

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 350	Rescinds: 07/01/13
Subject: Uniforms, Equipment, and Personal Appearance	NYS Accreditation: 14.1, 41.1, 41.3, 47.3
Effective Date: 09/28/2016 By Order Of: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

- A. To establish policy and procedure for acquiring, maintaining, replacing and disposing of uniforms and equipment.
- B. To prescribe the proper uniform to be worn, the proper wearing of the uniform or civilian attire while on duty, equipment to be carried as well as the personal appearance of every member in an effort to create a professional image in the eyes of the public.

II. DEFINITIONS

- A. Agent/Issuing Agent - The person and/or unit designated by the Seneca Falls Police Department to procure, issue, replace and maintain items of personal equipment issued by the Seneca Falls Police Department and to maintain records of all transactions of said items.
- B. Distinguishable - To perceive as being separate or different.
- C. Inconspicuous - Not readily noticeable.
- D. Member - Sworn personnel of the Seneca Falls Police Department.
- E. Procurement - Acquiring of uniforms and/or equipment by using the procedures established by the Seneca Falls Police Department.

III. POLICY

- A. All uniform specifications shall be determined by the Chief of Police and kept on file by the Issuing Agent.
- B. Use and Care
 1. Police officers of all ranks, assigned to uniform duty, shall wear the regulation uniform and carry issued equipment as specified in this order unless excused with the permission of their supervising officer. When removing portions of the uniform and equipment, removed articles shall be kept readily available in a secure place, i.e. a locked locker or locked desk.
 2. Members are responsible for the proper care, safekeeping and authorized use of their uniforms and equipment. During each tour of duty, uniforms shall be clean, well pressed, and worn neatly.
 3. The department issued breast badge shall at all times be worn by uniformed members on the outermost garment, except rain gear. An embroidered version of the breast badge shall be worn on outer uniform garments which are part of the issued bicycle uniform.
 4. The Seneca Falls Police Department issued name tag shall at all times be worn by uniformed members on the outermost garment, except rain gear.
 5. Standard issue uniform hats, with hat badge attached, shall be worn by uniformed

members when not in a police vehicle and in public view when such members are:

- a. Engaged in traffic and/or crowd control situations
 - b. Engaged in special events and/or traffic enforcement details
 - c. On foot patrol assignments
 - d. Engaged in events where the media is present
 - e. Directed to do so by supervisory authority
 - f. When on all complaints
6. Members shall wear the issued raincoat (reflective side) or traffic safety Hi-Vis vest while either directing traffic or maintaining a traffic checkpoint either in or adjacent to any roadway that is open for vehicular traffic during dusk; darkness; limited visibility; or for any extended period of time. All members will wear the Hi-Vis traffic vest on all Motor Vehicle Accidents no matter what time of the day or night.
7. **Body Armor**
Body armor is to be considered a part of the police uniform and will be issued to all sworn members.
- a. Body armor shall be worn by all uniformed members while on normal field duty or details.
 - b. Members of the Seneca Falls Police Department not assigned to Road Patrol, uniformed or otherwise, may wear body armor or shall have it readily available in their police vehicle while on duty.
8. Wearing a uniform jacket is optional unless otherwise directed.
9. Long sleeves must be fully extended and buttoned. Rolled up sleeves are not permitted.
10. An issued uniform tie is mandatory when wearing a long sleeved shirt unless an authorized turtleneck shirt is worn under the long sleeve shirt. A tie shall not be worn with a short sleeved shirt.
11. A turtleneck shirt, Navy blue or Black in color, with the initials "SFPD" embroidered with gold for supervisors and white in color for patrol officers, color on the collar, is authorized for wear under a long sleeve blue uniform shirt. Turtleneck shirts shall not be worn with white uniformed shirts.
12. When a short sleeve shirt is worn as the outermost garment, all buttons of the uniform shirt will be buttoned with the exception of the uppermost or collar button which may be left unbuttoned.

C. Restrictions

1. Distinguishable police uniforms will not be worn in any combination with civilian clothing in any manner while on duty, including lunch periods. Uniformed officers may wear civilian clothing over their uniform while reporting to and from work.
2. A member shall not alter uniforms or equipment in any way without permission of the issuing agent. No additions may be made to the uniform without authorization of the issuing agent.
3. Members are forbidden to exchange uniforms or parts thereof without permission of the agent.
4. Members shall not wear issued uniform or equipment or any portion thereof for additional employment unless otherwise authorized by the Chief of Police.

IV. EQUIPMENT TO BE CARRIED OR MADE AVAILABLE

All members, whether they be uniformed, plain clothed, or off- duty, shall either carry or have readily available the equipment as specified in the following subsections.

Items specified in the NYS Penal Law Article 265 (Firearms and other dangerous weapons) that are not issued or approved by the Seneca Falls Police Department will NOT be carried while on duty. However, officers may carry a legal folding knife.

Other equipment not issued or approved by the Seneca Falls Police Department will NOT be carried while on duty.

Any deletions or additions of the below listed equipment, or any other equipment, must be authorized by the member's immediate supervisor; i.e. desk duty, undercover, or special.

A. UNIFORMED MEMBERS

Uniformed members shall either carry or have the following issued items of equipment readily available while on duty and in the field:

1. Flashlight
2. Street Guide
3. Notepad
4. Ballpoint pen with black ink
5. Minimum of two extra (fully loaded) ammunition magazines carried in belt cartridge holder (this may be waived for officers working administrative duties with the approval of the Chief of Police). Only issued ammunition magazines and ammunition will be carried.
6. Timepiece in working condition adjusted to reasonably accurate time.
7. Belts - black leather, simulated leather, or nylon with belt keepers if required (department issue).
8. Holster - black leather, simulated leather, or nylon (department issue).
9. Firearm (issued) fully loaded with issued ammunition. Grips other than those approved by the Range Supervisor are not permitted.
10. Issued handcuffs and key.
11. Issued Seneca Falls Police Department Photo Identification Card (mandatory to carry at all times).
12. Report forms (as duties require).
13. Issued pepper spray.
14. Other equipment assigned in accordance with current directives.

B. PLAIN CLOTHED PERSONNEL – ON-DUTY

Plain clothed members shall either carry or have the following issued items of equipment readily available while on duty and in the field:

1. Flashlight
2. Notepad
3. Ballpoint pen with black ink

4. Minimum of one extra ammunition magazine, (fully loaded). Only issued ammunition magazines and ammunition will be carried.
5. Timepiece in working condition adjusted to reasonably accurate time.
6. Holster – issued or approved.
7. Firearm (issued) fully loaded with issued ammunition.
8. Issued handcuffs and key.
9. Issued Seneca Falls Police Department Photo Identification Card (mandatory to carry at all times).
10. Report forms (as duties require).
11. Other equipment assigned in accordance with current directives.

C. OFF-DUTY PERSONNEL

Any Seneca Falls Police Department issued equipment carried by off-duty members must be kept inconspicuous. Off-duty members shall carry Seneca Falls Police Department issued equipment as outlined below.

1. Issued Seneca Falls Police Department Photo Identification Card (mandatory).
2. Issued Firearm may be carried (optional).
3. Other issued equipment (optional).

V. UNIFORMS AND ACCESSORIES

- A.** Uniformed members (all ranks) and uniformed civilian employees are authorized to be issued the clothing and equipment necessary for compliance with this order and as required by assignment.
- B.** Uniform by season for sworn officers shall be:
 1. Winter Uniform: November 1st through March 31st or as directed by the Chief of Police.
 - a. Long sleeved shirt with tie or authorized turtleneck.
 - b. Issued trousers.
 - c. Issued jacket and/or blue colored sweater.
 - d. Issued police hat with hat badge. Winter cap is optional.
 2. Summer Uniform: June 1st through August 31st or as directed by the Chief of Police.
 - a. Short sleeved shirt
 - b. Issued trousers
 - c. Issued police hat with hat badge.
 3. Winter or summer uniform may be worn from April 1st to May 31st and from August 31st to October 31st.
 4. The Chief of Police may adjust the seasonal dates as necessary in accordance with prevailing weather conditions.
- C.** Other clothing and accessories, when worn with the official prescribed uniform, will conform to the following unless otherwise issued:
 1. Socks (if visible) - color black or dark blue.
 2. Neckties - color black (issued or approved).
 3. Shoes - color black, conservative in nature, hard surface, and polished.
 4. Gloves - color black or navy blue.
 5. Rubbers/Boots - color black.

6. Tie Clasp – issued
7. T-shirt (if worn) must not be visible.

D. Dress Uniform

Personnel who are issued a Dress Blouse will wear such as determined by the Chief of Police or other competent authority. The Dress Blouse shall be worn fully buttoned. All other uniform accessories placed on the Dress Blouse shall be worn in the same fashion as the uniform shirt as prescribed in this order.

E. Specialized Unit Uniforms

Those members assigned to specialized units of the Seneca Falls Police Department such as, Bicycle Patrol, shall wear the prescribed uniform as determined by the Chief of Police or other competent authority. Uniform specifications for each unit shall be kept on file with the Issuing Agent.

F. Casual Uniform

Casual uniform attire, consistent with a Polo style shirt and BDU style pant, may be issued to employees on an as needed basis. Specifications shall be kept on file with the Issuing Agent.

G. Uniform Accessories

1. Name Tags

Issued Seneca Falls Police Department name tags shall be worn on the outer most garment.

- a. If the uniform shirt is the outermost garment, name tags shall be worn on the right breast pocket flap of the shirt, centered one quarter inch below the pocket seam.
- b. If the uniform jacket is the outermost garment, name tags must be worn on the right side in the same fashion as the uniform shirt. Name tags must be centered above the right breast area should the jacket not have a breast pocket.

2. Award Bars

- a. Award Bars will be worn centered one-quarter inch above the right breast pocket of the uniform shirt. If more than one bar is worn they will be equally spaced and not to exceed a span of four inches, otherwise additional horizontal rows will be used.
- b. The Seneca Falls Police Department issued Medal of Valor shall be worn above all other award bars.
- c. Only one award bar of each type will be worn on the uniform.
- d. Officers wishing to be recognized for years of service as a police officer may be issued one service (life) star for each five (5) years of service. The star will be worn on the right breast pocket. Service time will include time served in other law enforcement agencies as a police officer.
- e. Officers wishing to be recognized for years of service as a police officer may also be issued a "Serving Since" bar to be worn in conjunction and attached to the issued name tag on the left breast of the uniform shirt.

3. Specialized Field Pin

Officers who are granted permission from the Chief of Police to wear pins designating their specialization (FTO, CSO, CPO, etc.) shall wear same as per directions of D-2 above (Award Bars). Usually specialized pins shall be worn on the top of the other award bars.

4. Shoulder Patches

Shoulder patches, as prescribed, will be worn on the left sleeve, centered and one half inch below the shoulder seam on all uniforms, except rain gear.

5. Badges

- a. Regulation issue breast badge will be worn on uniform shirts at all times.
- b. Regulation issue breast badge shall at all times be worn by uniformed members on the outermost garment, except rain gear. An embroidered version of the breast badge shall be worn on outer uniform garments which are part of the issued bicycle uniform.
- c. Regulation issue hat badge will be worn on the hat.
- d. An additional pocket badge may be purchased by individual officers at their own personal expense with prior approval of the Chief of Police. Such badges must be turned into the issuing agent (without reimbursement) when the police officer terminates his service with the Seneca Falls Police Department.

6. Hat Bands

- a. Gold metallic hatbands will be worn on the uniform hats by all sergeants and above, unless otherwise specified.
- b. Silver metallic hatbands will be worn on uniform hats by all patrol officers, unless otherwise specified.

7. Chevron Patch

Chevron patches will be worn on both long and short sleeve shirts. Left sleeve chevron patches will be centered on the sleeve one quarter inch below the Seneca Falls Police Department uniform patch. Right sleeve chevron patches will be centered on the sleeve one quarter inch below the American Flag.

8. Rank Insignia

Insignia of rank shall be worn on the uniform jacket and sweater epaulets as well as the uniform shirt collar as prescribed below.

- a. Brass chevrons shall be worn on the shirt collar by sergeants as depicted in Attachment-A. Brass chevrons shall NOT be worn on the uniform jacket.
- b. Brass Chief stars shall be worn centered on the uniform shirt collar no more than one inch above the bottom collar stitch. Brass Chief stars shall be worn centered on the uniform jacket epaulet. Cloth Chief stars shall be worn on the uniform sweater epaulets and will consist of black cloth with gold colored stars.

9. Braids

Dress blouse and trouser braids will be worn as prescribed in the uniform specifications on file with the issuing agent.

VI. UNIFORM AND EQUIPMENT INSPECTIONS

Uniformed members of the Seneca Falls Police Department are subject to a uniform and/or equipment inspection at such times as the member's supervising officer, issuing agent, or other competent authority, may specify. If any part of the uniform and/or equipment does not pass inspection, application for replacement will be made.

VII. REPLACEMENT of UNIFORMS and EQUIPMENT

- A.** Uniforms/equipment damaged or worn-out in the line of duty will be replaced by the Seneca Falls Police Department. However, members requesting replacement may be required to replace, at his/her own expense, any item lost, stolen, or damaged, when deemed that such result occurred through his/her own carelessness or negligence.
- B.** A REQUEST FOR REPLACEMENT OF UNIFORM OR EQUIPMENT form (Attachment B) will be prepared and submitted to the quartermaster.
- C.** The item for which replacement is requested will be presented to the quartermaster for inspection except when replacement is for an item that has been lost or stolen.
- D.** A Special Report will be submitted by the requesting member to the quartermaster with any request for replacement of issued items that have been lost, stolen or damaged. This report will include details of such loss, theft, or damage.
- E.** The quartermaster will endorse the Special Report and note their conclusions as to the facts therein.
- F.** The Seneca Falls Police Department will replace the item or determine whether the requesting member will be required to make the replacement at their own expense.
- G.** If approved for departmental replacement, the Quartermaster will sign the form and forward it to the Chief of Police for final approval.
- H.** Upon receiving a request for replacement, the Quartermaster will examine department records and either issue an order for replacement or repair or note on the request if member has recently been issued the item.
- I.** The Chief of Police will be the deciding authority in resolving any questions arising as to the replacement of uniforms or equipment.

VIII. REPLACEMENT of DAMAGED or LOST PERSONAL ITEMS

- A.** Within the limitations established herein, the Seneca Falls Police Department will reimburse a member for repair or replacement of personally owned required items lost or damaged in the performance of duty.
- B.** The Seneca Falls Police Department will reimburse members for personally owned required items lost or damaged as a result of the actions of another only after the member seeking reimbursement has exerted reasonable effort to obtain reimbursement from the person responsible for the loss or damage. Failure to comply fully with the procedures required herein will be construed as failure to exert reasonable effort where such damage or loss is directly related to the performance of a required duty.
- C.** Reimbursement for watches lost or damaged on duty will not exceed \$25.00. The wearing on duty of a watch of greater value will be at the member's risk.
- D.** Procedures for Reimbursement
 - 1.** In the event of damage or loss resulting from the actions of another, suitable remarks will be placed on the Incident Report to:
 - a.** Direct the attention of the Court and the District Attorney's Office to the damage or loss.
 - b.** Request the Court to order reimbursement.

NOTE: The above provision also applies equally to issued and/or Department owned items damaged or lost.

- c. In the event reimbursement cannot be readily obtained through the above actions, departmental reimbursement may be requested under the provisions set forth below.
2. In the event of damage or loss, other than that resulting from the actions of another, the requesting member will submit a Supplement Report giving the full details of:
 - a. The circumstances of the loss or damage.
 - b. Names of police or civilians involved (if any).
 - c. CR number and other pertinent information tending to support the loss or damage.
 - d. Documentation as to the type and value of the items for which reimbursement is sought, such as sales slips or receipts.
3. The Supplement Report and supporting documents are to be forwarded through the chain-of-command to the Chief of Police. Ascending supervisors will include their comments and recommendations on a separate Supplement Report.
4. Reimbursement will be based on the fair market value of the replacement item, not the original cost. Age and condition will be given consideration in the determination of a fair reimbursement. If a disparity exists, the decision of the Chief of Police will be final.

IX. RETURN OF EQUIPMENT

- A.** The quartermaster shall ensure that all Town owned equipment, such as badges, uniforms, firearm, identification card, etc., have been returned to the issuing agent at the termination of a members employment.
- B.** All uniforms and equipment will be delivered to the issuing office. The issuing office will forward a receipt verifying return of all issued articles to the Chief of Police.
- C.** The Chief of Police will notify the Town's Personnel Office to withhold an employee's last paycheck until all issued articles are returned to the Chief of Police.
- D.** During any interrupted period of active service (such as leave of absence, suspension, and/or serious illness) the equipment to be surrendered will be determined by the Chief of Police or his designated representative who will make notification in writing.
- E.** When it is indicated that the possession of a firearm or other equipment by a police officer is dangerous to himself or others, a supervising officer will immediately take steps to relieve that officer of such equipment.

X. DISPOSAL OF POLICE UNIFORMS

No Police Department employee is permitted to sell, give, exchange, or trade a police uniform and/or uniform equipment, uniform accessories or extra equipment, to any person without written authority of the issuing agent.

XI. PERSONAL APPEARANCE

Personnel of the Seneca Falls Police Department shall present a neat and clean appearance at all times while on duty, and shall comply with the prescribed personal grooming standards as directed in this order.

A. Uniformed Assignment

Unless otherwise ordered by a supervising officer, personnel assigned to uniformed duty will report for duty in the following manner:

1. Regulation prescribed uniform will be neat, clean and well pressed.
 2. Footwear
 - a. Shoes or boots will be black in color with a hard surface and well-polished.
 - b. Suitable rubbers, black in color, may be worn during inclement weather.
 3. Hats

Uniform hats will be worn straight on the head, not inclined forward or tipped backward, with the hat badge centered on the front of the head. There should be a one-half to one-inch distance between the eyebrow and the hat forward position visible beyond the brim of the hat.
 4. Hair

In general, each member's hair shall be neat, clean, trimmed, and present a groomed appearance regardless of the style in which the member chooses to wear his/her hair.

 - a. Hair may touch, but may not fall more than one inch below, the top of the ear.
 - b. Hair may touch, but may not fall more than one half inch below the top of the collar.
 - c. Hair in front will be groomed so that it does not fall below the band of properly worn uniform headgear.
 - d. Hair bulk will not extend more than two inches in depth from the scalp of the head.
 - e. Female members will wear their hair so as to comply with aforesaid requirements or wear their hair neatly upswept, in a bun, or combed back and tucked into the back of the uniform shirt. In any case, a female member's 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 barrettes similar in color to the female officer's hair may be worn and should be concealed as much as possible.
 - f. Hair shall not be dyed to appear outstanding from the general population.
 5. Sideburns

If a member chooses to wear sideburns, he will observe the following grooming standards:

 - a. Sideburns will not extend beyond the lowest tip of the ear lobe and will end in a clean-shaven horizontal line.
 - b. Sideburns will not exceed one and one-half inch in width and shall not flare more than one-quarter inch top to bottom of sideburn.
 - c. In no event will a sideburn extend to the point of connection with a mustache.
 6. Mustaches

A neatly trimmed mustache may be worn, but will not extend over the top of the upper lip or more than one-quarter inch beyond the corner of the mouth at the side of the mouth.
 7. Beards

Beards are prohibited excepted in cases where a physician recommends a waiver for medical reasons. In these cases, the beard will be kept trimmed symmetrically, and all beard hairs will be kept trimmed so that they do not protrude more than one- half inch from the skin surface of the face.
- B.** Personnel in plainclothes assignments, or who have otherwise been permitted to wear civilian clothes, will at all times when on duty be neatly dressed in a manner acceptable in

a business setting. When open collared shirts are worn, only the upper most or collar button may be left unbuttoned.

C. In special assignments, appearance and uniform may be excepted by authorized supervising officers.

D. Court Appearance

While appearing as a witness or arresting officer before any Court, Grand Jury or Hearing, all members will abide by the following dress code:

1. Uniform of the Seneca Falls Police Department or,
2. Conservative colored suit or coat-slack combination with shirt and tie and polished shoes.
3. All articles worn are to be clean and pressed and in good repair.

XII. JEWELRY

In general, any item of jewelry that is worn will be of a conservative nature.

A. Necklaces which are exposed, earrings, nose pins, pendant watches, or jewelry attached to the uniform will not be worn. Female officers may wear conservative button earrings if they desire to do so.

B. A conservative bracelet may be worn if desired. Not more than three conservative rings may be worn.

XIII. RESPONSIBILITY

All supervisors are responsible for ensuring the compliance of personnel under their command with the uniform and personal grooming standards set forth by this policy and other departmental policies, rules, and regulations which address appearance.

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Attachments <N:\SFPD FORMS-NEW\Multi-Form-2014\SFPD- Multi Form-2014.pdf>