

University of Chicago Police Department

GENERAL ORDER

		Effective Date: September 1, 2019	Number: GO 1046
Subject: Uniform Provisions and Code of Appearance			
References: CALEA: 22.1.6, 22.1.8, 41.3.4, 41.3.5, 41.3.6, UCPD Collective Bargaining Agreements			
Reevaluation Date: Annually			No. Pages: 12
Amends: 01 SEP 2017 Version (O.P.D. 23 JUNE 2010)		Rescinds:	
Approved By: Kenton W. Rainey, Chief of Police		Signature: Signed Original on file in Accreditation Office	

1046.1 PURPOSE

The purpose of this order is to publish standards for employment-related appearance, uniforms and equipment. The Chief of Police has final interpretative authority.

1046.2 DEFINITIONS

Business Attire- For male employees, this includes a long sleeved button up shirt and tie, khaki style or dress pants, dress shoes and jacket. For female employees, this includes dresses, business suits, skirts, or slacks with blouses, sweaters, or other appropriate tops.

Casual Business Attire- Less formal clothing that reflects current workplace clothing trends. This includes khaki style pants, collared or polo style shirt, and dress or loafer style shoes.

Officer- Police officers, investigators, and sworn supervisory/command personnel.

Unserviceable- Worn or broken equipment or clothing that no longer reflects a professional appearance due to wear and tear.

Unusual Body Alterations and Piercing- Including but not limited to tongue splitting, ear and lip stretching, and/or jewelry or studs inserted into the eyebrow, nose, tongue, lip, or cheek. **This does not include ear piercing or earrings by female employees.**

1046.3 GENERAL APPEARANCE

- A. Employees shall only wear the uniforms, type of attire, and accessories authorized by the Chief of Police.
- B. Employees shall not wear clothing that displays profanity or objectionable material of any kind while on duty.

- C. Employees shall not wear tight fitting or stretch pants, tank tops, miniskirts, shorts, or clothing that reveals the midriff, breasts, buttocks, or undergarments.
- D. Cosmetics, if used, must be applied in a tasteful manner that projects a professional appearance.
- E. Unusual body alterations and/or piercing, must be concealed from the view of other employees and the public.
- F. Employees shall not wear unserviceable clothing or equipment and are responsible to ensure that those items are repaired or replaced immediately.
- G. Employees shall maintain a professional level of personal hygiene while on duty.
- H. Employees shall wear the Class A, B, or C uniform or Business Attire, when attending any legal proceeding on behalf of this agency.
- I. Employees shall not mix civilian and uniform attire, except as authorized.
- J. Officers are required to maintain a spare uniform on campus in case a change of uniform is required, while on duty.
- K. No pins, patches, or other accessories shall be worn with the uniform unless authorized by award, assignment, or Chief of Police.

1046.4 PROVISIONS

The Department shall issue the clothing, apparel, and equipment required for use by employees assigned to uniformed and investigative positions. In addition, officers shall receive a clothing allowance.

1046.5 INITIAL ISSUE

Every officer shall be issued the following:

- A. Uniform Trousers, Shirts and Hat
- B. Rain Cover for Hat
- C. Rain Jacket
- D. All Weather Jacket
- E. Duty Garrison (under) Belt
- F. Duty Equipment Belt
- G. Handcuffs and case
- H. Duty Holster
- I. Magazine Pouches
- J. Protective Gloves and Pouch
- K. OC Spray and Pouch (if trained)
- L. Expandable Baton and Holder (if trained)
- M. Reflective Traffic Vest

- N. Breast Badge
- O. Duty Belt Keepers
- P. Body Armor
- Q. Uniform Tie
- R. Nameplate
- S. Portable Radio with Microphone, Spare Battery, Battery Charger and earpiece
- T. Pistol and Magazines
- U. Bicycle Helmet (For all officers PO. II – PO. V)

1046.6 UNIFORMS AND ATTIRE

A. Attire by Assignment

1. Sworn Administrative and Investigative Personnel are authorized to wear business attire or the Class C uniform, as appropriate. When wearing the Class C uniform, administrative and investigative personnel may elect to wear a holster on the pants belt in lieu of the duty belt. During the summer, supervisors may authorize casual business attire when uniform or business attire is impractical for performing certain assignments.
2. Non-Sworn Administrative Personnel are generally required to wear business attire; however, supervisors may authorize casual business attire. When these are impractical for performing certain assignments, supervisors may authorize other attire (i.e., move in day assignments, clean up days, office moves, etc.).
3. Emergency Communications Personnel are authorized to wear Department issued: uniform pants, Communications Center Polo shirt, and issued sweater or jacket.
 - a. If a shirt is worn visibly under the Polo shirt, it will be a black T-shirt.
 - b. The Polo shirt will be worn tucked into the uniform pants, while on duty.
 - c. Black shoes must be worn. They may be athletic style, but without contrasting logo or markings.
 - d. Pants will be worn outside of the shoes or boots.

B. Uniformed Personnel

1. Seasonal Uniforms: The changeover date from winter to summer uniform will be on May 1st. The changeover date from summer to winter uniform will be on November 1st. Either uniform may be worn during optional uniform periods: April 1st until May 1st and October 1st until November 1st.

2. The summer uniform consists of the Department issued, short sleeve uniform shirt, and uniform trousers. The top collar shall be unbuttoned to expose a black crew neck T-shirt. All other buttons/fastening devices shall be fastened.
 3. The winter uniform consists of the Department issued, long sleeve uniform shirt, and uniform trousers. The uniform shirt can be worn with the top button secured and a tie or with the top button open and a black turtleneck, dickey, or mock neck undershirt. The shirtsleeves shall remain fully extended and secured.
 4. Black socks are required when in uniform. Shirts shall be tucked into the trousers.
- C. Class A Uniform (Sworn)– Approved duty equipment, long sleeve uniform shirt, uniform trousers, uniform clip-on tie with tie clasp, and dress hat.
- D. Class B Uniform (Sworn)- Approved duty equipment, seasonal patrol uniform, and approved uniform hat.
- E. Class C Uniform (Sworn)- Approved duty equipment and seasonal patrol uniform.
- F. Formal Command Uniform (Sworn)
1. This uniform may be worn, during formal events.
 2. The formal command uniform includes the dress hat, a dress style uniform jacket, white long sleeve uniform shirt for sergeant or higher, navy blue long sleeve uniform shirt for police officers, matching uniform trousers and a black tie.
 3. Department patches will be sewn to both sleeves of the dress shirt and jacket; and should be centered approximately ½ inch below the shoulder seam.
 4. Depending on the event, a “summer dress uniform” may be mandated for wear during formal events that occur during the summer. This uniform will include the dress hat, white short-sleeve uniform shirt for sergeant or higher, navy blue short-sleeve uniform shirt for the rank of police officer, and matching uniform trousers.
- G. Functional Attire describes comfortable clothing that meets the general appearance regulations B through G of this policy; and is appropriate for plain-clothes operations; and/or for certain training events.
- H. Uniform Headgear
1. The formal uniform hat is the dress hat with a hat badge centered above the visor. The dress hat shall be worn with the Class A patrol uniform and with the command uniform, during special events and by order of the Chief of Police.

2. Officers may wear a navy blue baseball style cap while actively performing their duties in a Class B or C uniform. Community Service Officers may wear the Department issued baseball style cap while performing their duties.
3. Officers performing Bicycle Patrol shall wear an ANSI and S.N.E.L.L approved bike helmet with the letters "UCPD" prominently displayed.
4. Officers may wear the Department issued fur-lined, cold weather hat during cold weather; except when attending any event that requires officers to wear the formal dress hat. The cold weather hat must have a hat badge affixed and centered on the visor flap.
5. Officers may wear a black "toboggan style" watch cap when duties require exposure to cold weather except when attending or participating in a formal or community relations event.
6. Employees should remove headgear as an act of respect during ceremonies, when entering a place of worship, or during prayer.

I. Uniform Shirts

1. All buttons, zippers, and fasteners shall be secured unless required to be open for function or appearance.
2. Only black crewneck t-shirts, black dickeys, black turtlenecks, or black mock necks (if exposed), will be worn under any uniform shirt other than the formal dress shirt worn with the command uniform.
3. Department patches or authorized unit patches will be displayed on both shoulders of uniform shirts and jackets; centered approximately ½ inch below the shoulder seam.
4. A black turtle or mock neck undershirt or dickey or a black clip-on tie will be worn with the long sleeve uniform shirt.

J. Body Armor (Sworn)

1. Body armor is required for officers wearing Class A, B, or C uniform and conducting fieldwork. Body armor is optional with the Formal Command Uniform.
2. Sworn administrative and investigative personnel shall retain their body armor in a location that provides for easy access at all times while on duty.
3. Body armor is required for participating in pre-planned "high risk" operations or when responding to critical incidents such as hostage and/or barricade operations.

K. Exterior Body Armor (Vest) Carrier

Officers may elect to wear the Department issued body armor in an exterior carrier.

1. Two models of body armor carriers are authorized for wear according to the specifications provided to the approved vendor by the Department. Alterations to those specifications are not permitted.
 - a. **Standard Vest Carrier - Black**
 1. Embroidered Badge and Name Plate on upper Left and Right sides respectively
 2. Two upper breast pockets on left and right sides
 3. Two slash pockets on the lower front left and right sides
 4. Optional radio holder pocket on front lower portion
 5. Embroidered University of Chicago Police across upper back
 6. No other alternations are authorized
 - b. **Alternate Molle Vest Carrier - Black**

A hard plate and soft body armor compatible vest carrier is authorized from the approved vendor.

 1. Embroidered Badge and Name Plate on upper Left and Right sides respectively
 2. Various individual holders for Department approved equipment and accessories attached to the Molle fabric on bottom half, front side of carrier
 - a. Flashlight pouch
 - b. O.C. Spray pouch
 - c. Handcuff pouch
 - d. Single/or Double Magazine pouch
 - e. Baton pouch
 - f. Radio pouch
 3. No Molle fabric on back
 4. Embroidered University of Chicago Police across upper back
 5. No other alternations are authorized

NOTE: Hard plates for the interior pockets may be purchased at a vendor of the officer's choice.

2. Officers must maintain the exterior vest carrier in a clean and professional condition at all times.
3. Exterior vest carriers will not be worn over a jacket or coat. They may be worn over the Department V-neck pullover sweater, but not the cardigan sweater.

L. Uniform Trousers

1. Trousers must be clean and pressed with all buttons, zippers, and fasteners secured unless required to be open for function.
2. Trousers should be hemmed to reveal the top part of the shoe and cover the ankles when the officer is standing.
3. Carrying bulky items that protrude from the pockets should be avoided, unless the item is designed for that purpose (clip-style pocket knives, etc.).
4. Officers actively working on bike patrol or Segway alternative patrol are authorized to wear uniform bicycle shorts from May 1 until October 1.

M. Uniform Footwear

Shoes or boots must be clean, with an even shine that conceals blemishes and scuffs.

N. Uniform Jackets/Coats:

1. The all weather coat may be worn with either seasonal uniform.
2. The nameplate should be centered approximately 1/16th of an inch above the right breast pocket.
3. Department or authorized unit patches shall be sewn on both sleeves of the jacket, approximately ½ inch below the shoulder seam.
4. Rank insignia should be displayed on the collar, sleeve, or shoulder epaulets, as appropriate for rank and style of jacket.
5. The dark navy Spiewak model S318Z jacket, is not an initial issue item, but it is authorized for uniformed sworn personnel. This jacket may be purchased with the uniform allowance or personally. The jacket shall have the correct badge insignia and name sewn on the front. Sleeve patches shall be the same as the standard uniform jacket.
6. The Department issued yellow reflective rain jacket may be worn during inclement weather. For sworn personnel, the fleece liner may be worn without the rain jacket with either seasonal patrol uniform provided that Department or authorized unit patches are sewn on both sleeves of the liner, approximately 1/2 inch below the shoulder seam. The liner shall have the correct badge insignia and name sewn on the front. Rank insignia should be worn on the collar or sleeve as appropriate.
7. Community Service Officers may wear the Department issued spring jacket with either seasonal uniform.

O. Equipment (Duty) Belt (Sworn)

1. The only items authorized for wear on the equipment belt are those items that are issued or authorized by the Chief of Police.
2. The pistol will be worn on the weapon hand side. For field duty, only the Department-issued duty holster may be used, and all such holsters will be rated Level II or III Retention. Other equipment: handcuffs, OC spray, magazines, radio, baton, and gloves shall be carried in Department-issued cases. Items should be positioned for rapid and easy access. A compact flashlight is authorized for carry on the equipment belt. Its pouch will match Department-issued pouches.
3. Personnel may carry cell phones anywhere on the equipment belt that does not obstruct access to required equipment. Cell phones with colors that contrast with the uniform must be carried in a pocket or a black case or holder on the belt.
4. Officers assigned to Bicycle Patrol shall be issued nylon equipment belts and equipment cases for wear when actively training or performing in that capacity.
5. Nylon web equipment belts and gear will not be worn by any personnel with the Class A or Class B uniform.

P. Portable Radio

Patrol personnel in the field will utilize the Department issued earpiece with their portable radio. Administrative and support personnel are not required to utilize the earpiece unless they are on a special detail, or otherwise required by a supervisor.

Q. Rank Insignia and Badges

1. Badges for police officers and investigators are silver with black lettering. Cloth badges, hat badges, and wallet badges are similar.
2. Badges for supervisors with the rank of sergeant/detective and above are gold with black lettering. Cloth badges, hat badges, and wallet badges are similar.
3. Rank insignia for Sergeant is three-bar chevrons, worn on both sleeves of uniform shirts and the all weather coat. Insignia should be centered approximately one half inch from the bottom of the department patch. In addition, gold chevrons, worn on the uniform shirt collar.
4. Rank insignia for Captain is two gold bars, worn on the uniform shirt collar.
5. Rank insignia for Commander is one gold star, worn on the uniform shirt collar.
6. Rank insignia for Deputy Chief is two gold stars, worn on the uniform shirt collar.
7. Rank insignia for the Chief of Police is four gold stars, worn on the uniform shirt collar.

- R. Field Training Officer Insignia
Insignia for current/active Field Training Officers will be worn on both sleeves of uniform shirts and the all weather coat. Insignia should be centered approximately one half inch from the bottom of the department patch.
- S. Specialty Insignia Pins
Approved specialty insignia pins may be worn, by those qualified personnel, above the nameplate on Class A, B and C uniforms. Approved specialty pins include CIT and NASRO.
- T. Reflective Traffic Vest
The Department shall issue a reflective traffic vest, highly visible in night or daylight conditions. This vest will be marked to identify the wearer as police. Employees are required to wear the reflective traffic vest or reflective rain jacket when they direct traffic and/or work in or around roadways. This requirement does not apply to traffic stops unless working a traffic enforcement checkpoint.
- U. Gloves
1. Uniformed officers are authorized to carry and wear search/frisk gloves, for handling suspects. Officers shall not wear search/frisk gloves while operating a Department vehicle; or while engaged in other routine patrol duties except as needed for warmth in cold weather. Winter gloves may be worn by uniformed, as needed.
 2. Officers assigned to Segway alternative patrol may wear cycling gloves with or without fingers to protect their hands.
 3. Gloves that contrast with the uniform are prohibited on duty.
- V. Sweaters
Uniformed sworn personnel are authorized to wear a navy blue wool uniform-style sweater. The officer's badge and authorized department/unit patches shall be positioned as they are on the uniform shirt.
- W. Identification
1. Every officer shall be issued a University of Chicago Police Department ID card. This card will include the employee's name, title, and photograph.
 2. All employees are required to carry the institution issued photo ID card on duty.
 3. Every employee, acting in his/her official capacity, is required to show his or her official identification when requested by a citizen. Officer's official identification includes Star number and name.

4. Employees will verbally identify themselves and their positions, when making telephone calls in their official capacity. Employees will also do so when requested by a caller. Officers will include their star number, when identifying themselves.

1046.6.1 MOURNING BANDS

Uniformed employees shall wear a black mourning band across the badge when an area law enforcement officer is killed in the line of duty. The mourning periods that will be observed are:

- A. UCPD Officer - From the time of death until midnight on the 14th day after the death.
- B. Officer from Cook or adjacent county - From death until midnight on the day of funeral.
- C. Officer from outside those counties - While attending the funeral.
- D. National Peace Officers Memorial Day (May 15) - From 0001 hours until 2359 hours.
- E. As directed by the Chief of Police.

1046.6.2 UNIFORM ALLOWANCE

The Department provides an annual uniform allowance to all sworn personnel that may be used to purchase uniforms, equipment, etc. from the current UCPD uniform vendor. All provisions for this uniform allowance, are in the Collective Bargaining Agreement between the University of Chicago and The Policemen's Benevolent and Protective Association of Illinois #185.

1046.7 BIKE UNIFORM

Officers assigned to bike patrol shall be provided with, and/or authorized, uniforms and equipment that are designed to provide protection, comfort, and functionality when performing those assignments.

- A. Bike Helmet- must be ANSI and S.N.E.L.L. approved and shall be worn with the chinstrap fastened when riding the bicycle.
- B. Polo Style Shirt- must have a cloth or embroidered badge over the left breast area, with the officer's name embroidered directly over the right breast area. Officers may pin on a badge and/or have a nametag sewn on or use the pin-on nametag.
- C. Cycling Shorts- must be Department approved and are authorized for wear between May 1 and October 1.
- D. Cycling Pants- may be worn in warm or cold weather, when actively performing bike patrol.
- E. Black Socks- shall be ankle length with no logos or markings displayed.
- F. Cycling or Athletic Shoes- must be primarily black, but may have logos displayed.

- G. Jacket/Vest- must be cold/wet weather type. A cloth badge shall be sewn over the left breast area; and the name embroidered over the right breast area. "University of Chicago Police" shall be sewn or embroidered and centered on the back.
- H. Cycling Gloves- must be black in color.
- I. Eye Protection- may be sunglasses or goggles.

1046.8 PERSONAL APPEARANCE

A. Male Uniformed Personnel

- 1. Hair, wigs, and hairpieces- must be clean, neat and combed. Hair shall be neatly trimmed around the ears, and not extend lower than the top of the shirt collar at the back of the neck, when standing in a normal posture. The bulk or length of hair shall not interfere with the normal fit and wear of uniform headgear. Hair color must appear natural and shall not be worn in a bizarre or extreme style. Sideburns shall be neatly trimmed, rectangular, and not extend beyond the lowest point of the ear.
- 2. Facial Hair- Mustaches shall be neatly trimmed; and will not extend below the upper lip; or beyond the corners of the mouth. Beards and goatees are permitted.
- 3. Jewelry and Accessories- are limited to one wristwatch, two finger rings, one necklace, a medical ID bracelet. Necklaces must be worn inside the shirt and must not be visible to the public. Earrings are not permitted.
- 4. Prescription glasses and Sunglasses- with bright colored/neon frames are prohibited for wear while in uniform.

B. Female Uniformed Personnel

- 1. Hair, wigs and hairpieces- shall be clean and neatly styled. The hair must be styled as not to fall below the bottom of the collar while in uniform. No decorations or ornaments shall be worn in the hair, while in uniform. Items used to hold the hair in place should be concealed as much as possible; and should be of a color that blends with the hair. The bulk or length of the hair shall not interfere with the normal fit and wear of uniform headgear. Hair must be of a natural color and shall not be worn in a bizarre or extreme style.
- 2. Cosmetics- if used, shall be applied tastefully, in a manner that is consistent with a professional appearance.
- 3. Jewelry and Accessories- are limited to one wristwatch, two finger rings (wedding set equals one ring), one necklace, and a medical ID bracelet. Necklaces must be worn inside the shirt and must not be visible to the public. On-duty female

officers are authorized to wear one (1) small spherical, conservative, diamond, gold, white pearl, or silver pierced or clip earrings per ear and the earrings must match. Excluding the connecting band on clip earrings, earrings should fit tightly without extending below the earlobe.

4. Prescription glasses and Sunglasses- with bright colored/neon frames are prohibited for wear while in uniform.

C. Male Administrative, Investigative, and Communications Employees

1. Hair, wigs and hairpieces- shall be clean and neatly styled. The hair may not fall below the bottom of the collar. The hair must be of a natural hair color and shall not be worn in a bizarre or extreme style.
2. Facial Hair- Mustaches shall be neatly trimmed; and will not extend below the upper lip; or beyond the corners of the mouth. Beards and goatees are permitted.
3. Jewelry and Accessories- Male personnel may not wear earrings while on duty.
4. Shirts- shall remain tucked in while on duty.

D. Female Administrative, Investigative, and Communications Employees

1. Hair, wigs, and hairpieces- shall be clean and neatly styled. The hair shall be worn in a fashion that conforms to accepted business standards.
2. Cosmetics- if used, shall be applied tastefully, in a manner that is consistent with a professional appearance.