** - The shirt collar and cuffs shall be buttoned at all times, and the uniform tie shall be worn, properly adjusted. The Department issued tie clasp or tie tack may be worn with the tie.
  3. **Summer Uniform** - The shirt, without ties, shall be buttoned except for the collar, which shall be unbuttoned. If a T-shirt is worn under the summer shirt it is to be black.
  4. **Uniform Hat** - The uniform hat is generally required to be worn while performing police services. The uniform hat when worn shall fit squarely on the head so that it is not tipped back or to the side. The front brim shall be on the forehead approximately one and one-half inches (1.5") above the eyebrows. The hat piece shall be kept shined and worn on the hat.
  5. **Uniform Sweater** - The department issued sweater may be worn with the winter uniform as weather conditions dictate and may be worn under the uniform jacket if desired. The uniform sweater may be worn alone (without the uniform jacket), however, the uniform jacket is to be available to be worn as weather conditions dictate, or at the discretion of a supervisor.
  6. **Uniform Jacket** - The uniform jacket is to be buttoned and zippered whenever it is worn. Supervisors have the discretion to require the wearing of the uniform jacket as weather conditions dictate.
  7. **Badge** - The badge shall be kept shined and worn on the left side of the outermost garment (raincoats excluded). The service medal/commendation holder shall be worn in combination with the badge.
  8. **Nameplate** - The nameplate shall be worn on the outermost garment on the right side directly over the pocket (raincoats excluded).

- 9. Shoes** - Shoes shall be black, smooth polished leather, closed at the toe and heel, and in good condition. Heel height will not exceed one and one-half inches (1.5") at the forward edge of heel. If tie shoes are worn, laces and eyelets shall be black. Loafers, tennis shoes, sneakers, shoes with buckles, and shoes with ankle straps shall not be worn.
- 10. Boots** - In cold or inclement weather, appropriately styled high boots conforming to these shoe guidelines or black insulated, water-repellent shoes with a plain design may be worn.
- 11. Hi-Visibility Vest** - The Hi-visibility vest issued by the Department shall be worn when engaged in the control of traffic or during other appropriate emergency conditions. **(CALEA 61.3.2 g)**
- 12. Jewelry** - Pins, necklaces, insignia or buttons which are not specifically issued by the Department or authorized for wear shall not be worn or attached to any portion of the uniform so that they are or may become visible to the public. No earrings or other body piercing of any type shall be worn. A wristwatch and no more than two finger rings may be worn.
- 13. Department and Personal Equipment** - Leather goods shall be clean and polished. Only department issued OC Spray, ASP Baton, Handcuffs and other equipment shall be carried or worn. Only equipment accessories such as a baton holder, radio case, handcuff case, and ammunition holder issued by the Department shall be carried or used. Officers' personal mini-flashlights and multi-purpose tools and their holders may be worn on the uniform belt. Personal cell phones, PDA's or other electronic communications devices may be carried on the uniform belt as long as it does not interfere with other issued equipment. All personal cell phones/PDA's or similar devices are to be placed in the silent mode while on duty. The use of personal or department issued cell phones while operating any department vehicle is prohibited.
- 14. Use of Personal Cell Phones** – Personal cell phone use is permitted for short durations in appropriate settings. While conducting investigations or conducting other police business it is inappropriate to respond to personal phone calls. Personal phone calls shall not be made or taken under these circumstances. Use of the photo, video or audio recording feature of the cell phone is prohibited.

Officers electing to carry personally-owned cell phones while on duty must provide their telephone number to their immediate supervisor. The purpose of providing the phone number is to offer another link to the officer during a critical situation. The police department is not responsible for the loss or damage to a personal cell phone/PDA or other personal equipment. Per Township Policy #5.2.1 only personal items damaged under extreme circumstances will be considered for possible reimbursement, and only if the incident is reported through the chain of command by the end of the work day of the given incident.

Any reimbursement, if approved, may be subjected to a Cost Limit regardless of the value of the damaged item.

The department recognizes radio communication through the services of, Montgomery County Emergency Dispatch (MCED) as the principle form of communication. Cell phones are a supplement to the department's communication system, not a substitute.

15. Socks or stockings shall be black or dark blue in color.
16. Scarves, gloves and ear protection may be worn in cold weather and shall be black or dark blue in color.
17. Raincoats and rain hats shall be worn under rain or snow conditions and with the coat's high visibility side exposed to view except in circumstances requiring avoidance of detection such as in a surveillance situation.
18. Tattooing or body art of any kind shall not be visible while in uniform or in other required attire.

## **B. Civilian Clothes – Court and Training Attire**

1. Unless assigned otherwise, on-duty personnel and personnel attending Criminal Court or Magisterial District Court proceedings shall wear a business suit/dress, or sport coat and slacks, with necktie and shall maintain a professional, well-groomed, neat, and conservative appearance at all times so as to reflect credit to the Department.
2. Personnel attending training sessions shall attend the training session in attire suitable for the type of training being offered. The four (4) types of dress for training are generally; uniform, business, business casual and physical training.
  - a. Uniform and Business are defined above.
  - b. Business Casual refers to dress or casual (i.e., khaki) type pants, skirts or dresses, button down or collared polo shirt, and dress or casual shoes. At no time are jeans or collar-less shirts acceptable.
  - c. Physical training attire refers to clothing suitable for physical activities such as running, defensive combat drills, firearms and tactical training. Sweat clothes, jeans and fatigues and BDU's are appropriate clothing for this activity.

## **C. Hair**

1. Male Officers - All male officers when reporting for duty shall be clean shaven with hair properly trimmed and combed according to the following:

- a. Hair - shall be trimmed so as not to touch the collar except the closely cut hair in the back of the neck. Hair shall not cover the ears and shall be neatly combed. Hair shall not interfere with the proper wearing of the uniform hat.
  - b. Sideburns shall be neatly trimmed and straight and shall not extend past the ear lobe. Sideburns shall be even in width, not to exceed one inch, not fully flared, and shall end with a clean-shaven horizontal line.
  - c. Mustaches - Mustaches shall be short and neatly trimmed at all times. No portion of the mustache may extend more than a quarter inch (1/4") below the corner of the mouth and shall be trimmed to present a full appearance.
  - d. Beards and goatees shall not be permitted, except personnel on special or undercover investigations when deemed necessary, or otherwise approved by a Division Commander.
2. Female Officers - All female officers shall wear a hairstyle that permits proper wearing of the uniform hat. Hair shall be kept trimmed or styled so as not to extend below the collar of the uniform shirt.
  3. Hair ornaments - No decoration shall be worn in the hair. Items used to hold the hair in place shall be concealed as much as possible and shall be of a color and style that blends with the hair.
  4. Makeup - Makeup, if worn, shall be subdued and natural looking.

#### **D. Body Armor**

1. The Department issued protective body armor is the only authorized armor to be worn by on-duty police personnel. All officers issued body armor are to comply with the following standards. **(CALEA 41.3.5) (PLEAC 2.1.3)**
  - a. All uniformed officers assigned primarily to patrol duties are required to wear their Department issued body armor at all times while on-duty. This requirement includes assignments to extra-duty details.
  - b. Officers assigned to the Special Operations Unit are required to wear their body armor while on duty unless authorized not to wear the body armor by the Watch Commander, due to the nature of their assignment.
  - c. Officers assigned to the Investigations Unit are not required to wear their body armor on a daily basis under normal circumstances. While serving warrants, and at any other time the Investigations Unit Commander deems appropriate due to the nature of the assignment, officers are to wear their body armor.

- d. All officers assigned to other units are required to have the body armor with them at all times while on duty, in such a manner that it is readily available. Due to an emergency situation, any officer at any time may be required to wear their body armor at the direction of their unit commander.
- e. All Officers deployed as a member of the Emergency Response Team or engaged in any other pre-planned high-risk incident is required to wear protective body armor, for the duration of the incident. **(CALEA 41.3.6)**  
**(PLEAC 2.1.4)**

## **2. Care and maintenance**

- a. Each officer is responsible for the care and maintenance of his/her body armor in accordance with manufacturer's instructions.
- b. When not in use, the body armor must be stored appropriately in a secure location.

## **3. Inspections**

- a. All officers will be subject to spot inspections by patrol supervisors and assigned inspection officers.
- b. Any noted wear and tear of this equipment must be immediately reported to the Staff & Inspections Unit through the chain of command.
- c. Annual inspections of every issued vest will be conducted by Staff and Inspections Unit personnel.

## **E. Replacement of lost or Damaged Equipment**

- 1. Items of issue that are damaged or otherwise made unserviceable during the course of performance of duty will be replaced by the Department.
- 2. Items lost, damaged or otherwise made unserviceable through carelessness or neglect on the part of the person to whom issued shall be replaced at the expense of the person responsible.
  - a. Discovery of the loss or damage to an item shall be reported immediately to the immediate supervisor who shall investigate the circumstances surrounding such loss or damage. The supervisor shall make a report to the Superintendent of Police, via the chain of command, who will direct how the item shall be replaced.
  - b. The item may be purchased for cash from the Department, if in stock.

- c. The price of an article may be deducted from an officer's paycheck. Authorization for a payroll deduction shall be made out by the employee.
  - d. An employee may purchase a replacement item at his/her own expense from an authorized Department supplier.
  - e. All items of uniform clothing and other equipment shall be returned to the Department when an employee leaves the Police Service.
  - f. Items of equipment that have become unserviceable through normal use and wear shall be returned to the Department for replacement.
3. Issued department property that has been lost due to theft or similar crimes will not require restitution and no disciplinary action will be taken under the following circumstances:
- a. The lost is due to a first time, documented crime.
  - b. The value of the property is \$200 or less.
  - c. The required reporting for lost equipment must be followed.
4. No action or options contained in this policy preclude enforcement of the Code of Discipline, Section I, 169-1; L.

### **RESPONSIBILITY**

- A. It is the responsibility of each Unit Commander to ensure that any stored property maintained by their unit, and owned by the Lower Merion Township Police Department, is kept in a condition of operational readiness. This includes proper care and cleaning, preventative maintenance, repair, work ability and responsiveness. **(CALEA 17.5.3)**
- B. It shall be the responsibility of all supervisory personnel to inspect their personnel regularly and ensure that they comply with this policy.

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