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SUBJECT: UNIFORMS AND PERSONAL APPEARANCE

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AMENDS/SUPERSEDES: Personal Appearance, 100-17, April 11, 2000; Body Armor, 100-25, Uniform and Equipment Issuance and Maintenance, 100-29, July 15, 2000, April 13, 2006 version, January 2, 2008 version, January 28, 2008 version, May 15, 2008 version; January 27, 2010 version; February 16, 2011 version; Procedural Directive 2013-01, June 17, 2013; January 8, 2014 version.

IACLEA STANDARDS: 4.1.1, 9.2.7

CSU POLICE DEPARTMENTS SYSTEMWIDE OPERATIONAL GUIDELINE – CSU Technical Letter PS 2010-03 – CSU Police Services Uniform and Equipment Requirements

APPROVED: Anne P. Glavin, Chief of Police

I. PURPOSE

The purpose of this policy is to establish standards and specifications for Department of Police Services sworn, dispatch, and parking employee uniforms, equipment and appearance. The appearance of officers is often a factor in determining the respect and cooperation they and the department receive from the community.

II. POLICY

It is the policy of the California State University (CSU) system that police officers assigned to each campus shall meet uniform, equipment and appearance standards.

Appearance includes personal hygiene and good grooming, neatness of dress and equipment, as well as uniformity in the manner of wearing the uniform and equipment. A well-groomed, neat appearing officer is symbolic of the dignity and authority of the department, inspiring confidence and pride in both the department and the employee.

CSU policy requires that police personnel using police uniforms and/or university equipment or property, including police emergency and university vehicles, shall be responsible for their proper use and care. Employees shall not use, loan, nor permit for use any uniform, equipment, property and/or vehicle without authorization from the Chief of Police. Uniformed officers shall possess

and maintain the uniform, equipment, and other items identified in this policy ready for immediate use.

III. PROCEDURES

- A. California State University (CSU) System Uniform Requirements: The following uniform regulations and standards shall apply to all CSU Police Officers.
1. Uniform and Equipment Availability: All CSU police officers are to have ready access to a clean, serviceable (to include replacement) uniform complete with all the equipment necessary to perform assigned duties at all times.
 2. Officers shall be responsible for their own personal appearance and supervisors shall strictly enforce this policy to ensure compliance. Personnel may be inspected before their tour of duty at the discretion of the shift supervisor or other superior officer to ensure that equipment, uniforms and appearance meet the standards of this order (see appendix for uniform and equipment checklist). CSUN Department of Police Services personnel uniform and equipment inspections shall be conducted every watch.
 3. Uniforms shall be clean and pressed at all times. Uniform items showing excessive wear and/or in need of repair are not acceptable attire. Employees shall use discretion in wearing uniforms that have been repaired. Shift supervisors shall determine whether repaired items are appropriate for wear.
 4. Tailoring of uniforms to provide a proper fit is allowed only if the alterations do not significantly alter the general appearance of the uniform.
 5. The uniform shall be worn only while on duty or while commuting to and from duty assignments. Personnel who choose to wear the uniform while traveling to and from work shall conceal all recognizable parts of the uniform with a jacket or some alternative outer garment, unless they are driving a department vehicle. Police department personnel shall not wear the approved uniform or any recognizable portion thereof in any off duty capacity.
 6. CSU police chiefs may designate optional uniforms such as foul weather uniforms, bicycle uniforms, etc. Also, each campus police chief may designate alternative "soft" uniforms, such as golf shirts, docker style pants, etc. for special events and presentations.
 7. The Critical Response Unit (CRU) has a complete list of specifications for approved CRU uniforms and equipment. All CSU CRU teams will wear the same tactical uniform as specified in the current version of the CRU policy manual and/or CSU technical letter PS 2010-03, July 26, 2010 (whichever is most current).
 8. CSU police officers in uniform shall wear only those accouterments (pins, medals, emblems, etc.) authorized by the Chief of Police.
 9. CSU police officers shall wear the uniform, or other attire prescribed, when representing the department at official functions such as dedications, academy

graduations, award presentations, funerals, memorials and formal personnel inspections.

B. Repair of Damaged Uniforms

1. When the uniform or personal equipment is damaged in the performance of official duties, it may be possible for the department to secure reimbursement from citizen(s) causing the damage. Such information shall be included in incident reports and forwarded through the chain of command to the Chief of Police for appropriate review and action.
2. When a uniform or equipment is damaged by a citizen incident to an arrest, the damage shall be included in the arrest report. The officer should bring this to the attention of a Detective Sergeant, through the chain of command, so that it may be brought to the attention of the Prosecuting Attorney handling the case. Hopefully an effort may then be made to have a court order the citizen to make reimbursement.
3. When damage occurs as a result of the employee's own negligence or from normal wear and tear, the responsibility for replacement rests with the employee.
4. Employees may request the department replace damaged uniforms by memorandum to the Chief of Police via the chain of command. The employee should set forth the justification, which will rebut any possible evidence of negligence. All such requests should be accompanied by any incident reports or other information relative to the incident.

C. Officers Assigned Plain Clothes

1. Officers working in plain clothes shall dress in a conservative, businesslike manner consisting of men's sport coats, suits, dress shirts, ties, or women's business suits, pantsuits, conservative dresses, skirts and blouses or other appropriate and acceptable attire. Men's/women's dress shoes with appropriate socks or hosiery shall be worn.
2. Plain-clothes personnel may discard suits, sport coats and ties during summer months in favor of sport shirts (including polo shirts) when activities or assignments do not take them off campus, meeting the public or other professionals, or to meetings with people on campus outside the department.
3. Jeans, shorts, jogging or workout clothes, sweat pants, sweatshirts, tennis shoes, sandals, flip flops, and other athletic, casual or beachwear are prohibited for all department personnel except, officers that are on special assignment, undercover, etc. and such attire is designed to "fit in" with the particular assignment. In this case exceptions to these plain clothes dress requirements shall require authorization of the appropriate supervisor and a member of the command staff.

IV. PERSONAL APPEARANCE STANDARDS

All uniformed police officers and police dispatchers shall present themselves professionally and shall be neat, clean and well groomed. When acting in an on-duty capacity police officers and dispatchers shall ensure that his/her personal appearance conforms to the following standards:

A. Female Employees (Hair and Makeup)

1. Hair shall be clean, neat and well-groomed.
2. Uniformed, on-duty female police officers shall arrange their hair such that no portion extends below the bottom edge of the uniform shirt collar, interferes with their ability to properly wear a protective helmet, or restricts their vision in any way. (Female dispatchers are not restricted in wearing hair to the bottom of the shirt collar but must ensure that long hair does not in any way interfere with their ability to perform their job.)
3. Accessories shall not be worn in the hair except that which is necessary to secure a hairstyle.
4. Pins, clips, or rubber bands shall be of a natural color and shall blend with the hair.
5. Hair color shall be natural in appearance. Extreme color variations or shades not common to natural human hair shall not be allowed.

B. Male Employees (Hair, Mustaches, Sideburns, Beards, Goatee):

The following requirements are for male police officers (unless otherwise noted):

1. Hair shall be clean, neat and well groomed. (Applies to police officers and dispatchers).
2. Uniformed male personnel shall keep their hair moderately tapered and well trimmed such that no portion extends below the top portion of the uniform shirt collar (while sitting or standing in an erect position).
3. The sides of the hair shall be trimmed so that not more than the top ½ inch of the ear is covered.
4. Bulk of hair shall not exceed 1 ½ inches (bulk is defined as the distance that the mass of the hair protrudes from the scalp when groomed, as opposed to the length of the hair).
5. Sideburns shall not extend below the bottom of the opening of the outer ear and shall end with a clean-shaven horizontal line. The maximum width at the bottom of the sideburns shall not exceed 1 ½ inches.
6. While varying hair styles are permitted, provided these styles meet the above standards, corn-row, multiple braids, spikes, Mohawks, or any other faddish hair styles shall not be worn while in uniform or on duty, unless authorized by the

Chief of Police. Hair shall only be of a natural color (also applies to male dispatch officers).

7. Mustaches shall be worn short and neatly trimmed. A mustache shall neither extend below the edge of the upper lip nor more than ½ inch past the corner of the mouth. Waxed tips or points are not permitted.
8. All on-duty uniformed personnel are to be clean-shaven at all times (also applies to male dispatch officers).
9. The wearing of beards and/or alternate hairstyles by police personnel assigned to non-uniform duties shall be at the discretion of the Chief of Police.

C. Wigs/Hair Pieces, Jewelry, Fingernails (Police and Dispatch Personnel)

1. Wigs, extensions and hairpieces may be worn while in uniform or while on duty for cosmetic reasons to cover natural baldness or physical disfiguration.
2. When a wig or hairpiece is worn, it shall be of good quality and fit, present a natural looking appearance and not interfere with the proper wearing of headgear.
3. Wigs or hairpieces shall not present a safety hazard and shall conform to the grooming standards set forth in these regulations.
4. Uniformed police officers shall not wear bracelets, conspicuous rings or any large jewelry item that either compromises the officer's safety or detracts from the appearance of the uniform. The number of rings worn at any time shall be limited to one per hand; wedding sets shall be considered as one ring.
5. The wearing of earrings by uniformed police officers is discouraged due to the danger presented to the safety and protection of the police officer. If an officer elects to wear earrings, the only authorized type shall be small, stud style earrings. Earrings that hang below earlobes are prohibited for both police officers and dispatchers.
6. Jewelry items of exceptional value (\$50 or more) are the responsibility of the individual officer/owner and the CSU assumes no liability for such items if lost, stolen or damaged in the line of duty.
7. Personal jewelry items and/or personal ornaments shall not be affixed to the uniform or related equipment.
8. The fingernails of all police officers and dispatchers shall be clean and well-trimmed at all times. Nails shall not be longer than one (1) inch in length so as to present a professional appearance and not to interfere with the performance of any required duties.
9. Fingernail polish worn by police and dispatch personnel shall be conservative in color and limited to shades that are complementary to the uniform (clear, soft pinks or reds). Multi-colored designs and/or nail charms are not permitted.

10. No visible facial, tongue or body piercing/jewelry is permitted by any career employee of the Department of Police Services while on duty for the department.
11. No visible tattoos are permitted. Visible tattoos (i.e. arms, legs) must be covered with appropriate, authorized uniforms (i.e. long sleeves, long pants, etc.) or plain clothes.

V. POLICE UNIFORM SPECIFICATIONS

California State University Department of Police Services' uniform specifications and standards require all uniforms to be navy blue in color, and labeled as Los Angeles Police Department approved. Also considered the same as Los Angeles Police Department approved is Raeford Worsted Shade 8813 or 30 and Metcalf Shade 386-16 or 125 blue. Worsted by Milliken and Chicago Blue are also acceptable.

A. Class A Uniform

1. The Class A uniform is applicable to all uniform personnel. It shall be worn when directed by the Chief of Police or a member of the Command Staff. The Class A uniform may be worn at the officer's discretion in the following circumstances:
 - a. Court appearances.
 - b. Public events (i.e. academy graduations, award presentations, dedications, etc.).
 - c. Interagency or intergovernmental meetings, conferences or gatherings of an official nature.
 - d. Funerals or memorials for law enforcement officers and fire fighters.
 - e. In lieu of civilian attire when assigned to staff position.
 - f. Field duty.
2. The Class A uniform consists of the following items of apparel and equipment:
 - a. Long sleeve shirt with the authorized California State University shoulder patch (CHP style) and appropriate insignia. Shirt must meet or exceed Los Angeles Police Department specifications and be 100% wool. Shirt must incorporate a short badge holder.
 - b. Uniform tie of 100% wool, black in color, pre-tied, clip on, 13" or 16" length as appropriate.
 - c. Tie bar:
 1. Polished gold finish, 2" x 5/16"

2. An authorized tie tac may be worn instead of a tie bar. Examples of currently approved tie tacs are:
 - a) California State Seal
 - b) Police Academy Pin
 - c) Police Fraternal Organization Pin
 - d) Any tie tac authorized by the Chief of Police and recorded as authorized in an officer's individual equipment inventory record.
- d. Uniform trousers: 100% wool, must meet or exceed Los Angeles Police Department specifications. Creases shall not be sewn.
- e. Gun belt: Bianchi black nylon basketweave AccuMold Elite Sam/Sally Browne duty belt (model 7950) with authorized equipment.
- f. Uniform shoes (black leather or equivalent): Boots may be worn with the Class A uniform except when prohibited by the Chief of Police for formal occasions. Socks must be black if visible with low cut shoes (See Section VII. E.).
- g. Hat: Stratton campaign style issued dress hat with appropriate insignia and braiding (see Section VII A.).
3. The CSU system-wide Class A uniform requirements below only apply to those events that are considered CSU system-wide special events (i.e., held outside the scope of the California State University, Northridge) and require a Class A uniform for attendance.
 - a. Uniform jacket (mandatory for command staff and optional for police supervisors and officers): "IKE" style with service stripes (i.e., hash marks) being optional. The IKE jacket rank sleeve insignia shall consist of:
 1. Bands (1/2") begin 3" from the end of the sleeve and be spaced 1/4" apart.
 2. Chief – four yellow gold narrow bands.
 3. Commander/Deputy Chief/Assistant Chief – 3 yellow gold narrow bands.
 4. Captain – 2 yellow gold narrow bands.
 5. Lieutenant – 1 yellow gold narrow band.
 - b. Uniform cap (mandatory for all sworn): round style with the police eagle emblem in front (can bear rank).
 1. Chief – solid black bib with yellow gold band (not metallic gold) and scrambled gold leaf clusters on bib with a break in the center.

2. Commander/Deputy Chief/Assistant Chief/Captain/Lieutenant – solid black bib and a yellow gold band (not metallic gold).
3. Sergeant/Corporal/Officer – solid black bib and a black band.

B. Class B Uniform

1. The Class B Uniform is applicable to all uniformed officers. It may be worn for all duty assignments unless otherwise directed.
2. The Class B Uniform (refer to Class A above for specs) consists of the following items of apparel and equipment:
 - a. Long or short sleeve uniform shirt with the authorized California State University shoulder patch (CHP style) and appropriate insignia. Shirts are to be worn with white crew neck T-shirts
 - b. Uniform trousers.
 - c. Uniform shoes or black leather equivalent. Black boots may be worn with the Class B uniform or all black athletic style coaches' type shoes. Socks must be black if visible with low cut shoes.
 - d. Jacket: Black thinsulate Horrace Small #HS3310 or equivalent.
 - e. Gun belt: Bianchi black nylon basketweave AccuMold Elite Sam/Sally Browne duty belt (model 7950) with authorized equipment.
 - f. Hat: Stratton campaign style issued dress hat with appropriate insignia and braiding may be worn at the discretion of the police officer.

C. Class B – Alternate Uniform (5.11 Style)

The below listed uniform specifications shall not replace the standard Class B uniform. All officers must maintain the current Class B but are not required to purchase the 5.11 uniform unless they wish to do so. The Class A uniform remains under current standards and the 5.11 may not be substituted for a Class A uniform. This uniform is not purchased by the department and may be purchased out of an officer's current uniform allowance.

The 5.11 uniform may be worn for routine patrol but will not be authorized for events that have been designated by the Chief of Police as requiring the standard Class B uniform (such as Opening Week of School and other designated events). The Chief of Police has approved this uniform for use during commencement activities with required use of the Stratton hat. A "flashlight" pocket for the 5.11 pants is authorized and must be ordered when placing the uniform order; otherwise the pants will come without the pocket.

The specifications that are to be used when ordering this uniform are as follows:

Men's A Class Taclite PDU Pant (style # 74370, Color: Midnight Navy)
 Men's B Class Tactile PDU Short Sleeve Shirt (Style# 71168, Color: Midnight Navy)
 Men's B Class Taclite PDU Long Sleeve Shirt (Style # 72366, Color: Midnight Navy)

Women's A class Taclite PDU Pant (Style# 64370, Color: Midnight Navy)

Women's B Class Taclite PDU Short Sleeve Shirt (Style # 61168, Color: Midnight Navy)

Women's B Class Taclite PDU Long Sleeve Shirt (Style # 62366, Color: Midnight Navy)

D. Restricted Duty Uniform

Sworn officers assigned to restricted duty at dispatch or within headquarters for clerical tasks are required to project a professional image with respect to their appearance. Clothing appropriate to the business environment is mandatory. Appropriate casual business dress is acceptable or the wearing of the training uniform (described below) is acceptable if authorized by a member of the Command staff. The wearing of T shirts, jeans, shorts, tank tops, sandals, etc. or other attire more suitable to a casual outing is prohibited.

E. Summer Wear Uniform (optional)

This uniform may be worn immediately after Memorial Day (although it is not authorized for Commencement week) and up until October 31 of each year, or when the temperatures exceed 85 degrees. This uniform may not be worn to functions where the officer is representing the Department or as prohibited by the Chief of Police.

The summer wear uniform shall consist of the following items of apparel:

- a. Shorts: Navy blue shorts with cargo pocket, polyester/cotton blend (Teflon T-3300).
- b. Shirt: Navy blue short sleeve uniform shirt as specified in Section B2 above or identical Los Angeles Police Department approved shirt in a tropical weight (i.e. polyester/cotton blend, Elbeco G964-3, etc.). Shirts are to be worn with white crew neck T shirts.
- c. Shoes: All black athletic coaches' style shoes, low cut with black laces.
- d. Socks: Navy blue or black, athletic style ankle socks (no stripes or wording).
- e. Hat: Department issued navy blue baseball cap with CSU star.
- f. Gun belt: Bianchi black nylon basketweave AccuMold Elite Sam/Sally Browne duty belt (model 7950) with authorized equipment.

F. Bicycle Patrol Uniform / T3 Uniform

NOTE: When assigned to a T3 vehicle, the shift supervisor shall determine whether the Class B or Bicycle Patrol Uniform shall be worn. Either uniform may be utilized, depending on assignment.

1. Helmets: Bell Influx, Model # B098, mountain type, attached front sun shade, color: black. Other recommended manufacturers: Giro and Specialized.

2. Protective Glasses: A O Safety, X-Factor by Aearo Co., Model #90970 or equivalent. Glasses must meet ANSI standards, plastic with clear polycarbonate lens, wrap-around style. Can wear dark/gray lens version during daytime (Model # 90969).
3. Shirts: Short sleeve Mocean, navy blue in color with ¼ inch silver reflective tape around both sleeves placed above the sleeve cuff. Department uniform patches are required to be sewn in on both sleeves. Department star patch required to be over the left breast pocket. The word “POLICE” is stitched in matching gold thread with 5/8 inch lettering under the star patch. The officer’s name is stitched in gold thread with ¾ inch lettering over the right breast pocket area. The back of the shirt is also labeled “POLICE” in 3 ¾ inch silver reflective lettering.

The wearing of T-shirts under the bicycle patrol shirts is optional however if worn, they must be white (crew neck) in color for day watch and black (crew neck) in color for night watch.

4. Shorts: Mocean black riding shorts, with side flap pockets and zippered rear pockets, 100% nylon, style #1059 or equivalent.
5. Pants: Two options are available for use with the bicycle uniform.
 - i. Mocean bicycle pant, navy 100% nylon pants with zippered bottom (ankle area) and air vents, middle-front portion of legs or equivalent. Pants should be tapered or officers should wear a leg band to prevent the pants from catching in the chain ring.
 - ii. 5.11 TACLITE Pro Pant, Model 74273, dark navy 65% polyester and 35% poly cotton ripstop material; equivalent option to the Mocean bicycle pant.
6. Socks: With pants officers shall wear navy blue or black, athletic-type socks, regular or ankle length. With shorts, ankle, same as above – no stripes, no printing.
7. Shoes: Solid black “cross trainer” tennis shoes and solid black bicycle type shoes low or high cut shall be worn for police bicycle patrol. No clipless pedal shoes.
8. Jacket: Mocean Brand (R/N #83473, Style 6023A/AD, Cut 0304QA) 100% Nylon, Long Sleeve, two tone blue (top) and black (bottom) with white pin stripe. Back of jacket shows 2 ½ inch block white letters “POLICE”, CSU Patch on right and left shoulders, CSU Star on front left chest area, rank insignia ½ inch from bottom of shoulder patch, Velcro strip on right front chest area, with last name in ¾ inch gold bold lettering.
9. Gloves: Harbinger brand: solid black or black with gray stripe palm gloves. Other equivalent: Pearl Izumi or Specialized brands.
10. Gun belt: Bianchi black nylon basketweave AccuMold Elite Sam/Sally Browne duty belt (model 7950) with authorized equipment.
11. Cold weather “watch cap” style hats: individual officers are authorized to wear their own “watch cap” style hats over or under their department issued bicycle/T3

helmet to block out cold air when riding a bicycle/T3 in **cold weather only**. Officers are responsible for their own hats and they must be black or navy blue in color.

G. Motorcycle Uniform

1. Helmets: White with black lower band, Shoei Brand Model 2000 DOT approved motorcycle helmet with radio communications headset (SetCom brand). Helmet is outfitted with mini CSU star insignia and brass hat band.
2. Protective Glasses: AOS Model Z87, clear lens
3. Gloves: Wells Lamont Cowhide leather gloves, color: tan
4. Shirts: Navy blue short sleeve uniform shirt as specified in Section B2 above. Shirts are to be worn with white crew neck T shirts.
5. Pants: Dark blue motorcycle breaches (United Uniform)
6. Jacket: Tour Master Flex-LE 2.0 Motor Officer Jacket
7. Boots: Brinkerhoff black Elite leather motorcycle boots
8. Gun belt: Bianchi black nylon basketweave AccuMold Elite Sam/Sally Browne duty belt (model 7950) with authorized equipment.

H. K-9 Uniform

In addition to the standard Class A and B uniforms/gun belt listed above, the K-9 officer(s) will be issued the following:

1. Navy blue BDU style shirt and pants uniform (NOMAX or equivalent) with patch badge on the left breast.
2. Hat: Department issued baseball cap: Navy blue with CSU star insignia and "CSUNPD" stitched on the back.
3. Gun belt: Bianchi black tactical nylon web Sam Browne duty belt with authorized equipment.
4. One tactical holster with tactical light slot, Model Safari 6004 tactical holster or equivalent.
5. One Streamlight M-3 tactical light mounted to Glock 22 duty weapon.

I. Training Uniform – Class C

All sworn police officers are issued a training uniform which shall normally be worn for all internal and external (except where casual business attire is designated by training order) training classes when officers are not in a Class B uniform and on duty. The training uniform is also specified as the uniform of the day for restricted duty wear. This

uniform may not be substituted in place of the Class B uniform for everyday wear unless authorized by the Chief of Police.

1. Shirt: Short sleeve, gray Jonathan Corey polo style shirt with embroidered CSU badge and last name (#500). Polo shirts designated for our K-9 units shall have "K-9" embroidered below their name. T-shirts are optional with this shirt however, if worn, they will be white in color and crew neck style.
2. Pants: Navy rip stop BDU pants (#F520138405). Pants shall be bloused when worn with boots.
3. Shoes: Solid black cross trainer tennis style shoes (as specified above) or boots (as specified in Section V. C).
4. Gun belt: Bianchi black nylon Sam Browne duty belt with authorized equipment.

J. Utility/Training Uniform – Class D

In addition to the standard training uniform listed above, all sworn officers are issued a utility type uniform, which may be used for training purposes or special duty applications as directed by the Chief of Police. This uniform may not be substituted in place of the Class B uniform for everyday wear unless authorized by the Chief of Police or his/her designee.

1. Shirt: Long Sleeve navy BDU shirt with sew on CSU star and last name (#F545238405). White crew neck T-shirts will be worn with this shirt.
2. Pants: Navy rip stop BDU pants (#F520138405). Pants shall be bloused when worn with boots.
3. Shoes: Solid black cross trainer tennis style shoes (as specified above) or boots (as specified in Section V.C.).
4. Gun belt: Bianchi black nylon Sam Browne duty belt with authorized equipment.

K. Optional Uniform

Soft Uniforms and Department Issued Polo Shirts

The Department has issued to civilian personnel and designated sworn, non-uniformed personnel, polo shirts with the CSU star. These shirts are allowed for a soft uniform or "business casual" appearance and may be worn on "casual Fridays" or during the summertime. These shirts may be worn with khaki pants or other business casual pant of appropriate color matching or complimentary to the polo shirt. Sworn personnel are not authorized to wear jeans with these shirts unless authorized by the Chief of Police.

VI. POLICE UNIFORM STANDARDS

A. Dress Hat

The dress hat is the Stratton, campaign style hat (S-40TB) in navy blue (straw weight). This hat is issued with a hat badge (seal of the State of California and rank of individual officer), carrying case and is authorized for the Class A and B uniforms. It shall also be worn when required by the Chief of Police or as desired (with the above uniforms) by individual officers. This hat is issued with a rain cover so that officers may use it in rainy weather for maximum head protection.

The hat is issued with braiding and a hat carrier. Braiding represents the officer's rank as follows: black: police officers and corporals, yellow: Sergeants, gold: command staff, black/gold: Chief of Police.

B. Baseball Hats

Baseball Caps: Baseball caps (Navy blue with CSU star insignia on front and "CSUN PD" on back) are authorized primarily for sun protection and are restricted to specific situations as follows:

1. Bicycle / T3 Patrol: When not wearing the helmet, which is required at all times while riding a bicycle, officers may wear the baseball cap (i.e. traffic control, taking a report in a building, etc.).
2. K-9: The baseball cap is part of the standard, K-9 uniform and will have the CSU star insignia on front and "K-9 Unit" on the back.
3. Training Uniform: The baseball cap may be worn with the Class C and Class D training uniforms.
4. Motorcycle Units: When not wearing a helmet, which is required at all times while driving a motorcycle, officers may wear the baseball cap (i.e. traffic control, taking a report in a building, etc.).

NOTE: Baseball caps are prohibited with the Class A and Class B uniforms.

C. Duty Jacket

The duty jacket is a black, thinsulate, Horace Small (HS3319) or equivalent, waist length zippered style. It shall be worn complete with embroidered CSU star badge, name tape (last name only), and CSU Police shoulder patches. Rank insignia pins shall be worn on jacket collars (for Corporal rank and above). The duty jacket may be worn with the Class A and B uniforms, motorcycle uniform (when the leather jacket is too warm for the weather conditions), K-9 uniform, and training uniforms.

D. Rain Coat/Jacket

Reversible LawPro 48" ANSI 3 Reversible Rain Coat.

E. Uniform Shoes/Boots

All sworn police officers shall maintain in serviceable condition one pair of uniform shoes. Uniform shoes shall be constructed of leather or simulated leather material, solid black in color, smooth finish, plain round toe with black laces and black lacing grommets. The shoes shall have non-slip soles retaining this quality when wet. Athletic style coaches' shoes are permitted with the Class B uniform or bicycle patrol uniform.

Boots are authorized for duty wear with any class of uniform except where prohibited by the Chief of Police for formal occasions. Boots may be of either lace or pull over style provided they meet the same general requirements as uniform shoes. Engineer boots or other types with ornamentation and/or extreme pointed toes are not authorized. Boots shall be either snug fitting to the ankle and calf, or high enough to preclude trouser cuffs from hanging on the boot top. If lace up boots are worn, they must have black laces and black lacing grommets. Combat style boots with fabric upper side panels may be worn provided that the non-leather material is black in color.

F. Uniform Shirts: Class A, B and Summer Uniform

As listed with the above uniform specifications, shirts shall be of the type that meet Los Angeles Police Department specifications, both long and short sleeve. Pockets are expected to be free from all items that produce obvious bulges or protrusions, except pens or pencils. Shirts are required to be tucked in to the uniform pants. All buttons shall be buttoned except the collar button. Sleeves may not be rolled up on either long or short sleeve shirts and T shirts shall not protrude lower than the length of the arm of the short sleeve shirt.

Five year service “hash marks” shall be worn indicating total police years of service by all ranks of sworn officers. Hash marks are for completed years of service only and shall be worn on the left sleeve of the long sleeve of the long sleeve shirt and may be worn on the duty jacket. Hash marks are to be sewn on the left sleeve of the uniform shirt and positioned so the lowest portion of each “hash-mark” is three (3) inches from the bottom of the sleeve. One hash mark equals five (5) years of completed service. Police officers with prior sworn service with another law enforcement agency (Sheriff or Police Department) are eligible to wear a service stripe for each five (5) years of service with that agency upon completion of one (1) year of service with a single California State University Police Department. Hash mark insignia shall be royal blue in color with yellow gold and black trim.

G. Uniform Pants and Belts

Uniform pants shall be of the type that meet Los Angeles Police Department specifications as listed in the Class A and B uniform specifications. Pant pockets shall be buttoned at all times. Large, bulky items shall not be placed in and carried around in pockets.

The standard issue black nylon pants belt shall be worn as is issued. No custom belt buckles are to be substituted for the Velcro closure.

H. Rank Insignia for Shirts and Jackets and Commendation Bars

1. Rank Insignia: The officer’s ranking insignia shall be placed on the right and left collar of the uniform using the standard brass colored chevrons as listed below. Brass collar chevrons are to be used on bicycle patrol shirts and jackets in addition to the training BDU shirts.
2. Corporal Chevrons: Corporal chevrons shall be worn on each sleeve of the uniform shirt. Two (2) chevrons shall be centered below the shoulder patch, and

the top edge of the chevron shall be ½” below the bottom of the shoulder patch. Chevrons are blue and yellow on black background (CHP specifications). Brass collar chevrons may be worn on the collars of the uniform jacket in place of the sleeve patch chevrons.

3. Sergeant Chevrons: Rank insignia for Sergeants shall meet the specifications of the CHP (three (3) striped chevrons, blue and yellow on black background) and will be worn in the same manner as described for corporal above. The chevrons should be positioned as described for the Corporal rank above.
4. Lieutenant-rank insignia: A single gold bar shall be affixed to the collar of the uniform shirt and jacket. The front edge on the bar shall be ½” from, and parallel with, the front edge of the collar.
5. Captain-rank insignia: A double gold bar shall be affixed to the collar of the uniform shirt and jacket. It shall be positioned as the Lieutenant’s insignia, above.
6. Chief of Police: The Chief’s rank insignia shall consist of four (4) stars and will be affixed to the collar of the uniform shirt and jacket as described in the Captain’s insignia above.
7. Commendation Bars shall be affixed to the uniform shirt directly over the right breast pocket. If an officer has more than one commendation bar, he/she should request a commendation bar slider. Commendation bars may be worn as part of the Class A or B uniform.

VII. POLICE EQUIPMENT SPECIFICATIONS AND STANDARDS

The following listing of police equipment constitutes the only equipment issued by this Department. Sworn officers are not authorized to purchase on their own other equipment and add it to the equipment that they are issued by the Department for everyday use. Members of the CSUN Department of Police Services shall carry only Department authorized equipment. Special need requests should be made in writing through the chain of command and will be taken under advisement and determined on a case-by-case basis. Any equipment, which is authorized as a special need by the Chief of Police, will be documented in the individual officer’s equipment inventory documentation.

A. Duty Belt Gear

1. Pant Belts: two options are available.
 - i. black nylon Bianchi or equivalent with Velcro closure (no belt buckle).
 - ii. black leather basket weave with gold square belt buckle.
2. Duty Belt (Sam/Sally Browne): Bianchi black nylon basketweave AccuMold Elite duty belt (model 7950).

3. Holsters: There are several types of holsters issued within the Department. Special units must train on all holsters issued to them and demonstrate proficiency as determined by Department range masters.

Patrol Division Officers: The primary duty holster is the Safariland (model 6395 ALS Level 1) low ride, STX basket weave finish, black nylon molded holster for the Glock 22 .40 Caliber firearm.

K-9 unit is authorized to carry a tactical holster with tactical light slot, Model Safari 6004 tactical holster or equivalent.

Detectives are authorized to carry Ted Blocker Model DA1 holster for the Glock 22 40 Caliber firearm or Uncle Mike's brand kydex low profile holsters when in plainclothes.

4. Magazine Holder: Bianchi or equivalent black nylon basket weave AccuMold Elite double magazine holder for the Glock 22 40 Caliber firearm. Model 7902

Detectives are authorized to carry Uncle Mike's brand kydex magazine holder (single) and Ted Blocker "Tef-lok" #3, double holder.

5. Bianchi or equivalent black nylon basket weave AccuMold Elite OC/Mace Spray Pouch (Model 7907) and First Defense Oleoresin Capsicum (OC) Solution canister with 0.18% Capsaicinoid content.

Detectives are authorized to carry Tex Shoemaker Model 95M6N or equivalent.

6. Bianchi or equivalent black nylon basket weave AccuMold belt keepers 4-Pack (Model 7906).

7. Bianchi or equivalent black nylon Double Handcuff Case (Model 7917) and handcuffs: Each officer is issued one double cuff case and two pair of Peerless (or equivalent) handcuffs. Officers are required to keep handcuffs inside the case and shall not display same visibly hanging over the belt without the case.

Detectives are authorized to carry Tex Shoemaker Model 219 1 ½ B.

8. Radio Holder: Bianchi or equivalent black nylon basket weave Adjustable Radio Holder (Model 7923).

9. Silent Key Holder: Bianchi or equivalent black nylon basket weave AccuMold (Model 7916).

10. Baton and Holder: Black plastic ASP brand holder and 26" ASP baton.

11. Bianchi or equivalent black nylon basket weave AccuMold Glove Pouch (Model 7915) for CPR Microshield and nitrile gloves.

12. Digital Recorder Holder (black nylon) and Olympus DS 330 digital recorder.

13. Bianchi or equivalent black nylon basket weave Covered Compact Light Pouch (Model 7911) and Streamlight Stinger XT flashlight.

B. Duty Belt and Other Issued Equipment

1. Firearm: Glock 22, .40 caliber firearm. As authorized by the Chief of Police, Command Staff and Detectives may also be issued a Glock 27, .40 caliber firearm for plainclothes usage.
3. Motorola XTS 3000 hand held radio with detachable microphone, earpiece and a radio charger.
3. Notebook and Pen will be supplied to all officers as part of initial equipment issuance. Officers may request notebooks and pens as needed after initial issuance.
4. Whistle: Each officer will be issued a brass colored whistle and may purchase on their own a matching whistle chain. The whistle may be worn on the chain or carried in a uniform pocket or key ring but is to be on the officer's person while on duty.
5. Flashlights: Rechargeable flashlights are available for officers to sign out at the start of each watch.
6. Traffic Control Vest: Each officer is issued one Blauer ANSI 207 Hi Viz Public Safety Breakaway traffic control vest which is to be worn at all times for safety and visibility when an officer is on traffic duty.
7. Ballistic helmet and shields: Issuance entails one RBR combat helmet (F6) with ballistic face shield or equivalent and riot shield (model DK5-H.150). The helmet is issued with a black soft style carrying case.
8. One black 36 inch wood riot baton will be issued only during crowd control exercises or incidents requiring use of said resource.
9. Nameplates: The uniform nameplate is a brushed metal finish, gold in color with blue lettering. An officer's last name will be printed on the nameplate unless there are two or more officers with the same last name. If this is the case, each officer's last name and first initial will be printed. Each officer will be issued two nameplates.

Nameplates are to be centered above the right breast pocket with the bottom of the nameplate touching the top of the pocket.
10. Breast Badge: The Department issued badge is the seven point, CSU system gold star with the Great Seal of the State of California in the circular plug surrounded by a circular ribbon that reads California State University Police. At the bottom of the ribbon is the officer's badge number and below this number is each officer's rank designation.

In addition to the breast badge, all officers will be issued one department wallet badge.

11. Protective Ballistic Vests: The department orders custom-fit “level 3A” soft body armor for all sworn officers. These vests are purchased at the beginning of an officer’s employment and are reissued as the warranty expires.

Ballistic vests are mandatory for all sworn officers on patrol functions. Officers assigned primary to desk duties may wear their ballistic vests at their discretion but the wearing of the vest is mandatory when they are assigned to patrol duties. Ballistic vests will be replaced if damaged and cannot be refurbished under the conditions of the warranty.

Ballistic vests are mandatory for all pre-planned, high-risk situations such as warrant execution, a drug raid or other similar situation regardless of exceptions that are delineated in paragraph two of this section above.

12. Shoulder Patch Insignia: California State University (CHP style) shoulder patches will be issued as needed to officers at the beginning of employment and as new uniforms are purchased. Patches are to be worn on both shoulders of uniform shirts, jackets and other uniforms as determined by the Chief of Police.
13. Medals, Awards, etc.: Only department approved or issued medals or awards may be worn on the uniform (see Awards and Recognition Policy, 05-P.A.-004, p. 4, Section VI.)
14. Trauma Shooting Kit: One (1) trauma shooting kit is issued to each sworn police officer when the individual is hired by the Department.

C. First Responder Kits

Each officer is issued a personal first responder hazmat kit to include:

1. Black Adamson Industries Haz Mat Equipment Tactical Leg Bag
2. 1- Tyvek Haz Mat full body suit
3. 1-Rubber Booties
4. 1-Pair of Butyl gloves and pair of latex gloves in sealed bag
5. 1-2”x30 yd. Roll of Chem-Tape
6. 1-MSA Millennium Gas Mask and kit

Some officer’s may need to be fitted / sized and an order may need to be placed to retrieve the equipment, especially when it comes to the “Tyvek Haz Mat full body suit).

VIII. DISPATCHER UNIFORM SPECIFICATIONS

The dispatcher uniform consists of long or short sleeve light blue uniform shirts with CSU dispatcher shoulder patches and navy blue trousers or slacks. Female dispatchers are also authorized to wear a navy-blue knee length skirt if they desire. Approved footwear must be black in color. If socks are visible, they must be black in color.

Dispatchers may wear a sweater over their uniform while on duty so long as it is navy blue or black in color.

IX. PARKING ENFORCEMENT OFFICER UNIFORM SPECIFICATIONS

A. General Regulation: The following uniform regulations and standards shall apply to all California State University Northridge Parking Enforcement Officers (PEO's).

1. Uniform and Equipment Availability: All Parking Enforcement Officers are to have ready access to a clean, serviceable (to include a replacement) uniform complete with all the equipment necessary to perform assigned duties at all times.
2. Uniforms are to be clean and pressed at all times. Uniform items showing excessive wear and/or in need of repair should be replaced as soon as possible.
3. Tailoring of uniforms to provide a proper fit is allowed only if the alterations do not significantly alter the general appearance of the uniform.
4. Uniform inspections may take place before a tour of duty at the discretion of the shift supervisor or other superior officer to ensure that uniforms and appearance meet the standards of this order.

B. Uniform Wear (Off Duty)

1. Parking Enforcement Officers shall not wear the approved uniform or any recognizable portion thereof in any off duty capacity.
2. Personnel who choose to wear the uniform while traveling to and from work shall conceal all recognizable parts of the uniform with a jacket or some alternative outer garment, unless they are driving a Department vehicle.

C. Repair of Damaged Uniforms

1. When the uniform or personal equipment is damaged in the performance of official duties, it may be possible for the department to secure reimbursement from citizen(s) causing the damage. Such information shall be included in ~~each~~ an incident reports and forwarded for appropriate action to their supervisor.
2. When damage occurs as a result of the employee's own negligence or from normal wear and tear, the responsibility for replacement rests with the employee.
3. Employees may request the department replace damaged uniforms when they are damaged while the Parking Enforcement Officer is engaged in work related activity by memorandum to the Chief of Police. All such requests require a written reports relative to the incident.

D. Uniform Specifications:

1. Class A Uniform

a. The Class A uniform is applicable to all uniformed parking enforcement officers. It shall be worn when directed by the Chief of Police or a Captain. The Class A uniform may be worn for:

- i. Court appearances.
- ii. Public events.
- iii. Interagency or intergovernmental meetings, conferences or gatherings of an official/nature.
- iv. In lieu of civilian attire when assigned to staff position.
- v. Field duty.

b. The Class A uniform consists of the following items of apparel and equipment:

- i. Long sleeve "Jaguar Tropical" Manufactured by Conqueror (WPL 2509) Light blue in color. Material: 100% wool or 65% Dacron polyester and 35% avril rayon (or equivalent) with the authorized California State University department shoulder patch and appropriate insignia.

Shirt must incorporate a short badge holder, be worn with white crew neck T-shirts and all buttons will be buttoned except collar buttons when not wearing a tie. Pockets shall be free from all items that produce obvious bulges or protrusions. Only insignia, pins, or medals approved by the Chief of Police shall be worn. Nametag shall be worn on the right pocket flap. Top of nametag will be against and in line with top seam of pocket and centered in the middle of the pocket. Name tag shall be brass colored, polished finish. The shirt is to be tucked tightly in the trousers so as not to create a blousing effect.

- ii. Uniform tie: Manufacturer: Conqueror Uniform Company (or equivalent) Material: 55% Dacron, 45% wool. long style, black in color, pre-tied, clip-on. The tie shall be worn when officers are assigned in class A uniform.
- iii. Tie bar: Polished gold finish, 2" x 5/16"; An authorized tie tac may be worn instead of a tie bar. Examples of currently approved tie tacks are:

- a.) California State Seal

- b) Any tie tack authorized by the Chief of Police and recorded as authorized in an officer's individual equipment inventory record.
- iv. Uniform trousers: Manufacturer - Horace Small (or equivalent). Material: 100% wool or 65% Dacron polyester. Color - Navy blue. 100% wool or a Dacron/polyester blend, navy blue, must meet or exceed Los Angeles Police Department quality control specifications. Trousers shall not be "pegged" or altered in any way, except as needed to provide a proper fit. Creases shall not be sewn.
- v. Trouser Belt: shall be leather basket weave design and black in color, with a standard brass buckle (or equivalent). No custom belt buckles are permitted. The belt width shall not be less than 1 ¼". A "Velcro" type under-belt may be worn under the Bianchi nylon utility belt.
- vi. Utility Belt and issued accessories: The belt worn by Parking Enforcement Officers shall be Bianchi black nylon utility belt with polymer buckle (or equivalent). Accessories include four (4) belt keepers, one key holder, one portable radio case, one can of pepper spray or O.C., one flashlight holder, and one whistle. The whistle shall be worn on gold colored chain hanging from the right epaulet to the pocket.
- vii. Uniform shoes (black leather or equivalent). Boots may be worn with the Class A uniform except when prohibited by the Chief of Police for formal occasions. Socks must be black if visible with low cut shoes.
- viii. White hat (L.A. DOT Style) with a black brim (frame and cover) and California State University, Northridge Parking Enforcement Officer hat piece.

2. Class B Uniform

- a. The Class B Uniform is applicable to all uniformed parking enforcement officers. It may be worn for all duty assignments unless otherwise directed.
- b. The Class B Uniform (refer to Class A above for specs) consists of the following items of apparel and equipment:
 - i. Short sleeve "Jaguar Tropical" shirt Manufactured by Conqueror (WPL 2509) light blue in color (or equivalent) with the authorized California State University shoulder patch and appropriate insignia.

Shirts are to be worn with white crew neck T-shirts and all buttons will be buttoned except collar buttons. Pockets shall be

free from all items that produce obvious bulges or protrusions. Only insignia, pins, or medals approved by the Chief of Police shall be worn. Nametag shall be worn on the right pocket flap. Top of nametag will be against and in line with top seam of pocket and centered in the middle of the pocket. Name tag shall be brass colored, polished finish. The shirt is to be tucked tightly in the trousers so as not to create a blousing effect.

- i. Uniform trousers: Manufacturer - Horace Small (or equivalent). Material: 100% wool or 65% Dacron polyester. Color - Navy blue. 100% wool or a Dacron/polyester blend, navy blue, must meet or exceed Los Angeles Police Department quality control specifications. Trousers shall not be “pegged” or altered in any way, except as needed to provide a proper fit. Creases shall not be sewn.

Utility trousers of BDU type, navy blue in color may be worn during training programs or special assignments when authorized by the Chief of Police.

- ii. Uniform shoes or black leather equivalent. Black boots may be worn with the Class B uniform or all black athletic style coaches’ type shoes. Socks must be black if visible with low cut shoes.
- iii. Jacket: Black thinsulate Horrace Small #HS3310 or equivalent.
- iv. Trouser Belt: shall be leather basket weave design and black in color, with a standard brass buckle (or equivalent). No custom belt buckles are permitted. The belt width shall not be less than 1 ¼”. A “Velcro” type under-belt may be worn under the Bianchi nylon utility belt.
- v. Utility Belt and issued accessories: The belt worn by Parking Enforcement Officers shall be Bianchi black nylon utility belt with polymer buckle (or equivalent). Accessories include four (4) belt keepers, one key holder, one portable radio case, one can of pepper spray or O.C., one flashlight holder, and one whistle. The whistle shall be worn on gold colored chain hanging from the right epaulet to the pocket.
- vi. Department issued navy blue adjustable baseball cap with a sewn on “California State University Parking” star patch and stitched in matching gold thread “Parking” on back. This cap shall be optional at the Officer’s discretion. Baseball type caps will not be worn with the class A uniform.

3. Bicycle Patrol Uniform (Optional)

- a. Helmets: Bell Influx, Model # B098, mountain type, attached front sun shade, color: black. Other recommended manufacturers: Giro and Specialized.
- b. Protective Glasses: An O-Safety, X-Factor by Aearo Co., Model #90970 or equivalent. Glasses must meet ANSI standards, plastic with clear polycarbonate lens, wrap-around style. Can wear dark/gray lens version during daytime (Model # 90969).
- c. Shirts: Short sleeve Mocean, light blue in color with ¼ inch silver reflective tape around both sleeves placed above the sleeve cuff. Department uniform patches are required to be sewn in on both sleeves. Department star patch required to be over the left breast pocket. The word “PARKING” is stitched in matching gold thread with 5/8 inch lettering under the star patch. The Parking Enforcement Officer’s name is stitched in gold thread with ¾ inch lettering over the right breast pocket area. The back of the shirt is also labeled “PARKING OFFICER” in 3 ¾ inch silver reflective lettering.

The wearing of T-shirts under the bicycle patrol shirts is optional however if worn, they must be white (crew neck) in color for day watch and black (crew neck) in color for night watch.
- d. Shorts: Mocean navy blue riding shorts, with side flap pockets and zippered rear pockets, 100% nylon, style #1059 or equivalent.
- e. Socks: white athletic-type socks, regular or ankle length with no stripes, no printing.
- f. Shoes: Solid black “cross trainer” tennis shoes or solid black bicycle type shoes low or high cut shall be worn for parking bicycle patrol. No clipless pedal shoes.
- g. Gloves: Harbinger brand: solid black or black with gray stripe palm gloves. Other equivalent: Pearl Izumi or Specialized brands.
- h. Utility belt: Bianchi black nylon utility belt.
- i. Optional cold weather “watch cap” style hats: individual officers are authorized to wear their own “watch cap” style hats over or under their department issued bicycle helmet to block out cold air when riding a bicycle in **cold weather only**. Parking enforcement officers are responsible for purchasing their own hats and they must be black or navy blue in color.

X. COMMUNITY SERVICE ASSISTANT (CSAs) UNIFORM SPECIFICATIONS

The CSA uniform consists of a red polo shirt with black and white trim which has the logo for the Matador Patrol. Pants are black BDU style and shoes and socks must also be black. Authorized equipment for CSAs is specified in the CSA policy (e.g., Auxiliaries – Matador Patrol).

XI. CIVILIAN ATTIRE

It is expected that civilian personnel who are not required to wear a uniform adhere to appropriate business attire standards. At all times personnel are to project a professional, business-like appearance and clothing such as jeans, shorts, jogging or workout clothes, sweat pants, sweatshirts, tennis shoes, sandals, flip flops and other athletic, casual or beachwear are inappropriate for the business environment.

The Department does allow a more casual dress on Fridays for non-uniformed personnel. However, it is still expected that employees consider their work assignments and how much exposure to the public they must have in considering what to wear. Jeans (which are in good condition, i.e. not ripped) and polo shirts (see section VI for further description) may be worn on Fridays. Casual dress may also be worn after normal working hours or on weekends. When in doubt about the appropriateness of any type of attire, please consult with a member of the management team.

XII. ADMINISTRATIVE EQUIPMENT

Members of the Command Staff (or others designated by the Chief of Police) may be authorized to carry special duty belt equipment when in plainclothes. The equipment authorized for this belt is as follows:

1. Black leather belt 1 ¾ inches
2. Black leather holster Aker Model 132-G17 or equivalent; or the black Blackhawk Serpa CQC Serpa Model 4105 or equivalent for firearms with the laser sight
3. Black leather single magazine holder Bianchi Model #20A or equivalent.
4. Black leather handcuff case Dutyman Model 9811C or equivalent
5. Brown leather shoulder rig with magazine holders Aker Model 101A G-20-21 or equivalent.

XIII. UNIFORM REPLACEMENT ALLOWANCE

The agreements between the Board of Trustees of the California State University and the Statewide University Police Association (Unit 8 – SUPA) and California State University Employee's Union (Unit 2,5,7 and 9 CSUEU) allows for eligible employees who are required to wear a uniform to earn an allowance to wear a uniform to earn an allowance per qualifying month of service (See current agreement for terms and conditions Article 17: Sections 17.20, 17.21 and 17.22 of the SUPA Agreement and Article 21: Sections 21.21, 21.22, 21.23, 21.24, 21.25, 21.26, and 21.27 of the CSUEU Agreement).

XIV. APPENDICES

- A. Inspection Checklist (Police Services Division – Patrol Unit)

