

 University of Pittsburgh Police Department Rules & Regulations Manual	Reference Number: (Chapter / Section)	2 – 2
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	Rescinds:	All Previous
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Title:	 By Order of James K. Loftus, Chief of Police	

1.0 Policy

Following are the general regulations governing the wearing and use of the official police department uniform and equipment. All items of uniform and equipment issued or purchased for use as part of the official police department uniform shall meet the specifications as set forth by the police department in all respects. Unauthorized equipment, alterations or addendum to the official uniform is prohibited.

2.0 Authorized Dates

- A. The winter uniform is authorized for wear from November 1st through March 31st. All members are required to maintain at least one complete winter uniform at all times. The uniform must be readily available to the officer at any time, regardless of the officer's assignment.
- B. The summer uniform is authorized for wear from May 1st through September 30th. All members are required to maintain at least one complete summer uniform at all times. This uniform must be readily available to the officer at any time, regardless of the officer's assignment.
- C. The months of April and October are optional periods when a member may elect to wear the summer or winter uniform.
- D. The Chief of Police may designate a specific uniform for special events (funerals, social functions, etc.)

3.0 Wearing the Uniform

- A. Unless otherwise stated, all officers shall report for duty attired in either the summer or winter uniforms dictated by the dates in section 2.0.
- B. Specialized **units may have unit specific uniforms** that are approved by the Chief of Police as summer and winter uniforms.

- C. All members shall wear the prescribed uniform during their **entire** tour of duty.
- D. The uniform shall not be worn when off duty, except as incidental for commuting to or from work, unless approved by the Chief of Police.
- E. Members shall not permit any part of their uniform to be worn or displayed by anyone other than a member of the University of Pittsburgh Police Department.
- F. Uniforms shall be cleaned and pressed, shoes, boots, leather, and metal equipment shall be polished and **firearms** shall be clean and serviceable. Uniforms shall be worn in a military manner:
 - 1. Buttons/**Zippers** on shirt fronts and pockets shall be buttoned and secured at all times;
 - 2. Sleeves shall not be turned or rolled up;
 - 3. When T-shirts are worn with open collar shirts, they shall be black in color;
 - 4. No unauthorized item, badge, pin, buckle, emblem or decoration shall be worn on the uniform;
 - 5. The approved turtle neck shirt may be worn under an open collar long sleeve shirt or separately under the authorized sweater;

4.0 Uniforms

- A. Police Officer and Sergeant (Summer)
 - 1. Short sleeve, command approved navy blue shirt;
 - 2. Command approved Navy blue "Class A" trousers with one-half inch black braid;
 - 3. Command approved Navy blue "Class B" 6-pocket trousers;
 - 4. Black Garrison belt;
 - 5. Black, plain toe, shoe or boot;
 - 6. Black socks;
 - 7. Command approved "Class A" style hat (rain cover) or baseball hat;
 - 8. Command approved raincoat (black/lime reversible) 'police' screened on both sides;
- B. Police Officer and Sergeant (Winter)
 - 1. Long sleeve, command approved Navy blue shirt;
 - 2. Black clip on or velcro tie and University of Pittsburgh tie tac (optional);
 - 3. Black turtleneck shirt, "PITT PD" (optional);

4. Command approved Navy blue "Class A" trousers with one-half inch black braid;
5. Command approved Navy blue "Class B" small 6-pocket trousers;
6. Black belt;
7. Black, plain toe, shoe or boot;
8. Black socks;
9. Command approved "Class A" style hat (rain cover), navy blue "trooper" hat, or black/navy blue "beanie" hat;
10. Black, Command approved sweater (Optional);
11. Command approved winter jacket with 'police' screen printed on the back.
12. Command approved leather coat with dark buttons. Leather coats are exempt from the screen printing requirement.

C. Lieutenant (Summer)

1. Command approved Navy blue short sleeve shirt;
2. Command approved navy blue "Class A" trousers with 1 inch black-gold-black braid;
3. Black belt;
4. Black, plain toe, shoe or boot;
5. Black socks;
6. Command approved "Class A" style hat (rain cover) or baseball hat;
7. Command approved raincoat (black/lime reversible) 'police' screened on both sides;

D. Lieutenant (Winter)

1. Command approved long sleeve navy blue shirt;
2. Black clip on or velcro tie with University of Pittsburgh tie tac;
3. Black turtleneck shirt, "PITT PD" in gold (Optional);
4. Navy blue 5.11 "Class A" trousers with 1 inch black-gold-black braid;
5. Black belt;
6. Black, plain toe, shoe or boot;
7. Black socks;

8. Command approved "Class A" style hat (rain cover) or navy blue "trooper" hat, black/navy blue "beanie" hat;
9. Command approved sweater (Optional);
10. Command approved winter jacket with 'police' screen printed on back;
11. Command approved leather coat with dark buttons. Leather coats are exempt from the screen printing requirement.

E. Chief and Commanders (Summer)

1. Short sleeve, Command approved Navy blue shirt;
2. Navy blue "Class A" trousers with 1 inch black-gold-black braid;
3. Black belt;
4. Black, plain toe, shoe or boot;
5. Black socks;
6. Command approved "Class A" style hat (rain cover);
7. Command approved raincoat (black/lime reversible) 'police' screened on both sides;
8. Optional duty attire for the Command Staff may be worn per discretion of the Chief of Police for casual, business, or formal events;

F. Chief and Commanders (Winter)

1. Long sleeve, command approved navy blue shirt;
2. Black clip on or velcro tie with University of Pittsburgh tie tac;
3. Black Blue turtleneck shirt, "PITT PD" in gold (Optional);
4. Navy blue "Class A" trousers with 1 inch black-gold-black braid;
5. Black belt;
6. Black, plain toe, shoe or boot;
7. Black socks;
8. Command approved "Class A" style hat (rain cover) or navy blue "trooper" hat;
9. Command approved sweater (Optional);
10. Command approved winter jacket with 'police' pull down flaps on back and front pockets;

11. Command approved leather coat with dark buttons. Leather coats are exempt from the screen printing requirement.
12. Optional duty attire for the Command Staff may be worn per discretion of the Chief for casual, business, or formal events;

G. Gun belt and accessories (All officers)

All Officers have the option between leather (plain or basket weave pattern) or nylon gear, (gun belts and accessories). Officers may choose leather or nylon, but no combination of the two is permitted.

Duty gear must be kept clean and well maintained. Nylon gear will be free from frays and leather gear will show no wear or scuffs. In the event duty gear becomes worn and unserviceable it shall be the responsibility of the officer to replace this equipment.

Duty gear may be worn on the belt in any position of function and convenience as determined by the officer. Minimum duty gear to be worn by uniformed officers while on duty is as follows.

1. Command approved duty belt, with belt keepers;
2. Command approved one key keeper (optional);
3. Command approved firearm retention holster;
4. Command approved magazine pouch(s);
5. Command approved handcuff case(s);
6. Command approved radio case (optional if using radio with clip attached);
7. Command approved handcuffs;
8. Command approved O/C spray holder and issued O/C spray;
9. Command approved expandable baton holder and issued baton;
10. Command approved flashlight holder and approved flashlight;
11. Command approved TASER holster.

Officers who are uniformed but working non-standard patrol duties may wear a modified list of equipment at the discretion of the Chief of Police.

H. Security Guard (Summer)

1. Command approved short sleeve tan shirt;
2. Command approved Navy blue "Class A" trousers;
3. Command approved Navy blue, 6 pocket, "Class B" trousers;
4. Black belt;

5. Black, plain toe, shoe or boot;
6. Black socks;
7. Black undershirt
8. Command approved baseball cap;
9. Command approved raincoat (black/lime reversible) 'security' screened on both sides.

I. Security Guard (Winter)

1. Long sleeve, command approved tan shirt;
2. Black turtleneck shirt, "Security" (optional);
3. Command approved Navy blue "Class A" trousers;
4. Command approved Navy blue, 6 pocket, "Class B" trousers;
5. Black belt;
6. Black, plain toe, shoe or boot;
7. Black socks;
8. Black undershirt
9. Command approved baseball hat (optional);
10. Command approved sweater (optional);
11. Command approved winter jacket with 'security' on pull down flaps on back and front pockets;

J. Communication Specialist (Summer)

1. Command approved short sleeve navy blue or tan shirt;
2. Navy blue or tan 5.11 "Class A", "Class B", or "Taclite" style trousers;
3. Black belt;
4. Black, plain toe, shoe or boot;
5. Black socks;

K. Communication Specialist (Winter)

1. Command approved long sleeve, navy blue or tan shirt;
2. Navy blue or tan 5.11 "Class A", "Class B", or "Taclite" style trousers
3. Black belt;

4. Black, plain toe, shoe or boot;
5. Black turtleneck (Optional);
6. Navy sweater (button or pullover) (Optional)

L. Bike Patrol Unit

1. Command approved shirt specialized for bicycle patrol;
2. Command approved turtleneck, long sleeve (Optional);
3. Command approved pants, (including waterproof, water repellant, stretch or non-stretch, lightweight, or mesh);
4. Command approved outer pants (Adverse Conditions);
5. Command approved shorts;
6. Command approved jacket with "POLICE" on back;
7. Approved helmet;
8. Approved riding gloves;
9. Protective eyewear

M. Motorcycle Unit

1. Command approved shirt specialized for motorcycle patrol;
2. Command approved turtleneck, long sleeve (Optional);
3. Command approved pants, (including waterproof, water repellant, stretch or non-stretch, lightweight, or mesh);
4. Command approved outer pants (Adverse Conditions);
5. Command approved motorcycle patrol jacket;
6. Approved helmet;
7. Approved riding gloves;
8. Approved riding boots;
9. Protective eyewear.

N. Specialized Units such as Detectives, Plainclothes, K9, SERT, and RDT Units shall wear uniforms reflecting the specific needs of their respective functions and shall be approved by command staff.

5.0 Uniform Decorations and Adornments

- A. Rank Insignias will be worn on all uniform shirts, sweaters and jackets (except raincoats) at all times.
- B. Sergeants will wear chevrons on each shoulder sleeve below the police department patch.
- C. Lieutenants will wear a single bar on each shoulder.
- D. Commanders will wear a single gold oak leaf on each shoulder.
- E. The Chief of Police will wear a single star on each shoulder.
- F. Members may wear service stars or stripes on the uniform. The stars and stripes shall be worn on the left sleeve of any long sleeved shirt or jacket approximately four inches above the sleeve cuff.
- G. One service stripe may be worn for every four years of completed service. The star is optional and may be worn after a member has completed twenty years of service (in lieu of 5 stripes)
- H. A "Serving Since..." bar attachment to the name plate may be worn.
- I. Special Emergency Response Team may have approved SERT insignia worn on uniforms.
- J. The UPPD issued American flag citation bar shall be worn over the left breast pocket.
- K. The UPPD issued "thin blue line" mourning bar shall be worn during the entire month of May; as well as during additional periods at the direction of the Chief of Police. The mourning bar shall replace the American flag bar when worn.
 - 1. The mourning bar shall also be worn when mourning bands are donned on the badge for incidents involving fallen officers and/or department specified events.
- L. A black "mourning band" may be worn centered neatly over the badge during National Police Week; as well as additional periods at the direction of the Chief of Police.

6.0 Police Department Patches and Name Tags

- A. Members shall only wear the approved police department patch, which shall be worn on each shoulder sleeve of all shirts, jackets and sweaters (except rain coats)
- B. Patches for the motorcycle unit members shall be worn below the police department patch on the left shoulder.
- C. University of Pittsburgh Police Department badge patches may be worn on jackets and sweaters in lieu of badges.

- D. Sergeants, Lieutenants, Commanders and the Chief of Police will wear gold nametags with blue lettering, above the right shirt pocket. The tag will have the officer's first initial and last name.
- E. Police Officers and Security Guards will wear silver nametags with blue lettering, above the right shirt pocket. The tag will have the officer's first initial and last name.
- F. Dispatchers and Communication Specialists shall have embroidered nametags with blue lettering, above the right shirt pocket. The tag will have the member's first initial and last name.
- G. Uniforms may also have the wearers name embroidered in lieu of a nametag. The embroidering will be done in a manner prescribed by the Chief of Police and shall be done by the vendor from which they are purchased and have at a minimum the officer's first initial and complete last name.

7.0 **Personal Items and Equipment**

- A. Cellular phones may only be worn on the duty belt in a black case. They generally should be in silent mode so as not to interfere with radio traffic or officer safety.
- B. Pens - only two may be displayed in the shirt pocket and the cases will be blue, black, white, clear, or gold or silver metallic in color. The ink shall be black or blue.
- C. Bluetooth phone headsets are prohibited from use while on duty.

8.0 **Uniform Accounts and Authorized Equipment**

- A. All newly hired members of the police department will be furnished uniforms and equipment as per existing collective bargaining agreement.
- B. Uniform allowance amounts and the disbursement is governed by the collective bargaining agreement. Officers not covered by the collective bargaining agreement will have the same uniform issuance and allowance.
- C. The authorized uniforms and equipment will be specified in the department's uniform voucher. Other articles, not specifically mentioned, must be approved by the Chief of Police or his designee.
- D. The uniform allowance is non-transferrable and may only be used by the person to which it is assigned.

9.0 **Cross Reference:**

Body Armor policy

Personal Appearance of Uniformed Personnel

Personal Appearance of Non-Uniformed Personnel