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## EQUIPMENT AND APPEARANCE

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### **500.1 Distribution of Manuals**

All employees of the Police Department shall have access to a copy of these Department Rules and Regulations, in both hard copy and electronic form. Although not expected to memorize all sections of the Manual, employees are expected to have a working knowledge of them and abide by the intent of these Articles.

### **500.2 Dress**

All equipment issued to employees is and shall remain the property of the California State University Police Department and is intended solely for official use. Upon separation of employment, employees will be expected to return all issued equipment. Failure to do so may result in delay of final wages or criminal prosecution where appropriate.

**500.2.1** Police officers and dispatchers will normally be expected to report for duty in the authorized uniform. Exceptions to this will be made on an individual, functional, or assignment basis.

**500.2.2** All police officers called in for emergencies or special assignments will be informed at the time of notification of the proper dress. On-call detectives may report back in plainclothes.

**500.2.3** For the purposes of this policy, a uniform is defined as wearing apparel including, but not limited to, shirts, trousers, and shoes. Equipment is defined as all other professional tools necessary to perform the job including, but not limited to, leather, firearms, handcuffs, etc.

Recommended deviations from the established standard or suggestions for optional equipment must be submitted in writing and approved by the Chief.

**500.2.4** Pursuant to the collective bargaining agreement, the Department retains the right to specify the exact style, quality, condition, and appearance of all equipment and uniforms. The appearance of all police uniforms will be as follows:

- (a) Breast badge is to be placed on the reinforced portion of the shirt over the left breast. The metal badge is not to be worn on the jacket. Cloth badges provided by the Department are to be worn on jackets.
- (b) Nameplate is to be centered above the right breast shirt pocket, with the bottom of the nameplate touching the top of the pocket. The nameplate will not be worn on the jacket. Jackets will utilize cloth badges and embroidered name tags (gold lettering on black background).
- (c) Service award ribbons are to be worn centered below the badge. No more than one ribbon may be worn at a time.
- (d) Firearms award medal is to be centered below the nameplate.
- (e) Organizational pins/insignia (optional) may be worn above the nameplate. Only one pin/insignia may be worn and shall conform to those items listed in Section 500.2.4 (8)

- (f) Service chevrons and insignia are to be worn on the Class A uniform as follows:
  - (1) One service chevron for every 5 years of service as a Peace Officer, as defined by the California Penal Code, may be worn over the cuff of the left sleeve.
  - (2) Sergeants who have completed 5 years of service as a sergeant with the Department shall display chevrons that present a single gold-colored five-point star below the lowest strip on each shoulder with a rocker on the bottom portion.
- (g) Whistle chains (optional) will be attached to the right epaulet and carried in the right shirt pocket, with the whistle attached.
- (h) Collar brass (as authorized) is to be worn on each collar.
- (i) When a tie is worn (long sleeve shirt only), a tie bar or an authorized tie tac (California State seal, academy pin, CSULB service pin, or police fraternal organization pin) must be worn. Tie tacs will be placed in the third button hole from the top of the shirt. Tie bars will be worn even with the bottom of the breast pocket flap.
- (j) When no tie is worn and an undershirt is visible, officers may wear either a white or black undershirt.
- (k) Firearms holsters will be placed on the strong hand side of the body (see Article 1100 of these Rules and Regulations for more details on authorized firearms equipment). The use of cross-draw holsters is prohibited.
- (l) Other equipment placed on the belt will be positioned for the convenience and ease of the employee. (Mandatory equipment to include handcuffs and case, bullet carriers, baton ring, and radio carrier.)
- (m) All employees appearing in uniform will wear black leather shoes or boots. Black athletic shoes may be worn as an option, except in the Class A uniform. Dress shoes or boots will not be worn in the special event or bicycle patrol uniform.
- (n) Any optional accessories not supplied by the Department, but approved for wear, shall be black and supplied at the employee's expense. Approved, optional equipment will be listed by separate General Order.
- (o) Hats will be worn as an option, unless specifically directed to be worn. Helmets are to be worn only when so directed.

**500.2.5** Detectives and officers temporarily assigned in plainclothes shall dress commensurate with their assignments. Officers are expected to present a neat and professional appearance, except when in conflict with the specific assignment i.e. undercover assignments. Officers assigned to the Investigations unit are ex-

pected to dress in professional attire. All personnel in the Investigations unit shall abide by section 500.5, "Hair and Facial Hair section". Professional attire for this position shall be considered business casual or business formal.

**500.2.6** All other employees, not elsewhere addressed, will wear plainclothes and are expected to present a neat and professional appearance commensurate with their work responsibilities.

**500.2.7** Class C BDU-style uniforms may be worn for all range activities or any activity where the employee's uniform or personal clothing can be reasonably expected to be ruined or excessively soiled. The wearing of the belt and associated equipment will be dependent on the activity.

### **500.3 Uniform Allowance**

Issuance of uniform allowance checks will conform to the conditions set forth in the collective bargaining agreement and administrative instructions from the Chancellor's Office.

### **500.4 Uniform Styles and Types**

A listing of uniform style specifications will be maintained by General Order #1.

**500.4.1** The following are current, authorized classes of uniforms:

- (a) **Class "A"** - shall consist of the authorized long sleeve shirt, pants, tie, dress hat, and equipment, to be worn as directed.
- (b) **Class "B"** - shall consist of the authorized shirt, pants, and equipment to be worn during normal tours of duty.
- (c) **Class "C"**-shall consist of the authorized BDU-style shirt and pants, with cloth name, badge and patches.
- (d) **Special Event uniform** - shall consist of the authorized shirt, shorts, white crew socks and black tennis shoes.
- (e) **Bicycle uniform** - shall be as defined in the separate bicycle patrol program.
- (f) **K-9 Handler Uniform:** This uniform should be consistent with the "Class "C" Uniform.
  - Navy blue BDU style shirt and pants uniform with name tapes (K-9 and last name) and patch badge on the left breast.
  - Tactical holster Model Safari 6004 tactical holster or equivalent.
  - If the officer uses an exterior load bearing vest, name tapes (K-9 and last name) and patch badge on the left breast should be worn.
  - Black under shirt.
  - K-9 Handler may wear the CSU "K-9," approved shoulder patch.

- The handler may be authorized other types of outer wear or distinguishing accoutrements as authorized by the commander of the K-9 program.

**500.4.2** All personnel are required to maintain at least one wool Class “A” uniform. The Class “A” uniform will require the wearing of a long sleeve shirt, black tie, and leather Sam Browne equipment. The wearing of nylon equipment is not allowed with the Class “A” uniform. Command personnel, Chief, Captain and Lieutenant should have their rank indicated on their hat. Cap piece with rank stated. A gold hat strap shall be worn on the hat as well. The Chief and Captain may wear the appropriate “Oak-Leaf” clusters on the hat brim to further distinguish their rank.

**500.4.3** The Class “B” uniform shall be considered as the standard dress. It shall be at the officer's discretion whether the short sleeve or long sleeve shirt is worn. The officer must wear a leather or nylon Sam Browne belt with at least the minimum required equipment (see Section 500.2.4.1). Wearing a Baseball cap is optional. The authorized baseball cap is the black cap with the lettering, “CSU Long Beach, POLICE.” On the front. No other baseball cap is authorized for use with the uniform. The use of basket weave or nylon equipment shall be at the officer's discretion.

**500.4.4** If weather conditions require the wearing of a jacket, the officer shall wear the standard patrol duty uniform. This will also apply to special events unless a different dress is ordered (i.e., plainclothes, bicycle, Class “C”, etc.).

**500.4.5** The bicycle uniform shall only be worn when an officer is actually assigned to bicycle patrol duties.

**500.4.6** Uniforms will be maintained in a clean manner, to include free of holes and excessive wear.

### **500.5 Hair and Facial Hair**

Employees' hair will be neat, cleaned, trimmed and present a groomed appearance.

**500.5.1** Male uniformed personnel's' hair will not extend excessively over the top of the ears nor extend over the collar of the uniform shirt. Hair in the front will be groomed so that it does not fall below the eyebrows and will not protrude below the band of a hat or helmet.

Officers will remain clean shaven, except for the optional wearing of a mustache. If worn, the mustache will be neatly trimmed - not bushy or curling upward. The mustache will not extend downward or outward beyond either edge

of the mouth. This section is intended to be reasonably interpreted so as to eliminate flamboyant or extreme styles.

If an officer chooses to wear sideburns, they will be neatly trimmed. Sideburns will not extend below the lowest part of the exterior ear, will be even in width (not flared), and will end in a clean shaven, horizontal line.

**500.5.2** Female police officers are urged to maintain a short hair style and length. Hair approaching or beyond shoulder length presents an immediate danger to the safety and protection of the officer. When in uniform, the hair will be worn off the shoulder and not below the collar.

**500.5.3** Non-uniformed personnel are not restricted concerning hair growth, however, they are expected to maintain a neat and well-groomed, professional appearance.

### **500.6 Earrings**

The wearing of earrings by uniformed police officers is discouraged due to the danger presented to the safety and protection of the police officer. Long, dangling earrings are prohibited.

### **500.7 Tattoos**

The presence of tattoos on an employee, that are visible to the public, can be the source of concern or a loss of confidence from those we serve. To maintain the very best presence to our public, all Department personnel shall ensure that no tattoo of any form, style, theme or size be visible to the public when the employee is on duty, either in any Department uniform or in plain clothes.

**500.7.1** All uniformed personnel shall cover any tattoo not covered by their uniform with a black neoprene sleeve when in Class B, CRU, (rolled sleeves) or the Summer/Bicycle uniform. Any tattoo showing through a neoprene sleeve will be considered out of policy. Turtlenecks are not authorized by our department and sleeves cannot be worn to cover a neck tattoo. Sleeves will be plain with no markings and must be approved by command staff.

### **500.8 Equipment Issuance and Replacement**

Employees are issued equipment based upon need. The Department will purchase and issue that equipment which is deemed necessary to the job function. Equipment which is authorized, but considered optional, may or may not be supplied by the Department.

All equipment issued becomes the responsibility of the employee to whom it is issued, both in terms of accountability and care. Prior to loaning equipment to outside agencies, administrative approval must be sought.

**500.8.1** Replacement of all equipment will be made on a one-for-one basis. If the equipment to be exchanged has been lost, destroyed, or is otherwise unavailable, a written explanation will be submitted as per current procedures.

**500.8.2** Inspections of equipment may be made on a periodic basis by supervisors to ensure the proper care and appearance of all items. Employees may additionally

be required to physically present all issued equipment for inventory purposes. Employees found to be using unauthorized equipment or uniforms will be required to remove the items as soon as possible.

**500.8.3** Questions or disputes regarding what items are authorized shall be resolved by the appropriate Division Commander or the Chief.

### **500.9 Use of Tobacco**

Police officers on duty, either in uniform or plainclothes, shall refrain from the use of tobacco products when making an official call at a residence or office.

Further restrictions and policies issued by the University will be adhered to, including the ban on smoking in vehicles.

### **500.10 Office Furniture, Areas and Equipment**

Employees will not abuse office furniture and equipment or allow the furniture or equipment to present an unprofessional, sloppy, or unkempt appearance.

**500.10.1** Employees assigned to permanent work areas will keep those areas neat and clean. Items posted and placed in and around permanent work areas will be in good taste and appropriate to the place and position.

**500.10.2** Employees shall not use equipment or space assigned as a permanent work area to another employee, without that employee's permission.

**500.10.3** As with personally issued items, office furniture, equipment, and supplies are intended solely for official use.

**500.10.4** Improper use of Department assigned or provided computers shall include but not be limited to:

- (a) Non-University or Department functions
- (b) Day trading
- (c) Gaming
- (d) Obtaining sexually explicit material(s)
- (e) Any activity that would be in violation of the Department Manual, General Orders, University Regulations, or any Code of this State or the United States.

### **500.11 Bulletin Boards**

Department bulletin boards are for the exclusive use of posting Department notices, assignments, and other necessary correspondence. Employees will not mark, deface, remove or write on any posted material. Removal of obsolete materials will be the responsibility of the employee who made the original posting or as directed by a Division Commander or the Chief.

### **500.12 Lockers, Desks, and Work Areas**

The Department will maintain keys to access areas where official information, supplies, and materials are kept. Entry to these areas may be necessary during an employee's absence. Therefore, employees should not assume a reasonable expectation of privacy.

Exceptions to this policy are those areas defined in state statutes.