	NEW PALTZ POLICE DEPARTMENT Policy and Procedures	
	<i>Subject</i> 41.3 Authorized Uniforms and Equipment	
	ISSUED: January 12, 2011	EFFECTIVE: January 12, 2011
	REVISED: June 25, 2016	RESCINDED:
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Authorized Uniforms and Equipment

PURPOSE:

Members will wear the appropriate clothing or uniform, be properly equipped, well groomed and exhibit a professional appearance while performing their official duties. Professional appearance projects the image of an alert, responsive agency that takes pride in its work. Clothing and grooming will be appropriate for a business environment. Clothing, uniforms and equipment will be selected and authorized taking into consideration safety, versatility, durability, compatibility, appearance and tradition. Only authorized uniforms and equipment will be worn.

DEFINITIONS:


1. Body art: Procedures used to alter the body's appearance including, but not limited to branding, scarification and tattoos.
2. Branding: The act of burning the skin for the purpose of creating design, form, figure or art.
3. Piercing: The act of creating a hole in any part of the body for the purpose of inserting an object, jewellery or ornamentation.
4. Scarification: The act of cutting the skin for the purpose of creating a design, form, figure or art.
5. Tattoo: The act of marking the skin with indelible designs, forms, figures, art, etc. by puncturing the skin and inserting pigment.

POLICY:

1. All members will wear and use only the uniforms, clothing and equipment issued by the New Paltz Police Department and/or approved by the Chief of Police or designee as described in this directive so as to support the policy described above. The uniform will be clean, neatly pressed, of proper fit and in good repair.
2. Off duty member will not wear a New Paltz Police Department uniform, complete or in part, without prior consent of the Chief of Police or designee. If authorized, the entire uniform of the day will be worn. However, the uniform may be worn to and from work if the route is direct and member will not be involved in conducting personal business. If worn to and from work, it is permissible to wear a civilian jacket or raincoat in lieu of the uniform coat.

AUTHORIZED UNIFORM/EQUIPMENT REPAIR, REPLACEMENT AND RETURN

1. Approved uniforms will be issued to members at no cost to the member.
2. Any unserviceable uniform(s) or equipment will be replaced at no cost to the member.
3. Only the department quartermaster may authorize replacement of uniforms or equipment. The item to be replaced must be inspected by the quartermaster and designated unserviceable prior to replacement.

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FITTING:

1. All weather jackets and dress jackets will be fitted with the member wearing body armor and full duty belt.
2. Neck and sleeve length are to be correct for body proportions while wearing body armor. Shirt side tapering will only be altered by department expense when the body is of such proportion that excessive material causes the shirt to fit poorly. Any other tapering will be at the officer's expense.
3. Sworn female members may choose between male or female patterns, if there are tailoring problems that the uniform distributor cannot resolve the quartermaster may approve additional alterations.

PROFESSIONAL APPEARANCE STANDARDS-HAIRSTYLE AND GROOMING STANDARDS

1. All members will keep their hair clean, neatly trimmed and combed.
2. Dyed, tinted or bleached hair must be within a naturally occurring color range and must be professional in appearance. For purposes of this order, naturally occurring color range does not include hair colors such as pink, blue, purple or green.
3. Hair must be styled in such a manner so that it does not interfere with uniform headgear or any specialized equipment and will not interfere with officer safety and effectiveness.
4. Non-uniform, sworn members may be temporarily excused from these hair and grooming regulations while on undercover assignment. However, such member(s) will again comply with these regulations once the special assignment is completed or whenever wearing the official uniform.

SPECIFIC MALE STANDARDS

1. Facial hair may not be worn more than ¼ inch in length and must not interfere with the natural seal on any issued respiratory or gas mask equipment.
2. Moustaches are allowed. Goatees and beards are not allowed. Moustaches must be kept neatly trimmed and will not exceed the upper border of the lip or extend more than ¼ inch horizontally beyond the corners of the mouth.
3. Handlebar moustaches are prohibited.
4. Sideburns may not extend below the lower opening of the ear and must end with a clean horizontal line, not flared out at the bottom.
5. A man's hair will be cut so as not to extend below the lower edge of the collar. Additionally, a man's hair will not extend over the top of the ears.
6. Special accommodations may be granted by the Chief of Police based on a religious or medical need.

SPECIFIC FEMALE STANDARDS



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1. Hair will be neatly trimmed, shaped and in a style that permits wearing of the uniform cap or hat or other department emergency equipment.
2. Hair will either be cut or worn in a manner not to extend below the lower edge of the collar. Hair will be neatly trimmed, shaped and in a style that permits wearing of the uniform cap or hat or other department emergency equipment and that will not interfere with employee safety and effectiveness. The Department will consider and may approve accommodations to this standard on a case by case basis. Such accommodations may be appropriate only in cases where the member demonstrates a religious or medical need for accommodation. In such instances, the member should bring the need for accommodation to the Department's attention through the chain of command.
3. Special accommodations may be granted by the Chief of Police based on a religious or medical need.

JEWELRY

1. All members may wear jewellery that is clean, neat and of a style that presents a professional appearance, is not offensive to others and is consistent with the type of assignment and duty performed.
2. Standards for wearing jewellery:
 - a. No ring will be worn so that it interferes with the use of equipment or hinders the use of the hand and fingers.
 - b. Members while in uniform, may wear one watch, one bracelet and a necklace that is not visible.
 - c. No more than two rings may be worn.
 - d. Female officers may wear one earring stud per natural earlobe is allowed. Plugs (used to enlarge piercing holes in the ear lobe) are prohibited. It is recommended that female officers do not wear earrings for safety reasons.
 - e. Male officers are prohibited from wearing earrings.
 - f. No tongue studs or visible body piercing (other than the listed earring stud) will be worn.
 - g. The Chief of Police or designee may grant an exception to members for a specific assignment.

BODY ART


1. Visible Body art on the face and neck is prohibited, except for reasonable cosmetic purposes.
2. Members will not expose any offensive forms of body art while on duty. Offensive forms of body art include images which are sexually explicit, racially and/or sexually biased or could be viewed as discriminatory in nature.
3. Sleeve tattoos which are tattoos that encompass the entire arm to the wrist and/or hand will not be permitted. Any and all visible Body Art will be approved by the Chief of Police. For the purposes of this directive, body art is defined as procedures used to alter the body's appearance including, but not limited to, branding, scarification and tattoos. Members that have Body Art that may not be exposed

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will wear long sleeve uniform shirts, uniform pants or covering sleeves approved by the Chief of Police.

APPROVED UNIFORMS AND EQUIPMENT

1. Coat - Winter coat with or without lining. The issued coat will have the Department arm patch on both sleeves of coats.
2. Fleece- Department approved long sleeve navy blue fleece. May only be worn while on-duty.
3. Bullet Proof Vest- Only department approved vests will be worn. This will be worn either under the shirt with an inside carrier or over the shirt with an outer vest carrier.
4. Hat – Class A and B uniform hats are the Air Force style hat with silver or gold band and shield (depending on rank). Department issued baseball style hats may be worn as well. Members may also wear a knit or cold weather hat that is dark blue or black during cold weather. Hats should be worn at all times when outdoors or in the public eye unless a situation exists that would make the wearing of the hat impractical. Such situations would include but not be limited to weather, tactical considerations or exigency.
5. Shirts- Long sleeve or short sleeve dark blue police shirts with a department patch on each arm.
6. Uniform Pants- Department approved class B dark navy.
7. Uniform shorts-Department approved class B dark navy.
8. Ties- Black knit or dark navy cloth (clip-on).
9. Tie Bar - NEW PALTZ Police with N.Y. S. seal in center of bar. (Silver or gold depending on rank.)
10. Arm Patch - To be worn on left and right arm of uniform coats and patrol uniform shirts.
11. Collar Brass for class A Uniforms -Patrolmen-Silver "N.P" on right collar, Silver "P.D." on left collar.
 - a. Sergeants- Gold metal chevrons on right and left collar.
 - b. Lieutenants-Gold collar rank (bars) insignia on both collars.
 - c. Chief - Gold stars.
12. Badge, Nameplate and Citation Bars on class A Uniforms - Badge may be worn with or without the black leather badge holder on left side of outer garment. Badge shall be gold or silver depending on rank. Appropriate department issued service pins, will be attached to the badge holder. Nameplate shall be gold or silver depending on rank and will be worn in the designated "sewn in" area above the right breast pocket and will be worn on the outer most garment. All uniformed members are issued a uniform badge and name plate. Members will utilize both badges & name plates by wearing them on shirt and jacket depending on the season.
13. Rain coat -Reversible, black/orange, green or other reflective color full length.
14. Hat Cover, Rain- Clear or black
15. Footwear -Department approved black shoes or boots.
16. Gloves- Black finger style.

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17. Black Turtleneck as an option to the tie.
18. Leather Gear - Black, basket weave to be properly polished.
 - a. Allowed equipment:
 - i. 2 1/4 inch Sam Brown type belt. Officers may utilize a nylon belt for bike patrol or ATV patrol.
 - ii. Trouser Belt
 - iii. Level III holster
 - iv. Magazine Pouch - Black double with cover.
 - v. Handcuff Case - Black single or double with cover.
 - vi. ASP Holder.
 - vii. Portable Radio holder.
 - viii. Pepper Spray Holder - Black leather.
 - ix. Glove Holder - Black leather.
 - x. Flashlight holder
 - xi. Taser holster

No other equipment is allowed on the duty belt unless it is issued or approved by a Sergeant or higher ranking officer.

19. The Chief or his designee shall direct seasonal changes in uniform. The prescribed uniform shall be worn by all uniformed Members while on duty.
 - a. Each year on/or about May 1st the wearing of short sleeve shirts will be implemented. Members are to have a long sleeve shirt available in the event of drastic weather changes.
 - b. Each year on or about October 1st, the wearing of long sleeve shirts will be implemented. Members are to have a short sleeve shirt available in the event of drastic weather changes
20. When Members are assembled for special police duty or other special assignments, the Chief or designee shall prescribe the uniform to be worn.
21. No Member or the Department will attend a social function while in uniform except in the performance of his official duties.
22. No Member shall visibly wear, while in uniform any pin, fob, ring, watch chain, or other article which denotes membership or affiliation with any fraternal, political, benevolent or religious society.
23. Detective Division- Detective will wear suitable business attire for the work being performed.