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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

- (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 are prohibited.

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

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 r



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.