

**The California State University
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4411**

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To: CSU Presidents

From: Jackie R. McClain
Vice Chancellor
Human Resources



Subject: **CSU Police Personnel: Uniforms and Equipment**

California State University (CSU) police personnel shall meet uniform and equipment requirements identified in this policy. The campus police chief shall have authority to make policy exceptions, in consultation with the campus president, as appropriate. Police personnel using police uniforms and/or university equipment or property, including police emergency and university vehicles, shall be responsible for their proper use and care. Employees shall not use, loan, nor permit for use any uniform, equipment, property and/or vehicle without authorization from the police chief. Uniformed officers shall possess and maintain the uniform, equipment, and other items identified in this policy ready for immediate use.

UNIFORMS

- **Uniform Specifications**

Uniformed officers shall wear only the uniform authorized for their rank and assignment. Official uniforms shall consist of dark blue uniforms, with no pant stripe, as follows:

- ⇒ Los Angeles Police Department approved
- ⇒ Raeford Worsted Shade 8813 or 30*
- ⇒ Metcalf Shade 386-16 or 125 blue*
- ⇒ Worsted by Milliken
- ⇒ Chicago Blue

** Denotes same as LAPD approved.*

Common uniforms contribute to successful deployment of critical response unit and CSU mutual assistance functions.

- **Uniform Accouterments**

An officer in uniform shall wear only those accouterments (pins, medals, emblems, etc.) authorized by the police chief.

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- **Optional Uniform**

A campus police chief may designate foul weather uniforms, bicycle jackets and uniforms and caps, as required, due to campus climate conditions. Also, each campus police chief may designate alternative “soft” uniforms, such as golf shirts and docker style pants, for special events and presentations.

- **Tactical and Critical Response Unit (CRU) Uniform**

CRU chiefs can provide a complete list and specifications for approved CRU uniforms and equipment. All CSU CRU teams will wear the same tactical uniform consisting of:

- ⇒ Two piece, mid weight, tactical uniform: Gall’s navy blue;
- ⇒ Cloth, embroidered strip, black 1” high, with 5/8” gold letters, “CSU CRU, left shirt pocket;
- ⇒ 10 ½” by 6” “POLICE” back patch, black with 2 ½” gold letters and gold trim;
- ⇒ Concealed body armor, threat Level II;
- ⇒ Nylon duty belt;
- ⇒ Safety holster (at least Level II);
- ⇒ Handcuff cases, black nylon;
- ⇒ Radio holder, black nylon;
- ⇒ Baton ring, black nylon;
- ⇒ O.C. holder, black nylon;
- ⇒ Black leather boots;
- ⇒ Baseball cap, black with POLICE in gold 1” lettering.

- **Uniform Maintenance and Repair**

When the uniform is worn, care is to be taken to ensure that it fits well, is neat, clean, properly pressed and that shoes, leather and metal equipment are in good condition and well polished. Uniforms, or portions thereof, shall not be noticeably patched, torn or worn. Employees shall use discretion in wearing uniforms that have been repaired. Immediate supervisors shall determine whether repaired items are appropriate for wear.

- **Uniform While on Duty Requirements**

While on duty, employees in uniformed assignments shall wear the full uniform and be equipped with the required items except when the police chief has granted prior written authorization or when a supervisor has made an exception based on a specific assignment.

- **Uniform Wearing Restrictions**

The uniform shall be worn only while on duty or while commuting to and from duty assignments, unless otherwise authorized by the police chief. While off duty, employees shall not wear any part of the uniform together with non-uniform garments if the uniform is distinguishable and visible to the public.

- **Uniforms at Official Functions**

Employees shall wear the uniform, or other attire prescribed, when representing the department at official functions such as dedications, academy graduations, award presentations, funerals and formal personnel inspections.

- **Discretion When Wearing Uniforms**

Uniformed police personnel shall use discretion when conducting activities to avoid any conduct or activity likely to debase law enforcement, detract from the departmental image, or bring ridicule to the department. Uniformed police personnel shall maintain professional bearing, use good judgment and avoid being in inappropriate locations if not required by assignment. Officers in uniform shall not shop or carry quantities of merchandise unless directly connected with their work activities or authorized by special assignment.

- **Personal Grooming - Uniformed and Non-Uniformed Police Personnel**

On duty employees shall present themselves professionally and shall be neat, clean and well groomed at all time. Officers assigned to plain clothes shall dress in a moderate manner that is in good taste.

POLICE BADGES

- **Badge Specifications**

In accordance with Education Code §89561, CSU police personnel shall be supplied with, and authorized to wear, a badge with the words "California State University Police" and the Eureka seal. The badge shall be clearly visible at all times and worn on the uniform attached to the badge holder on the outer most garment. A cloth badge approved by the police chief may satisfy the police badge requirements.

Only the authorized California State University Department shoulder patch (CHP style) shall be worn on the uniform. The shoulder patch face is to be fully embroidered with all lettering and detail sharp and clear. Shoulder patches shall be sewn on each shoulder of each garment that is part of the authorized uniform. The top of the patch is to be 1/2" below the sleeve head seam and centered. It is to be worn on both upper sleeves of the uniform shirt (long and short sleeve) dress jacket, and tuffy jacket.

- **Badge Use**

An officer shall not use the badge of another person without permission of a supervisor. An officer shall not permit any person who is not a CSU police officer to use a CSU police badge at any time.

IDENTIFICATION

- **Police Identification (ID) Card**

Police personnel will carry the police ID card at all times while on duty. An officer shall not use any other officer's police ID card nor permit any person to use his/her ID card. The police ID card will reflect the officer's rank.

- **California Driver's License**

Police personnel will carry a valid California driver's license at all times while on duty.

EQUIPMENT

- **Issued Equipment**

Each campus will issue equipment to officers as required by Article 10 of the Statewide University Police Association collective bargaining agreement, including body armor.

- **Patrol Vehicle**

All vehicles shall be “police package” equipped and may bear the California State University Police Star as an option. The police chief shall determine the patrol vehicle colors in consultation with the campus president, as appropriate.

If you have any questions, please contact the CSU Police Coordinator or systemwide Human Resources, as appropriate. This document is available on the Human Resources Administration’s web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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