
	Florida State University Police Department	
Uniforms, Equipment, Dress Code, and Appearance Policy		
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Policy

Uniforms, Equipment, Dress Code, and Appearance Policy

The uniforms and overall appearance of the members of the FSU Police Department (FSUPD), sworn and non-sworn, are a reflection of its professionalism and integrity. All members of the FSU PD shall present a neat, clean, and well-groomed appearance while on duty. Uniformed members shall wear uniforms, equipment, and accessories as prescribed. While on duty, civilian members are expected to wear appropriate business attire. All members, uniformed and those wearing civilian clothes, shall always practice and demonstrate the proper personal hygiene that is an absolute requisite for the dedication, commitment, and professionalism that characterize the essence of this Department.

Procedure

A. Uniformed Personnel

Members assigned to duties requiring the wearing of the Departmental uniform shall wear only the current approved issued uniform and other items of apparel as prescribed. Members shall ensure that their uniform is clean, pressed, correctly fitted, and that the leather gear and shoes are shined and in good repair. Personnel assigned to a special detail shall dress appropriately for the assignment.

- 1. Police Dress Uniform Class A.** This uniform consists of the black long sleeve poly shirt, tie, trousers, black trouser belt, black shoes, black socks, ascot (issued only to members assigned to Honor Guard duties), appropriate insignia, gun belt with authorized weapon(s), authorized accessories, and raincoat, rain pants, and jacket (as needed). The Chief of Police at his /her discretion may wear a white dress uniform shirt in lieu of the black poly Class A.
 - a. No members with the rank of Sergeant and below shall wear collar bass of any kind. Lieutenant’s and Captain’s collar brass shall be worn parallel with the leading edge of the collar, adjacent to the stitching, and midway between the tip of the collar and the top edge of the collar. Deputy Chief and Chief collar brass shall be worn parallel with the top edge of the collar, starting at the stitching, midway between the top and bottom edge of the collar.
 - b. Socks shall be black in color. They shall not be frayed and/or faded. Members having a medical condition may wear socks with the foot portion of another color. However, the exposed portion of the sock must be black.
 - c. White, athletic socks are permitted to be worn only if the wearing of a uniform boot prevents any portion of the sock from being visible.

- d. The gun belt, weapon(s), radio, and accessories shall be worn as prescribed. Wearing the gun belt, weapon(s), radio, and accessories with the uniform may be suspended under certain conditions by written authority of the Chief.
 - e. The jacket may be worn as needed. When wearing the police jacket, a police badge (metal or embroidered), shall be worn on the outermost garment. The badge shall be worn over the left breast, in the space provided on the particular garment.
 - f. The Chief of Police or his/her designee may require the wearing of Department issued Class A headgear for special events, if issued.
 - g. Outer ballistic vests are prohibited from being worn with the Class A Uniform.
 - h. Sworn members may wear FSUPD-issued black and gold-colored service longevity hash marks on the left sleeve of Class A shirts with each year representing five years of sworn service calculated by total number of years of sworn service as follows:
 - 1) 0-4 years = None;
 - 2) 5-9 years = One bar;
 - 3) 10-14 years = Two bars;
 - 4) 15-19 years = Three bars;
 - 5) 20-24 years = Four bars;
 - 6) 25-29 years = Five bars;
 - 7) 30-34 years = Six bars; etc.
- 2. Police Duty Uniform Class B.** This uniform consists of either the black short sleeve or long sleeve poly shirt without tie, a black tee or white V-neck tee shirt with short sleeve uniform shirt only, a black crew neck, turtle-neck or mock turtle-neck with long sleeve uniform shirt (all visible portions of the undershirt must be completely plain), black uniform trousers, black belt, black shoes, black socks, appropriate insignia, gun belt, weapon(s), radio and authorized accessories. The embroidered Class C shirt is not to be worn with the Class B trousers. Raincoat, rain pants and jacket are authorized to be worn as needed.
- a. Collar brass will be worn as specified in Section A.1.a. above.
 - b. All sworn members will adhere to the uniform of the day to maintain uniformity. During special events the Chief of Police or his/her designee may determine the uniform of the day. The wearing of the Department issued baseball cap may be mandatory for any event as directed by the Chief of Police or his designee; otherwise, the headgear will be worn at the sworn member's discretion.
 - c. Socks shall be worn as specified in Sections A.1.b. and c., above.
 - d. The gun belt, weapon(s), radio, and accessories shall be worn as prescribed.
 - e. The jacket may be worn as specified in A.1.e. above.
 - f. Sworn members may request to wear suspenders (Tactical Duty Belt Support System). The sworn member making the request shall first consult the Training Coordinator for guidance pertaining to a pre- approved manufacturer and safety considerations. The purchase of the suspenders will be a cost incurred by the requesting sworn member upon approval by the Chief.
 - g. An approved outer ballistic vest for the Class B uniform may be worn in lieu of the inner ballistic vest.

3. **Police Duty Uniform Class C.** This uniform consists of the Black BDU pants or black shorts, worn with an approved and issued embroidered uniform shirt, trouser belt, black tee shirt, or white V-neck tee shirt, gun belt, weapon, radio, and authorized accessories. A black long sleeve form-fitting shirt, either crew, turtleneck or mock turtleneck may be worn underneath the Class C uniform shirt during cold or inclement weather, all visible portions of the shirt must be completely plain. Raincoat, rain pants and jacket, are authorized as needed. The Class C BDU pants or shorts are not to be worn with the Class B shirt or Class B outer ballistic vest.
- Socks shall be worn as specified in Sections A.1.b. and c., above.
 - The gun belt, weapons (s) radio, and accessories shall be worn as prescribed.
 - The jacket may be worn as specified in A.1.e. above.
 - The outer ballistic vest issued for the Class C uniform must be worn in lieu of the inner ballistic vest, unless the member has a Class C shirt designed for inner ballistic vest wear. The Class C outer ballistic vest will have the word "POLICE" in reflective lettering on the back.

Sworn Uniform Patrol members shall maintain and keep available a clean uniform shirt and the corresponding uniform pants within the Departmental facility.

4. **Command Staff Duty Uniform.** This uniform consists of the short sleeve shirt (black), black tee or white V-neck tee shirt, trousers, black trousers belt, black shoes, black socks, appropriate insignia, gun belt, weapon(s), radio and authorized accessories. Raincoat and jacket shall be worn as needed.
- Collar brass will be worn as specified in Section A.1.a. above.
 - The wearing of Departmental issued head cover is at the discretion of the sworn member unless mandated by the Chief of police or designee while on duty and in uniform.
 - Socks shall be worn as specified in Sections A.1.b. and c., above.
 - The gun belt, weapon(s), radio and accessories shall be worn as prescribed.
 - An outer ballistic vest for the Class B uniform may be worn in lieu of the inner ballistic vest with the approval of the Chief.
5. **Police Bicycle Uniform.** This uniform shall consist of:
- Department-issued bicycle uniform shirts with embroidered badge on the left breast and the word "POLICE" in reflective lettering on the back. The shirt shall also have the last name of the sworn member embroidered above the right breast. A black long sleeve undershirt, either crew, turtleneck or mock turtleneck may be worn underneath the bicycle uniform shirt when riding in cold or inclement weather, all visible portions of the undershirt shirt must be completely plain. The regular uniform shirts, trousers, shall not be combined with the police bicycle uniform, with the exception of the University Police ball cap.
 - Black bicycle shorts.
 - Black long pants designed for bicycle riding in cold or inclement weather.
 - Black bicycle helmet. The bicycle helmet shall be worn level on the head with the strap securely fastened under the chin. The bicycle helmet shall have the word "POLICE" in reflective lettering on each side of the helmet. Wearing of the bicycle helmet is mandatory when operating the police bicycle.
 - Mandatory wearing of protective eye wear when operating the police bicycle.
 - White or black ankle-height athletic socks.

- g. Black gun belt, weapon(s), and radio and authorized accessories.
 - h. Predominantly black protective bicycling glove.
 - i. Black tennis shoes, with exterior portions of the shoe being predominantly black in color. All accent colors should be subdued colors and not bright and should be limited to small logos and minor accents on the soles. Any shoe that is not completely black is subject to review and refusal by Command Staff.
 - j. This uniform shall not be worn for special event assignments not specifically requiring the wearing of this uniform.
 - k. The outer ballistic vest issued for the Class C uniform must be worn in lieu of the inner ballistic vest, unless the member has a Class C shirt designed for inner ballistic vest wear. The Class C outer ballistic vest will have the word "POLICE" in reflective lettering on the back.
- 6. Police Motorcycle Uniform.** This uniform shall consist of the regular sworn uniform with the following exceptions:
- a. Motor officer emblem on uniform shirt on chest over right pocket above nameplate.
 - b. Motor officer emblem under FSU PD patch on left arm of duty uniform shirt.
 - c. Special form-fitting uniform pants.
 - d. Black motorcycle boots.
 - e. Black, protective motorcycle gloves.
 - f. Black motorcycle helmet with motor officer emblem on front of helmet. The helmet will be equipped with appropriate radio communications equipment.
 - g. Protective eyewear.
 - h. Cold weather motorcycle jacket with reflective word, "Police," on back. The badge shall be worn on the left breast portion of the jacket.
 - i. A black long sleeve form-fitting shirt; either crew, turtleneck or mock turtleneck may be worn underneath the Class B or Class C uniform shirt when riding in cold or inclement weather, all visible portions of the undershirt must be completely plain.
 - j. The outer ballistic vest issued for the Class C uniform must be worn in lieu of the inner ballistic vest, unless the member has a Class C shirt designed for inner ballistic vest wear. The Class C outer ballistic vest will have the word "POLICE" in reflective lettering on the back. An approved outer ballistic vest for the Class B uniform may be worn in lieu of the inner ballistic vest.
- 7. Police Summer Uniform.** Wearing of the summer uniform is authorized, unless specified uniform wear is required. This uniform shall consist of:
- a. Department-issued Class C embroidered uniform shirt. The Class B uniform shirt shall not be combined with the police summer uniform, with the exception of the University Police ball cap.
 - b. Department-issued black knee length cargo short.
 - c. White or black ankle height or low quarter athletic sock.
 - d. Black tennis shoes, with exterior portions of the shoe being black in color or low quarter to 3/4 height plain toe shoe/boot.

- e. The outer ballistic vest issued for the Class C uniform must be worn in lieu of the inner ballistic vest, unless the member has a Class C shirt designed for inner ballistic vest wear. The Class C outer ballistic vest will have the word "POLICE" in reflective lettering on the back.

B. Sworn Plain Clothes Members

Sworn members assigned to the Investigations or Administrative Sections shall wear suitable business or business casual attire. Clothing must be neat, clean, wrinkle-free, and of a professional nature and style. Section supervisors may authorize other types of suitable clothing for special details or assignments. Plain clothed sworn members shall wear the following department issued items including, but not limited to, during their assignment:

1. Service weapon and holster
2. Badge
3. Radio
4. Handcuff's
5. Extra magazine

C. Non-Uniform Support Personnel

All non-uniformed civilian members are expected to dress in a professional and businesslike manner. Work attire shall be business or business casual. Clothing must be neat, clean, wrinkle-free, and of a professional nature and style. Denim jeans, "cut-offs," tee-shirts, miniskirts, sweat suits, tank tops and shorts of any kind; flip-flops, tennis or athletic type shoes are prohibited from being worn on duty. Dress code standards may be temporarily suspended, and casual or other dress attire approved for special events or designated "casual days" by authorization of the Chief or designee.

D. Uniformed Support Personnel

Civilian members, for whom a uniform has been provided, shall wear the current approved issued uniform. Civilian members, for whom uniforms have been provided, are divided into two uniform categories: paramilitary uniformed and civilian uniformed.

1. Paramilitary uniformed includes the following positions:
 - a. Security Guards.
 - b. Public Safety Officers (PSO's).

Paramilitary uniformed support members shall ensure that their uniform is clean, pressed, correctly fitted, and that the shoes are shined and in good repair. The above-mentioned positions shall adhere to the same grooming standards as sworn members. Shoes shall be black, undershirts, if worn, shall be white or black and sleeves not extending further than the uniform shirtsleeve. Socks shall be black in color. White athletic socks may be worn if the employee is wearing boots which completely prevent the socks from being visible.

2. Civilian uniformed includes the following positions:
 - a. Police Communications Officers
 - b. Police Service Technicians
 - c. Parking Patrollers (Transportation & Parking)
 - d. Technicians (Transportation & Parking)

Civilian uniformed members shall ensure that their uniform is clean, pressed, correctly fitted, and that the shoes are in good repair. Shoes shall be black if issued uniform trousers are black.

E. Hair Grooming Standards

1. Sworn Members and Paramilitary Uniformed Support Personnel

- a. Hair. Hair on top of the head will be neatly groomed. The length or bulk of the hair will not be excessive or present a ragged unkempt appearance. When combed, it will not fall over the ears, eyebrows, or touch the collar except for closely cut hair at the back of the neck.

The hair of uniformed female members may touch the shirt collar, but not fall below the collar's edge. It may cover a portion of the ear. Long hair must be worn in a manner conforming to the requirements of this section of the general order.

Conspicuous hair ornaments and bizarre or unusual hairstyles are not authorized.

Exceptions to this standard may be suspended by authorization of the Chief or designee.

- b. Artificial Hairpieces. Sworn personnel or non-sworn personnel required to wear a uniform shall not wear wigs or hairpieces on duty except for cosmetic reasons to cover baldness or disfigurement. A wig or hairpiece must conform to the hair regulations as specified in Section F, above.
- c. Sideburns. Sideburns will be neatly trimmed. The base will be a clean-shaven horizontal line. Sideburns may not extend downward beyond the lowest portion of the ear opening.

2. Civilian Uniform (Non-Paramilitary) and Non-Sworn Support Personnel

Hair. Hair on top of the head will be neatly groomed. The hair will not present a ragged unkempt appearance. Radical hairstyles, ornaments and colors are not acceptable.

C. Facial Grooming

1. Sworn Members and Paramilitary Uniformed Support Personnel:

If a mustache, beard, and/or goatee is worn, it will be kept neatly trimmed and tidy. The beard or goatee length will not exceed a quarter inch in length. If only a mustache is worn, no portion of the mustache may extend beyond the corners of the mouth or will fall below a line parallel with the bottom of the lower lip.

Members shall not be allowed to wear a "tuft" of hair under the lower lip.

2. Civilian Uniform (Non-Paramilitary) and Non-Sworn Support Personnel:

Any facial hair worn by civilian uniformed personnel and non-sworn support personnel shall be neatly trimmed.

D. Tattoos, Brands, Body Mutilation, Dental Ornamentation, and/or Body Ornamentation

Visible tattoos, brands, body mutilations, dental ornamentation, body pierces, and other body ornamentations (hereafter referred to as "body ornamentations") will be strictly regulated.

1. Visible includes visible through the uniform clothing.
2. Body ornamentations that are prejudicial to good order and discipline, or that are otherwise harmful to the reputation of the Florida State University Police Department, are prohibited.
3. Body ornamentation on any area of the body that is likely to associate the member with, or that may be interpreted to imply that the member is advocating any racist, sexist, extremist, gang, criminal, or national origin discrimination, is prohibited.
4. Visible body ornamentation will not be obscene, indecent, sexually explicit, or advocate or symbolize sex, gender, religious, ethnic, or national origin discrimination.
5. Visible body ornamentation will not be permitted on the head, face, neck, or scalp.

6. The use of gold, platinum, or other veneers or caps for the purposes of ornamentation is prohibited. Teeth, whether natural, capped, or veneer, will not be ornamented with designs, jewels, initials, etc.
7. Intentional body mutilation, piercing, branding, or intentional scarring is prohibited. Examples of prohibited intentional mutilation include split or forked tongues; foreign objects inserted under the skin to create a design or pattern; enlarged or stretched out holes in the ears (other than normal piercing); and intentional scarring that is visible.

E. Cosmetics and Jewelry

Cosmetics and jewelry regulations are as follows:

1. Sworn Members – Cosmetics if worn shall be subdued and match natural skin color. False eyelashes are not authorized. Fingernails shall be neatly trimmed and may not extend beyond the tips of the fingers. Fingernail polish, if worn, shall be clear or of a neutral solid color. No bright colors, designs, gems, glitter or any other adornment will be permitted. Female sworn members may wear small post earrings. Necklaces shall not be visible when wearing a uniform. Earrings shall not be worn by male sworn members, unless written authorization is given by the Chief or designee for the purpose of special assignments.
2. Paramilitary Uniformed Support Members – Uniformed support members required to wear a uniform shall adhere to the same standards as specified for sworn personnel.
3. Support Personnel – Cosmetics, if worn, must be subdued and match natural skin color. Fingernails must be clean and trimmed.

F. Sworn Member Uniform Accessories

The following are defined as uniform accessories:

1. Shoes. Footwear worn by uniformed employees shall be black, plain toed, and maintained in good repair and polished to a high gloss. The heels and soles should be skid resistant. It is the responsibility of sworn members to utilize the Department-issued shoe voucher to purchase their footwear from an authorized business from an approved list of footwear. The sworn member shall be required to pay the difference if the footwear selected is valued at more than the allowable limit of the shoe voucher.
2. Gun/Utility Belt and Accessories. All “leather” gear shall be worn as specified. (See Gun belt, Weapon(s) and Accessories definition in glossary)
3. Police Baton. The Departmental issued Rapid Rotation Baton (RRB) or the Monadnock Expandable Baton (MEB) shall be the only impact weapon issued to uniformed sworn members.
4. Raincoats and Rain Pants. Raincoats and rain pants shall be issued by the Department and worn as needed.
5. Traffic Vest. All uniformed members shall wear the reflective traffic vest while performing traffic control duties.
6. Ballistic Vest. A current ballistic vest is issued to all sworn personnel. [CFA 14.10 B] Wearing the vest is mandatory when in uniform. Sworn members will only wear the inner ballistic vest with shirts designed for inner ballistic vest wear. Sworn members may wear the appropriate outer ballistic vest with Class B, C, Motorcycle, Bike or Summer Uniforms.

Some special events may permit sworn members to not wear their ballistic vests (i.e. events which expose sworn members to extreme heats for long periods of time). These events will be addressed on a case by case basis and specifically permitted by the Chief to suspend vest wear. In any event, the sworn member shall keep the vest readily available should circumstances

cause the need for them to leave the special event and respond to a high-risk incident. [CFA 14.10 A]

Sworn plain clothes members shall keep their issued vest readily accessible. [CFA 14.10 A]

Ballistic vests shall be worn during pre-planned, high-risk situations, including, but not limited to: [CFA 14.10 C]

- a. Execution of warrants;
 - b. When assigned to civil disturbance details;
 - c. Fugitive apprehension;
 - d. Tactical operations;
 - e. When assisting other law enforcement agencies with any of the activities listed above;
 - f. When directed to do so by a supervisor.
7. Tourniquet. A tourniquet will be issued to all sworn personnel. The wearing of the tourniquet on the gun belt or Class C ballistic vest is mandatory when in uniform upon issuance.

K. Ballistic Equipment

In addition to Ballistic Vest, required in Section J.(6), Ballistic Shields and Ballistic Helmets are available for use by sworn members and are stored in each marked patrol vehicle and immediately accessible.

The intended use of ballistic shields and ballistic helmets is to provide protection for sworn members involved in situations that may lead to potentially violent confrontations.

The wearing of ballistic helmets is authorized for Search Warrant Operations, Response to Active Shooter situations and any situation or operation that poses a high risk of violence.

The intended use of ballistic shields is to provide cover protection for sworn members involved in situations that may lead to potentially violent confrontations. Ballistic shields may be used in potentially violent situations or as dictated by command authority.

L. Service and Award Pins

Service pins and awards earned in recognition of individual achievement or special assignments may be worn on the uniform, centered above the nameplate. If multiple pins are worn, the pins will be arranged according to size and shape (larger rectangular shaped pins, smaller rectangular pins, followed by circular pins). However, if the employee wears a United States Flag Pin, that pin shall be worn above all other service pins or awards. With the exception of the United States Flag Pin, all pins and awards must be job related and have been approved by the Chief. The following are authorized pins to be worn:

1. The following are authorized pins to be worn:
 - a. FTO.
 - b. DARE.
 - c. SRO.
 - d. FBINA.
 - e. CFA Accreditation.
 - f. D.R.E.
 - g. Motor Unit.

- h. Any other pin issued by the Department in recognition of outstanding service or commendations.
2. Formal medals with ribbons awarded by the Department shall only be worn on formal occasions, to be announced by the Chief.
3. The uniform bar representing the award may be worn on the uniform shirt only. When worn, the bar(s) shall be centered above the nameplate, on the wearer's right. The size of the bar for uniform wear shall be 1 3/8" x 5/16" (size issued by the Department for uniform wear).
4. The proper positioning of each individual bar shall be as follows:
 - a. Medal of Honor: (Red, White and Blue) shall be worn with the red side to the wearer's right.
 - b. Medal of Valor: (Red) shall be worn to the wearer's right.
 - c. Purple Heart Medal: (Purple) shall be worn to the wearer's right.
 - d. Chief Commendation Award: (Blue and White) shall be worn with the blue side to the wearer's right.
 - e. Life Saving Award: (Red and White) shall be worn with the red side to the wearer's right.
 - f. When more than one bar is worn, the senior award will be displayed from the wearer's right to left. All bars will be centered above the nameplate, on the wearer's right.

M. Enforcement

1. It is the responsibility of unit managers/supervisors to effect compliance by their respective employees with the dress code.
2. Supervision is authorized to require an employee to modify dress or grooming when such dress or grooming would create a safety hazard to the employee or others, cause disruption in the workplace, or does not comply with the standards outlined in this General Order.
3. If it is determined that an employee's dress and/or grooming/hygiene is inappropriate and/or not in compliance with the guidelines in this General Order, the employee will be counseled verbally and may be sent home to correct the violation. Any time missed from work as a result of such action will require that the employee's schedule be flexed, or the absence may be charged to accrued annual leave.

Glossary

Body Ornamentation – to include but not limited to tattoos, temporary decals, body art, body modification, dental ornamentation, brandings, and/or other body ornamentation.

Business Attire – A professional, conservative, business like appearance.

1. Men – Dress shirt and tie with or without a sports jacket, or a business suit with dress shirt and tie, and appropriate shoes.
2. Woman – Business suit, conservative dress, or slack with blouse/sweater and appropriate shoes.

Business Casual Attire – A dress code defined as; for men, collared shirt and slacks and for women – similar to men, including slacks or skirt with a blouse or sweater.

Casual Attire – A relaxed dress code which allows more types of pants to be worn, but still portray a professional appearance. A collared shirt for men or blouse for women is still required, but "Capri" pants for women that extend below the kneecap and denim pants would be acceptable. However, pants must not be whitewashed, faded, worn, torn, or have holes.

Gun belt, Weapon(s) and Accessories – Standard issue 2 1/4” plain belt, firearm, two (2) magazine pouches, three (3) magazines, Taser and holder, O.C. spray and holder, holster, handcuff case, hand cuffs with key, issued baton and holder (either RRB or expandable), radio, radio clip or holder, flashlight holder or ring, tourniquet and up to four (4) belt keepers.

Paramilitary Uniformed Personnel – A non-sworn member assigned to duties requiring the wearing of a uniform and required to adhere to the same grooming standards as sworn members.

Support Personnel – A non-sworn member of the Department assigned to duties not requiring the wearing of a uniform.


Sworn Personnel – A member of the Department who has taken an oath to uphold the Constitution of the United States and Constitution of the State of Florida, and who is authorized to make arrests and carry a firearm in the performance of his/her duties.

Uniform Accessories – The badge, collar ornaments indicating agency rank, name plate, award pins, approved specialty insignia, and whistle.

Uniformed Support Personnel – A non-sworn member assigned to duties requiring the wearing of a uniform.

Attachment

Collar brass representation

CAA 06/30/2020	Filed: General Order 405
Title: Uniforms, Dress Code, and Appearance	
Approved: 	
Terri S. Brown, Chief	
Date: <u>06/30/2020</u>	

Attachment

