

UNIFORMS AND PERSONAL APPEARANCE

2.01 PURPOSE

The purpose of this regulation is to ensure consistency of uniform dress throughout the Department.

2.02 GENERAL PROVISIONS

A. Authority:

1. Area/Troop Commanders and Bureau/Office Directors shall determine the uniform of the day, consistent with the provisions of this regulation, unless otherwise directed by the appropriate Deputy Commissioner or the Commissioner.
2. Area/Troop Commanders may designate the uniform of the day for any special circumstances, regardless of the season (e.g., use of the dress uniform for a funeral or other special detail, removal of neckties and/or other accoutrements for a crowd-control detail).
3. Supervisors shall have the authority and responsibility for enforcing/implementing the provisions contained herein. If a conflict exists between a member and a supervisor concerning the provisions of this regulation, the member shall be guided by FR 1-2, Duty Requirements, Section 2.03, Lawful Orders.
4. The provisions of this regulation may be modified at any time by the Commissioner to meet a specific operational need or objective.

B. Requirements and Restrictions: Members wearing the uniform shall adhere to the manner of dress as prescribed and illustrated herein.

1. Members shall wear the prescribed uniform at all times while on duty, except those members:
 - a. Performing Station duty or Communications-Desk Unit duty are not required to wear the headgear

and holster belt, but shall wear the issued light-bearing paddle holster for the issued pistol and be armed with the issued pistol, unless the member is on restricted status or has failed to qualify on the Department Pistol Combat Course.

- b. Authorized to perform Communications-Desk Unit duty or Station duty due to work- or non-work-related medical conditions and are not required or authorized to wear the uniform (or carry the issued pistol) due to their condition.
 - c. Authorized to wear civilian attire in accordance with this regulation.
2. Members in uniform shall not wear or carry articles unless authorized by the Commissioner; however, miscellaneous articles such as pens, sunglasses, and combs may be carried in the pockets or on the uniform if not readily visible.
- a. Sunglasses may be worn while on duty. Frames, lenses, and retaining devices shall not be extreme in size or shape and shall be of a non-fluorescent color compatible with the uniform. Retaining devices shall fit securely against the back of the head and shall not interfere with the issued headgear.
 - b. Corrective eyewear standards shall be the same as those for sunglasses.
3. Uniforms shall not be intermixed, nor shall civilian clothes be worn with uniform clothing unless authorized by the appropriate Area/Troop Commander, Bureau/Office Director, or Department directive(s).
4. All buttons and snaps shall be fastened.
5. Unauthorized modification or alteration of the uniform is prohibited.
6. Members working together in public view shall be similarly attired.

2.03 UNIFORM WEARING DATES

- A. Summer: May 1 to September 30, inclusive.
- B. Winter: November 1 to March 31, inclusive.
- C. Optional: From April 1 to April 30, and from October 1 to October 31, either the summer uniform or the winter uniform may be worn, as authorized by the appropriate Area/Troop Commander, Bureau/Office Director, or the Commissioner.

2.04 MEMBERS' UNIFORM

- A. Year-Round Uniform Items: The year-round uniform items include the grey long-sleeve uniform shirt; **the outer vest cover and hybrid performance uniform shirt**; soft body armor; 3-in-1 cruiser jacket (both the outer jacket and inner fleece jacket/liner); sweater (if issued/retained); trouser belt; holster belt; belt keepers; magazine pouch and pistol magazines; handcuffs and handcuff case; pistol, pistol-mounted tactical flashlight, and light-bearing pistol holster; conducted energy weapon (CEW) and CEW holster (**Patrol Troopers and Corporals**); expandable baton and scabbard; Oleoresin Capsicum (OC) spray and pouch; handheld flashlight and scabbard; **SOF® Tactical Tourniquet-Wide (SOFTT-W) and Eleven 10® RIGID Tourniquet Case (Eleven 10 RIGID TQ Case)**; nameplate; necktie and tie tack; coat of arms (gold or gun-metal grey, as applicable); leather gloves; raingear; hard body armor; high-visibility safety vest; officers' cap (Commissioned Officers); rank insignia (as applicable); service insignia (as applicable); rubber boots; insulated boots; non-insulated boots; chukka boots; low-quarter shoes (if issued/retained).
- B. Winter Uniform: The winter uniform includes the year-round uniform items; felt campaign hat with small gold/gun-metal grey coat of arms, leather hatband, and chin strap; fur cap with large coat of arms (if issued/retained); knit cap with Pennsylvania State Police patch; winter **or all-season** trousers.
- C. Summer Uniform: The summer uniform includes the year-round uniform items, plus the grey short-sleeve uniform shirt (optional; **if issued/retained**), straw campaign hat with small gold/gun-metal grey coat of arms and leather strap, summer **or all-season** trousers.

NOTE: The Department has discontinued procurement of short-sleeve uniform shirts. Members may continue to wear short-sleeve uniform shirts until they become unserviceable or no longer available. Members who elect not to wear the grey short-sleeve uniform shirt during the summer uniform wearing dates, or who are otherwise prohibited from wearing the grey short-sleeve uniform shirt pursuant to Section 2.17F.2. of this regulation, shall wear the grey long-sleeve uniform shirt.

- D. Utility Uniform: The utility uniform includes the year-round uniform items, plus the grey long- or short-sleeve uniform shirt (as applicable), baseball-style utility cap, and utility trousers.
- E. Dress Uniform: The dress uniform consists of the blouse coat with lapel ornaments (i.e., small gold or gun-metal grey coat of arms, as applicable); grey long-sleeve uniform shirt; felt campaign hat with small gold or gun-metal grey coat of arms (as applicable), leather hatband and chin strap; **officers' cap with large coat of arms**; winter **or all-season** trousers; trouser belt; **issued** holster belt; **issued** magazine pouch and pistol magazines; handcuffs and **issued** handcuff case; pistol and pistol holster; nameplate; necktie and tie tack; rank insignia (as applicable); service insignia (as applicable); medals and ribbons (as applicable and/or desired); leather gloves (as weather/environmental conditions dictate); soft body armor; **insulated boots, non-insulated boots, chukka boots (if issued/retained), or low-quarter shoes (if issued/retained), properly shined**; and socks. **Refer to Appendage E for the proper configuration of the Dress Uniform.**

NOTE: The Department no longer issues a set of leather gear specifically for the dress uniform. Members who were previously issued a set of leather gear for the Dress Uniform may continue to use it in accordance with this regulation. The previously issued Sam Browne belt (shoulder strap) and single-snap leather pistol holster with drop-loop shank shall not be worn.

2.05 SPECIALIZED DUTY ATTIRE FOR MEMBERS

- A. General: Members shall be exempt from the provisions of this regulation while performing specialized duties and shall be attired in appropriate uniform dress or civilian attire, as set forth by the appropriate Area/Troop Commander or Bureau/Office

Director, with the approval of the appropriate Deputy Commissioner or the Commissioner.

- B. Members Assigned to Bureaus/Offices: To ensure a state of preparedness, uniforms shall fit properly and issued equipment shall be readily available in the event members assigned to Bureaus/Offices are mobilized. Members assigned to Bureaus/Offices shall report for work in uniform a minimum of one day per month. Members assigned to Bureaus/Offices are not required to wear the headgear and holster belt; however, these items shall be immediately available when the uniform is worn.

EXCEPTION: Members whose grooming, by virtue of their specific duty assignment, does not comply with the provisions of this regulation, or whose identity would be compromised (e.g., undercover assignment), are exempt from this requirement.

2.06 ENFORCEMENT OFFICERS' UNIFORMS

- A. Liquor Enforcement Officers and Enforcement Officer 3s:
1. Issued items: Official Identification Card; badge and case; blue short-sleeve uniform shirts; blue long-sleeve uniform shirts; utility cap; raid jacket; raincoat; black Pennsylvania State Police embroidered undershirt; black special-duty uniform (SDU) trousers; socks; boots; trouser belt; utility belt and beltkeepers; pistol, pistol-mounted tactical flashlight, and light-bearing pistol holster; magazine pouch and pistol magazines; expandable baton and scabbard; mini flashlight and holder; **SOF® Tactical Tourniquet-Wide (SOFTT-W) and Eleven 10® RIGID Tourniquet Case (Eleven 10 RIGID TQ Case)**; OC spray and pouch; handcuffs and handcuff case; CEW and CEW holster; leather pancake holster for the issued pistol; fanny pack; soft body armor with tactical carrier; coveralls; gloves; knit cap with Bureau of Liquor Control Enforcement (BLCE) patch; nameplates; Mourning Pin; and large report holder.
 2. Insignia: Enforcement Officer 3s (EO3s) shall be issued a supervisor insignia.
 3. Requirements and restrictions: Liquor Enforcement Officers (LEOs) and EO3s wearing the uniform shall

adhere to the manner of dress as prescribed in the BLCE Procedures Manual. Protocols governing the carry and maintenance of the issued pistol and pistol-mounted tactical flashlight shall be the same as that provided for members in Section 2.07J. of this regulation.

- B. Motor Carrier Enforcement Officers and Motor Carrier Enforcement Supervisors:
 - 1. Issued items: Official Identification Card, badge and case, black long-sleeve uniform shirts, utility cap, standard cruiser jacket, sweater, raincoat, high-visibility safety vest, soft body armor, black SDU trousers, socks, insulated boots, trouser belt, utility belt and beltkeepers, expandable baton and scabbard, OC spray and pouch, handcuffs and handcuff case, coveralls, gloves, nameplates, Mourning Pin, and flashlight.
 - 2. Insignia: Motor Carrier Enforcement Officers (MCEOs) shall be issued a specialist insignia, and Motor Carrier Enforcement Supervisors (MCESSs) shall be issued a supervisor insignia.
 - 3. Requirements and restrictions: MCESSs and MCEOs wearing the uniform shall adhere to the manner of dress as prescribed in AR 8-2, Commercial Vehicle Enforcement Program.

2.07 ISSUED CLOTHING AND EQUIPMENT

- A. Badges:
 - 1. Upon graduating from the Academy, each member shall receive an official gold Pennsylvania State Police badge.
 - 2. Newly promoted Commissioned Officers will, in addition to being assigned a badge for each new rank, be permitted to retain their badge(s) from their previous rank(s).
 - 3. Cadets and/or members below the rank of Lieutenant may submit a request to the Commissioner for issuance of a unique badge number other than the one issued upon graduation from the Academy. Only those badge

numbers that are not assigned to active members will be considered.

- a. Cadets or eligible members who wish to request a specific badge number and/or a change in badge number in accordance with this section shall submit Department Correspondence, Form SP 3-201, through channels, to their Troop Commander or Bureau/Office Director. The correspondence shall include the reason for the request and identify the specific badge number being requested. Upon receipt of the correspondence, the Troop Commander or Bureau/Office Director shall prepare an endorsement and forward it, through channels, to the Director, Bureau of Staff Services, with the original copy of the correspondence.
- b. The Director, Bureau of Staff Services, shall forward the correspondence and accompanying endorsement, through channels, to the Commissioner for review. Once a determination has been made by the Commissioner, the Director, Bureau of Staff Services, or designee, shall inform the requestor whether the request has been approved or denied. The Director, Bureau of Staff Services, shall also inform the requestor of the cost of the new badge, if applicable.
 - (1) If a request to change an existing badge number is approved, the affected member shall submit a check made payable to the "Commonwealth of Pennsylvania" for the cost of the new badge to the Bureau of Staff Services, Fiscal Division, 1800 Elmerton Avenue, Harrisburg, Pennsylvania 17110. The words "New Badge Number," followed by the number requested/approved, shall be noted on the check.
 - (2) Upon receipt of the member's check, the Director, Bureau of Staff Services, or designee, shall initiate procurement of the new badge.

- c. Once the new badge has been received, the Director, Bureau of Staff Services, or designee, shall forward it to the affected member's Troop Commander or Bureau/Office Director. The Troop Commander or Bureau/Office Director shall ensure the new badge is issued to the affected member as soon as practicable. In cases where the new badge is issued to change an existing badge number, the Troop Commander or Bureau/Office Director shall ensure the badge being replaced is surrendered by the member and forwarded to the Director, Bureau of Staff Services, for disposition.

B. Belts:

1. Trousler belt: The trouser belt shall be worn through the loops of the trousers.
2. Holster belt: The holster belt shall be worn over the trouser belt. The four belt keepers shall be used to secure the holster belt to the trouser belt.
 - a. Members are required to carry all holster-belt equipment issued by the Department, provided they have received appropriate training; however, the expandable baton shall either be carried on the holster belt or in another readily accessible location (e.g., equipment bag, coat pocket).
 - b. Placement of equipment:
 - (1) Beginning at the belt buckle on the strong-hand side, the following equipment shall be placed on the holster belt, in the following order:
 - (a) Magazine pouch and pistol magazines.
 - (b) Pistol and light-bearing pistol holster.
 - (c) Expandable baton and scabbard, if carried on the holster belt.

NOTE: The magazine pouch may be worn either vertically or horizontally and shall be

worn on the strong-hand side of the belt buckle.

- (2) Beginning at the belt buckle on the off-hand side, the following equipment shall be placed, in any order, on the holster belt:
 - (a) CEW and CEW holster (if issued).
 - (b) Portable radio and holder.
 - (c) OC spray and pouch.
 - (d) Handcuffs and handcuff case.
 - (e) Handheld flashlight and scabbard.

NOTE: It is recommended that the CEW and CEW holster be the first item on the off-hand side of the belt buckle. However, any item(s) placed in front of the CEW and CEW holster shall not interfere with its access and deployment.

- (3) Members shall endeavor to keep the area between the rear belt keepers free of any equipment. Items placed in this area will increase the chance of serious injury from an impact in that area.
- c. The use and carry of approved personally owned items/equipment on the holster belt is optional. Members shall adhere to the restrictions set forth in this regulation governing the style, color, and functionality of personally owned items/equipment.
 - d. Each member assigned on a full- or part-time basis to the Bureau of Emergency and Special Operations, Special Services Division, Tactical Mounted Section shall be issued a secondary holster specially designed to provide adequate retention capability and accessibility while the member is seated upon a horse. Each member assigned to the Tactical Mounted Section shall also be issued a complete second set of leather

gear to be used with the specialized holster. The specialized holster and additional leather gear shall only be worn by affected members when performing Tactical Mounted Section duties, and shall not be worn during normal patrol functions or other assignments.

3. Dress uniform holster belt: The holster belt shall be worn over the blouse coat, using the hooks on the blouse coat to secure the holster belt in place.

a. Only the pistol and pistol holster, magazine pouch and pistol magazines, handcuffs and handcuff case shall be worn by members when wearing the dress uniform.

b. Placement of equipment:

(1) Beginning at the belt buckle on the strong-hand side, the following equipment shall be placed on the dress uniform holster belt, in the following order:

(a) Magazine pouch and pistol magazines.

(b) Pistol and pistol holster.

NOTE: The magazine pouch shall be worn vertically on the strong-hand side of the belt buckle (refer to Appendage E).

(2) Beginning at the belt buckle on the off-hand side, the handcuffs and handcuff case shall be placed on the dress uniform holster belt, centered on the off-hand side.

C. 3-in-1 Cruiser Jacket:

1. Composition: The 3-in-1 cruiser jacket consists of an outerwear shell jacket and a zip-in fleece jacket/liner. The outer jacket is a three-layer nylon rip-stop garment that is windproof, waterproof, and breathable. The inner jacket/liner is a lightweight fleece garment that is both water- and wind-resistant.

2. **Wear:** The 3-in-1 cruiser jacket (both the outer jacket and/or the inner fleece jacket/liner) may be worn year-round. The inner fleece jacket/liner may be worn as a stand-alone garment or zipped into the outer jacket as a liner and worn as a complete system in conjunction with the outer jacket, as weather/environmental conditions dictate. Fabric chevrons, medals, insignias, and ribbon bars shall not be attached to the 3-in-1 cruiser jacket, with the exception of rank insignia, which shall be worn on the epaulets of both the outer jacket and the inner fleece jacket/liner in accordance with the provisions of this regulation (if applicable).
3. **Care:** The 3-in-1 cruiser jacket shall be maintained in accordance with the care instructions sewn inside the outer jacket and the inner fleece jacket/liner.
4. **Reflectorized areas:** The outerwear shell of the 3-in-1 cruiser jacket has areas of reflectorized material to enhance officer visibility/safety. In situations where increased officer visibility is desired, the reflectorized material shall be exposed. However, the reflectorized material on the 3-in-1 cruiser jacket shall not be used as a substitute for the high-visibility safety vest in situations where use of the high-visibility safety vest is required.

D. **Blouse Coat:**

1. **Wear:**
 - a. The blouse coat shall be worn with the dress uniform items for ceremonies or other designated formal occasions, at the direction of the appropriate Area/Troop Commander, Bureau/Office Director, or higher authority. Rank insignia (if applicable) shall be worn on the epaulets of the blouse coat, and service insignia (if applicable) shall be attached to the left sleeve cuff of the blouse coat in accordance with this regulation. Medals, insignias, and ribbon bars may also be worn/displayed on the blouse coat in accordance with the provisions of this regulation. Fabric chevrons shall not be attached to the blouse coat.

EXCEPTION: In cases where members participating in a ceremony or other designated formal occasion will be exposed to a prolonged period(s) of extreme heat/cold and/or other inclement weather/environmental conditions, the winter or summer uniform may be worn in lieu of the dress uniform, as applicable, at the direction of the appropriate Area/Troop Commander, Bureau/Office Director, or higher authority. In such cases, the winter or summer uniform may be worn with either the 3-in-1 cruiser jacket (outer jacket and/or inner fleece jacket/liner) or the raingear, as weather/environmental conditions dictate.

- b. The blouse coat and related dress uniform items shall not be worn during normal patrol functions or other assignments, unless otherwise directed by the appropriate Area/Troop Commander, Bureau/Office Director, or higher authority.

2. Care: The blouse coat shall be maintained in accordance with the care instructions sewn inside the blouse coat.

E. Sweater:

1. Wear: The sweater (if issued/retained) may be worn year-round with the summer or winter uniform. The sweater may be worn in lieu of, or in addition to, the 3-in-1 cruiser jacket. It shall be worn over the uniform shirt and tie and tucked into the trousers.
2. Care: The sweater shall be maintained in accordance with the care instructions sewn inside the sweater.

F. Gloves:

Lined leather gloves are primarily intended to be worn in cold weather; however, members may utilize them in warm weather conditions, as necessary, while engaged in searches of prisoners, buildings, vehicles, etc.

G. Headgear:

1. Wearing of headgear: Headgear shall be worn at all times when outdoors, unless otherwise directed.

2. Summer hat: The straw campaign hat with leather strap shall be worn only with the summer uniform. The leather strap shall be worn around the rear of the head and not tucked under the hat.
3. Winter hat: The felt campaign hat with leather hatband and chin strap shall be worn with the winter and dress uniforms. The chin strap shall be worn extending across the point of the chin, and not tucked under the hat.
4. Officers' cap: The officers' cap with large coat of arms shall be worn only by Commissioned Officers. The officers' cap may be worn with the summer or winter uniform, as appropriate or designated for the occasion/assignment. The officers' cap **shall** be worn in conjunction with the dress uniform.
5. Knit cap:
 - a. Wear: The knit cap with Pennsylvania State Police patch may be worn with the winter uniform in lieu of the felt campaign hat, as necessary, during periods of prolonged exposure to extreme cold, wind, and/or other inclement winter weather/environmental conditions, or as otherwise directed by the appropriate Area/Troop Commander, Bureau/Office Director, or higher authority. The knit cap shall not serve as a routine alternative to the felt campaign hat and shall not be worn in the absence of extreme/inclement winter weather conditions or during periods of brief/incidental exposure to such conditions. In no instance shall the knit cap be worn indoors or utilized in conjunction with the summer or dress uniforms. The knit cap shall not be worn during off-duty hours.

NOTE: Members who are issued both the knit cap and the fur cap with large coat of arms may continue to wear the fur cap with the winter uniform, in lieu of the felt campaign hat or knit cap, as weather/environmental conditions dictate, or as otherwise directed by the appropriate Area/Troop Commander, Bureau/Office Director, or higher authority.

- b. Care: The knit cap shall be maintained in accordance with the care instructions contained in Appendage D.
- 6. Helmets: State Police helmets shall be worn at such times as the appropriate Area/Troop Commander, Bureau/Office Director, or higher authority may designate.
- 7. Utility cap: The baseball-style utility cap issued to members of the Aviation Section may be worn for flight duties. The baseball-style utility cap issued to all members may be worn in conjunction with the utility uniform, coveralls, or as otherwise directed by the appropriate Area/Troop Commander or Bureau/Office Director. In no instance shall the baseball-style utility cap be worn with the summer, winter, or dress uniforms. The baseball-style utility cap shall not be worn during off-duty hours.
- 8. Cloth crush cap: The soft, cloth crush cap may be worn by members authorized to perform motorcycle patrol operations. The crush cap shall only be worn with the motorcycle patrol duty uniform. The small coat of arms shall be affixed in the front-center portion of the crush cap, between the black-spun band and the top of the cap.

H. Nameplate:

The nameplate shall be worn centered on the flap of the right chest pocket on the uniform shirt and the blouse coat, with the top of the nameplate parallel with and touching the lower seam on the top of the pocket flap. It shall also be worn on the tabs provided on the 3-in-1 cruiser jacket (both the outer jacket and the inner fleece jacket/liner) and on the area provided on the sweater (if issued/retained).

I. Necktie:

The necktie shall be worn outside the shirt and securely fastened directly above the top button of the shirt. The tie tack shall be attached to the shirt directly above the fourth button from the top of the shirt and used to hold the lower portion of the tie to the shirt. Tie tacks issued as part of the Meritorious Service Award, commemorating years of service with the Department, may be worn if issued.

J. Pistol and Pistol-Mounted Tactical Flashlight:

1. Carry:

- a. Members authorized to carry/use the issued pistol shall carry the pistol with the pistol-mounted tactical flashlight attached and properly secured to the pistol when wearing the holster belt and light-bearing pistol holster or any specialized light-bearing pistol holster for the issued pistol.
- b. The pistol-mounted tactical flashlight may be temporarily removed from the issued pistol at the discretion of the member whenever tactically or administratively necessary (e.g., cleaning/maintenance of the issued pistol, tactical situation where removal of the pistol-mounted tactical flashlight is prudent or warranted).

NOTE: Absent exigent circumstances, the pistol shall be unloaded when installing/removing the pistol-mounted tactical flashlight.

2. Maintenance and care:

- a. Members shall ensure the issued pistol is maintained in a properly cleaned and lubricated condition in accordance with FR 9-3, Weapons Usage and Carry.
- b. Members shall use the Department-issued cleaning/lubricating materials to clean/maintain the issued pistol. Metal polishes or abrasive liquids or materials shall not be used on the pistol.
- c. If necessary, members may utilize a brass brush or toothbrush to facilitate cleaning of the issued pistol. Steel brushes or steel wool shall not be used to clean the pistol.
- d. Members shall check the functionality of the pistol-mounted tactical flashlight prior to the beginning of each shift the light is carried to ensure it is serviceable. The batteries in the pistol-mounted tactical flashlight shall be replaced as necessary.

- e. If gunfire residue accumulates on the lens of the pistol-mounted tactical flashlight, the lens surface shall be cleaned by gently rubbing it with a clean, dry pencil eraser, and wiping it with a soft, dry cloth to remove any loose debris.

K. Handheld Flashlight:

1. Members shall carry and utilize the issued handheld **Streamlight® ProTac® HL-X** flashlight and scabbard. Members shall also carry/maintain the associated USB charging cord **and charging cradle**. Members shall ensure their issued handheld flashlight is fully charged prior to each assigned shift. Should the charge expire at a critical or inopportune time, the **Department-issued Panasonic** CR123 batteries shall be utilized as an immediate backup power source until the next opportunity to recharge the flashlight. **Under no circumstances shall any other brand, make, model or type of rechargeable battery or CR123 batteries be utilized.**

NOTE: Members shall continue to carry and utilize the previously issued ASP Triad DF USB flashlight until it becomes unserviceable.

2. In addition to the issued handheld flashlight, members may carry the previously issued Mag-Lite D-cell flashlight (if issued/retained) as a back-up light source while on duty.

NOTE: The Department no longer issues parts or provides service for the Mag-Lite D-cell flashlight.

L. Chukka Boots:

The chukka boots **(if issued/retained)** may be worn with the dress uniform and may also be worn in conjunction with the summer or winter uniform.

M. Insulated and Non-Insulated Boots:

The insulated or non-insulated boots may be worn year-round with the summer, winter, **dress uniform**, or utility uniform, in lieu of the chukka boots or low-quarter shoes (if issued/retained), unless otherwise directed.

N. Raingear:

The raincoat and hat cover shall be worn in inclement weather, as conditions dictate. The raincoat shall be worn with the green side out in normal duty situations in inclement weather. The raincoat shall be worn with the black side out for formal occasions in inclement weather.

NOTE: The hat cover may be worn to protect the hat when conditions do not require the use of the raincoat (e.g., light, intermittent rain; snow flurries).

O. High-Visibility Safety Vest:

1. Wear: In accordance with Federal Highway Administration, 23 CFR, Part 634, members, MCEOs, and MCEs shall wear the high-visibility safety vest as the outermost garment while outside their vehicle performing or assisting with any of the following duties: removing debris; directing traffic; investigating crashes; conducting traffic safety checkpoints; conducting Motor Carrier Safety Assistance Program inspections; conducting sobriety checkpoints; or handling lane closures, obstructed roadways, and/or disasters. Members may wear the high-visibility safety vest at their discretion during traffic stops and/or motorist assists; however, consideration should be given to the fact that the high-visibility safety vest may jeopardize members' concealment and safety by illuminating their torso when approaching or encountering an armed or potentially armed subject in nighttime conditions.
2. Care: The high-visibility safety vest shall be maintained in accordance with the instructions sewn inside the vest. Members, MCEOs, and MCEs shall periodically inspect their high-visibility safety vest for signs of reflective deterioration or evidence of rips, cuts, or tears in the material, and request replacement when appropriate.

P. Utility Trousers:

The utility trousers may be worn in conjunction with the utility uniform, on an as-needed basis, at the direction of the appropriate Area/Troop Commander, Bureau/Office Director, or higher authority, for unique duty assignments where the use of the summer or winter trousers is impractical, and/or where the

summer or winter trousers would be exposed to elements that may cause permanent damage to the attire. Examples of such duty assignments include, but are not limited to, rough-terrain searches, warrant-service details, responses to natural or man-made disasters, and other special tasks where the use of the utility trousers is advantageous due to the unique operational nature of the work being performed. The utility trousers shall not serve as a routine alternative to the summer, winter, **or all-season** trousers and shall only be worn with proper authorization, as operational needs and circumstances dictate. In no instance shall the utility trousers be worn in lieu of the summer, winter, **or all-season** trousers for normal patrol duties, formal occasions, public-relations events, or with the dress uniform.

Q. Coveralls:

Coveralls are intended for use as an outer garment on an as-needed basis, and shall only be utilized when performing duties that are likely to cause soiling or damage to the issued uniform or civilian attire (e.g., part-time Motor Carrier Inspectors [MCIs] conducting commercial vehicle inspections while performing patrol duties in the summer or winter uniform, members conducting school bus inspections). Coveralls shall not be used in a commonplace manner over or in lieu of the summer or winter uniform, and shall not be worn by MCEOs, MCEs, and full-time MCIs.

R. **SOF® Tactical Tourniquet-Wide (SOFTT-W) and Eleven 10® RIGID Tourniquet Case (Eleven 10 RIGID TQ Case):**

1. **The issued SOF® Tactical Tourniquet-Wide (SOFTT-W) shall be carried by all members/enforcement officers. Members/enforcement officers who opt to utilize the Department-issued Eleven 10 RIGID TQ case to carry the SOFTT-W shall place the Eleven 10 RIGID TQ case on the off-hand side of the Department-issued holster belt. The SOFTT-W shall be placed/carried in the Eleven 10 RIGID TQ Case in a flat-packed manner with the buckle facing upward.**

NOTE: Members/enforcement officers may retain their current Department-issued Budo tactical ankle tourniquet holder for use in lieu of the Eleven 10 RIGID Tourniquet Case, at their discretion.

2. Whenever the **SOFTT-W or an Eleven 10 RIGID TQ Case** is used or becomes contaminated or unserviceable, it shall be replaced as soon as practicable through normal requisition procedures.
- S. Combination Open-Top Magazine and Handcuff Pouch:
1. The combination open-top magazine and handcuff pouch is designed for members wearing plain clothes and/or civilian attire to securely/tactically carry the issued handcuffs and an additional magazine for the issued pistol, at their discretion.
 2. The combination open-top magazine and handcuff pouch shall be issued to all members assigned to the following job titles: Troop Criminal Investigation Section Commander, Criminal Investigation Section Supervisor, Criminal Investigation Unit Supervisor, Criminal Investigation Unit member, Criminal Investigation Assessment Unit member, Polygraph Unit member, and Fire Marshal Unit member.

2.08 PERSONAL EQUIPMENT

- A. The following personal equipment may be worn/carried by members, as conditions/needs dictate:
1. Gloves: Personally owned gloves shall conform to the following standards if they are to be worn with the uniform:
 - a. Be black in color.
 - b. Be made of smooth or semi-smooth leather or material having a similar appearance.
 - c. Completely cover the fingers, palms, and back of the hands.
 - d. Not display any readily visible trademark, logo, or insignia.
 - e. Not be of the "gauntlet" type. However, an exception shall be made for members assigned to motorcycle patrol while performing motorcycle patrol duties.

- f. Not be weighted in any manner.
 - g. Not interfere in any manner with the operation of any equipment, including issued and authorized personal weapons, which members may be required to use in the performance of their duties.
 - h. Be properly maintained to ensure a professional appearance.
 - i. May be equipped with fixed or removable liners.
 - j. May be coated, treated, or constructed to prevent fluids or sharp objects from passing through the gloves.
- 2. Large Flashlight Belt Hanger: Large black metal or plastic ring flashlight belt hanger to be worn on the issued holster belt.
 - 3. Miniature/Tactical Flashlight and Carrier: Miniature/tactical black flashlight with a smooth, black leather or polymer belt carrier to be worn on the issued holster belt as a secondary/back-up light source to the issued handheld flashlight.
 - 4. Dual Handcuff Case: Members choosing to carry an extra set of issued handcuffs may purchase a dual handcuff case to be worn on the issued holster belt in lieu of the issued handcuff case. The dual handcuff case shall be black in color and similar in appearance to the issued handcuff case.
 - 5. Tourniquet Holster or Ankle Tourniquet Holder:
 - a. A personally owned tourniquet holster for the issued **SOFTT-W** may be worn/carried on the issued holster belt. The tourniquet holster shall be black in color, with no colored emblems, and shall be made of smooth, hard plastic; composite; or Kydex® material. **The tourniquet holster may have an emblem similar to the Department-issued tourniquet holster.**

NOTE: Members and enforcement officers are prohibited from utilizing any tourniquet holster that is mounted or attached to their Department-issued pistol holster and/or mounted or attached to a holster for a personally owned pistol authorized for on-duty use.

- b. Members may wear/utilize a personally owned ankle tourniquet holder for the issued **SOFTT-W**. The ankle tourniquet holder shall be black in color and shall not impede movement or be readily visible when worn under the uniform trousers or civilian attire.
- B. Members wishing to wear/carry items of personal equipment in accordance with this section shall procure the equipment at their own expense, without payment/reimbursement by the Department.

2.09 RANK INSIGNIA, STATUS INSIGNIA, SERVICE INSIGNIA, AND COAT OF ARMS

A. Commissioned Officer Rank Insignia:

	Lieutenant	Captain	Major	Lt. Colonel	Colonel
Shoulder or Collar Insignia	One Silver Bar	Two Silver Bars	Gold Oak Leaf	Silver Oak Leaf	Silver Eagle
Coat of Arms (Collar)	Gold	Gold	Gold	Gold	Gold
Coat of Arms (Coat Lapel)	Gold	Gold	Gold	Gold	Gold
Trousers	Thin Gold Stripe on Black Stripe	Thin Gold Stripe on Black Stripe	One 1/2" Gold Stripe	One 1/2" Gold Stripe	One 1/2" Gold Stripe
Officers' Cap Visor	Plain	Gold Braid	Gold Braid	Gold Braid	Gold Braid

B. Noncommissioned Officer Rank Insignia:

- 1. Sergeant: A three-stripe gold fabric chevron shall be sewn on each uniform shirt sleeve and each coverall sleeve. A three-stripe silver chevron pin shall be placed

on each epaulet of the blouse coat, 3-in-1 cruiser jacket (both the outer jacket and the inner fleece jacket/liner), and sweater (if issued/retained), and on both sides of the collar on the raincoat.

2. Corporal: A two-stripe gold fabric chevron shall be sewn on each uniform shirt sleeve and each coverall sleeve. A two-stripe silver chevron pin shall be placed on each epaulet of the blouse coat, 3-in-1 cruiser jacket (both the outer jacket and the inner fleece jacket/liner), and sweater (if issued/retained), and on both sides of the collar on the raincoat.

C. Placement of Rank Insignia:

1. Commissioned Officers' rank insignia shall be centered on the cross-stitching of each epaulet of the 3-in-1 cruiser jacket (both the outer jacket and the inner fleece jacket/liner), parallel to the shoulder seams. On the blouse coat, sweater (if issued/retained), and other outer garments with no cross-stitching, the insignia shall be centered on the epaulets of each shoulder, one and one-half inches inward from and parallel to the shoulder seams. Rank insignia shall also be worn on the right side of the shirt collar, parallel to and centered one-half inch from the front edge of the collar (refer to Appendage A). On the raincoat, rank insignia shall be worn on the right side of the collar, parallel to and centered one-half inch from the front edge of the collar.

EXCEPTION: Commissioned Officers shall not wear rank insignia on the grey long-sleeve uniform shirt when wearing the dress uniform.

2. Noncommissioned Officers' gold fabric chevrons shall be worn on each sleeve of the uniform shirt and coveralls, centered directly below the shoulder emblem. The top point of each chevron shall be one-quarter inch from the bottom of the shoulder emblem. The silver chevron pin, depicting rank, shall be centered on the cross-stitching of each epaulet of the 3-in-1 cruiser jacket (both the outer jacket and the inner fleece jacket/liner), with the point facing inward (refer to Appendage A). On the blouse coat, sweater (if issued/retained), and other outer garments with no cross-stitching, the silver chevron pin, depicting rank, shall be centered on the epaulets of each shoulder,

one and one-half inches inward from the shoulder seams, with the point facing inward. On the raincoat, the silver chevron pin, depicting rank, shall be worn on both sides of the collar, parallel to and centered one-half inch from the front edge of the collar.

D. Trooper First Class and Master Trooper Status Insignia:

1. Trooper First Class: The Trooper First Class silver status bar insignia and corresponding silver nameplate frame shall be issued to members holding the rank of Trooper upon full completion of 12 years of credited service and shall be worn centered on the flap of the right chest pocket on the uniform shirt in the same manner as the standard nameplate. It shall also be worn on the tabs provided on the 3-in-1 cruiser jacket (both the outer jacket and the inner fleece jacket/liner) and on the area provided on the sweater (if issued/retained).
2. Master Trooper: The Master Trooper silver status bar insignia and corresponding silver nameplate frame shall be issued to members holding the rank of Trooper upon full completion of 22 years of credited service and shall be worn centered on the flap of the right chest pocket on the uniform shirt in the same manner as the standard nameplate. It shall also be worn on the tabs provided on the 3-in-1 cruiser jacket (both the outer jacket and the inner fleece jacket/liner) and on the area provided on the sweater (if issued/retained).

E. Service Insignia:

1. Members who have served the following number of years shall receive the corresponding service insignia:
 - a. Five years – One gold bar.
 - b. Ten years – One gold star.
 - c. Fifteen years – One gold bar and one gold star.
 - d. Twenty years – Two gold stars.
 - e. Twenty-five years – One gold bar and two gold stars.

- f. Thirty years – Three gold stars.
 - g. Thirty-five years – One gold bar and three gold stars.
 - h. Forty years – Four gold stars.**
2. Placement of service insignia: The service insignia shall be positioned on the outside center of the left sleeve cuff of the blouse coat, one-half inch above the upper tip of the cordedge trim utilized to detail the cuff of the blouse coat (refer to Appendage E).

F. Coat-of-Arms Insignia:

1. Troopers, Corporals, and Sergeants shall wear a small, gun-metal grey coat of arms on the straw campaign hat, felt campaign hat, and each lapel of the blouse coat. Commissioned Officers shall wear a small, gold coat of arms on the straw campaign hat, felt campaign hat, and each lapel of the blouse coat. Commissioned Officers shall also wear a small gold coat of arms on the left side of the shirt collar and raincoat, parallel to and centered one-half inch from the front edge of the collar. The angle shall be such that it mirrors the angle of the rank insignia on the right collar (refer to Appendage A).

EXCEPTION: Commissioned Officers shall not wear a coat of arms on the grey long-sleeve uniform shirt when wearing the dress uniform.

2. The large coat of arms shall be worn only on the fur cap (if issued/retained) and the officers' cap.

2.10 INSIGNIA FOR SPECIALIZED DUTY POSITIONS

A. Requirements:

- 1. Members shall wear only one specialized duty insignia. The insignia worn shall be the one that most accurately identifies the member's current specialized duty function.
- 2. When a member is placed in an inactive status for a specialized duty, they may continue to wear the awarded specialized duty insignia.

3. When a member is removed from a specialized duty for reasons of misconduct or incompetence, they shall return their specialized duty insignia to the appropriate Area/Troop Commander or Bureau/Office Director.
- B. Placement: Department insignia awarded in recognition of specialized duties shall be worn on the upper-left chest portion of the uniform shirt, centered one-quarter inch above the left pocket. If medals or ribbon bars are also worn, the specialized duty insignia shall be worn centered one-quarter inch above the medals or bars (refer to Appendage A for placement of specialized duty insignia, and Appendage B for depictions of current insignia for specialized duty positions).

2.11 INSIGNIA FOR ANNUAL PISTOL QUALIFICATION

- A. Eligibility: Appropriate insignia shall be awarded to members who achieve a master rating on the Department Pistol Combat Course during annual pistol qualification.
- B. Wear: The insignia may only be worn by a member for the pistol qualification period(s) in which they have achieved a master rating. In the event the member does not achieve a master rating in any subsequent qualification period(s), they shall not wear the insignia for the duration of that qualification period(s).
- C. Placement: Department insignia awarded in recognition of annual pistol qualification shall be worn on the upper right chest portion of the uniform shirt or blouse coat, centered one-quarter inch above the right pocket (refer to Appendage A).

2.12 DISPLAY OF AWARDS ON UNIFORM

- A. Department Awards:
1. Medals and ribbon bars: Department awards may be worn on all occasions requiring uniform wear. Members shall wear Department awards in appropriate seniority order on the upper left chest portion of the uniform shirt or blouse coat, parallel to and centered one-quarter inch above the left pocket. When viewing the uniform shirt or blouse coat from the front, ribbon order shall proceed from right to left, bottom to top, from least senior to most senior

award. Department awards shall be worn in the following manner (refer to Appendages A and C for depictions):

- a. One ribbon: Worn centered above the pocket.
 - b. Two ribbons: Worn in one row, on a two-ribbon bar, centered above the pocket.
 - c. Three ribbons: Worn in one row, on a three-ribbon bar, centered above the pocket.
 - d. Four or more ribbons: Worn in rows of three, on the appropriate multiple-ribbon bars, with rows of less than three centered above the previous row, above the pocket.
2. Meritorious Service Award: The tie tack commemorating years of service with the Department may be worn by members with the uniform or civilian attire. The lapel pin commemorating years of service with the Department may be worn only with civilian clothes.
- B. Federal Awards: Members may wear medals and ribbon bars for military service in conjunction with Department awards or insignias; however, Department awards shall be worn in rank order above the military awards.

EXCEPTION: Members wearing the Medal of Honor shall center it above all other decorations, awards, and/or insignias.

2.13 MOURNING PIN

- A. Wear: The Department Mourning Pin is authorized to be worn by all personnel. The Mourning Pin shall be worn in the following circumstances:
1. When a member or employee is killed in the line of duty under honorable circumstances. In such cases, the Mourning Pin shall be worn beginning with the date of death, or at the direction of the Commissioner. It shall be removed upon conclusion of the funeral/memorial service for the member or employee, or at the direction of the Commissioner.

2. When attending the funeral/memorial service of a law enforcement officer of another law enforcement agency who was killed in the line of duty under honorable circumstances.
 3. With the approval of the Commissioner for Department personnel who die from circumstances not associated with line-of-duty actions. In such cases, the Mourning Pin shall be worn beginning with the date of death, or at the direction of the Commissioner. It shall be removed upon conclusion of the funeral/memorial service for the member or employee, or at the direction of the Commissioner.
 4. When any law enforcement officer serving in the Commonwealth of Pennsylvania dies in the line of duty under honorable circumstances. In such cases, the Mourning Pin shall be worn beginning with the date of death, or at the direction of the Commissioner. It shall be removed upon conclusion of the funeral/memorial service for the law enforcement officer, or at the direction of the Commissioner.
 5. In observance of State Police Memorial Day and National Peace Officers Memorial Day.
- B. Placement: The Mourning Pin shall be worn centered on the flap of the left chest pocket of the uniform shirt or blouse coat, positioned in the same general manner as the nameplate. The Mourning Pin is also authorized to be worn on an outer uniform garment such as the sweater (if issued/retained) or the inner fleece jacket/liner of the 3-in-1 cruiser jacket; however, it shall not be worn on the issued raincoat or the outerwear shell of the 3-in-1 cruiser jacket, as it will compromise the integrity of the water-resistant material. When worn on an outer uniform garment or with civilian attire, the Mourning Pin shall be positioned on the left lapel or otherwise on the left chest area (refer to Appendage A for placement of the Mourning Pin, and Appendage C for a depiction of the Mourning Pin).

2.14 OTHER INSIGNIA

Members may wear an insignia that is not part of the Department's current insignia program, provided the insignia was previously

authorized or permission to wear the insignia is granted by the Commissioner.

2.15 UNIFORM MAINTENANCE, ALTERATION, AND REPLACEMENT

A. Storage: At the conclusion of each wearing season, the appropriate uniform attire shall be properly cleaned, pressed, and stored in garment bags or protective plastic bags. The appropriate campaign hat shall be placed in a hat box or hat press. Any leather equipment which is not needed shall be polished and stored. If any issued weapon is stored, it shall be unloaded and properly cleaned, lubricated, and packaged to prevent corrosion.

B. Alteration:

1. The Department will pay or provide reimbursement for the following alterations on the initial issue of all uniform trousers and the blouse coat:

a. Trousers: Hemming the length of the legs and, if necessary, adjustment of the waist.

b. Blouse coat: The blouse coat may be altered/tailored, as necessary, to present a professional appearance when worn.

NOTE: For the purpose of this regulation, the term "initial issue" shall be defined as those uniform items first issued, or those uniform items subsequently issued to replace unserviceable items.

2. Alterations to other uniform items are not authorized for payment/reimbursement by the Department.

3. Commanders/Directors shall ensure compliance with the provisions of this regulation governing alteration of uniform attire. Approval for exceptions to address unusual circumstances shall be at the discretion of the appropriate Area/Troop Commander or Bureau/Office Director.

C. Rank and Service Insignia: The Department will pay or provide reimbursement for the initial placement or change of rank and/or service insignia on uniforms.

D. Replacement:

1. Serviceable item:

- a. Members will not be issued a new clothing item when it has been determined by the Bureau of Staff Services, Central Supply Section, or the appropriate Procurement and Supply (P&S) Unit, that the clothing item which a member wishes to turn in is serviceable and/or can be altered to facilitate continued use by the member. Any such alterations shall be done at the member's expense, without payment/reimbursement by the Department.
- b. Members being promoted to the rank of Lieutenant shall not be issued new summer, winter, **or all-season** trousers if their existing summer, winter, **or all-season** trousers are considered serviceable. Instead, Commissioned Officers' black/gold striping shall be obtained from the Central Supply Section or the appropriate P&S Unit to replace the black striping on the trousers. This provision is also applicable to newly promoted Majors, who shall acquire gold striping to replace the black/gold striping on the summer, winter, **or all-season** trousers if their existing trousers are considered serviceable.

2. Unserviceable item: Whenever any item of the uniform becomes unserviceable, the affected member shall return the unserviceable item(s) and requisition a replacement from the Central Supply Section or the appropriate P&S Unit, as applicable.

2.16 CIVILIAN ATTIRE

Requirements: Members, while on duty, may wear civilian attire when directed or authorized to do so by proper authority. Appropriate civilian attire shall be consistent with that type of attire traditionally associated with conservative business and professional standards and shall conform to the following criteria:

- A. Males: A conservative business suit or sport coat with dress slacks, collared button-up dress shirt, and necktie. Male

members attired in civilian clothing shall wear dress shoes or other conservative shoes, properly shined.

- B. Females: A dress blouse or sweater with dress slacks or a skirt, a dress, or a suit. Dress and skirt length shall be conservative in nature and appropriate for business and professional dress. Female members attired in civilian clothing shall wear dress or other conservative shoes. Female members shall not wear high- or "spike-" heel shoes of a height which would reasonably limit their ability to run.

2.17 PERSONAL APPEARANCE AND GROOMING STANDARDS

A standard of reasonableness and professional appearance shall apply to the following and extend to any other matter involving personal appearance that is not specifically addressed by this regulation.

- A. Hairstyle: Members' hair shall be kept in a neat manner and shall not be cut/styled/dyed in a manner which could reasonably be expected to destroy public respect and/or confidence in the member and/or the Department. Acceptability of the style shall be judged by the following standards:
 - 1. Males: Hair shall be neatly groomed. Hair shall present a tapered appearance and, when combed, shall not fall over the ears or eyebrows or touch the collar, except for the closely cut hair at the back of the neck. In all cases, the bulk or length of hair shall not interfere with the normal wear of all standard Department headgear. Sideburns shall be neatly trimmed, and the base shall be a clean-shaven horizontal line. Sideburns shall not extend downward beyond the middle of the earlobe and shall be of an even width (not flared). Wigs or hairpieces may only be worn to cover natural baldness or physical disfiguration and must conform to the previously stated haircut criteria.
 - 2. Females: Hair shall be neatly groomed and worn in a manner so that it does not extend beyond the bottom of the uniform collar. Hair shall be secured to the head in such a manner as to prevent it from hanging or swinging freely. The bulk or length of hair shall not interfere with the normal wear of all standard Department headgear. Wigs or hairpieces may be worn but must conform to the previously stated restrictions. Adornments shall be functional and of a conservative nature. When in civilian

attire, hair may be worn in a manner which extends beyond the bottom of the collar, but it must be readily in compliance with the applicable provisions of this subparagraph should the member be required to don the uniform.

- B. Beards and Mustaches: Members shall be clean shaven. Beards and/or mustaches shall be permitted for members only when required by duty assignment.
- C. Cosmetics: While on duty in any attire, cosmetics may be worn by female members only. An exception will be made for male members, as necessary, to cover scars or disfigurement. Cosmetics shall be kept to subdued tones.
- D. Jewelry:
 - 1. Body piercing and earrings:
 - a. The wearing of earrings is prohibited while in uniform.
 - b. While in civilian attire, only female members may wear earrings. Earrings shall be conservative and professional in appearance and limited to one pair worn on the earlobe only. Ear cuffs shall not be worn.
 - c. No member, while on duty, shall be permitted to wear facial or other visible pierced body jewelry.
 - 2. Necklaces:
 - a. Necklaces may be worn by members while on duty and in uniform. However, the necklace(s) must be completely concealed when wearing the uniform.
 - b. Only female members in civilian attire may wear visible necklaces that would be appropriate for conservative business and professional dress. Necklaces must also be of a type and style that would easily break away if grabbed or pulled and could not be used as a weapon to injure the member or others.

3. Bracelets:

- a. A medical-alert-type bracelet and/or an M.I.A. bracelet are the only bracelets that a member is authorized to wear while in uniform. If worn, the bracelet(s) shall be snug fitting so as not to interfere with the performance of duty.
- b. Members in civilian attire may wear bracelets that would be appropriate for conservative business and professional dress, or as medically necessary. Bracelets must also be of a type or style which would break away if grabbed or pulled and could not be used as a weapon to injure the member or others.

4. Rings:

- a. A maximum of two conservative rings may be worn by a member while in uniform. The size and shape of the ring(s) shall not hinder or obstruct a member's performance of duty. The ring(s) shall not extend beyond the area between the knuckle and the next finger joint. The ring(s) shall not extend laterally from the finger to cover any portion of an adjacent finger(s). A wedding ring and engagement ring worn on the same finger shall be considered one ring.
- b. While in civilian attire, members shall restrict the size and number of rings worn to that which would be appropriate for conservative business and professional dress. The ring(s) shall conform to the previously stated criteria.
- c. Members shall not wear a ring(s) on the trigger finger of either hand while on duty in any attire.

- E. **Fingernails:** Fingernails shall be neatly trimmed, no longer than one-half inch past the tips of the fingers, and free of any adornment(s). Fingernail polish may be worn only by female members and shall be restricted to a subdued shade of color which would be inconspicuous and appropriate for conservative business and professional dress. Examples of unauthorized nail polish colors include white, black, red, yellow, orange, green, purple, blue, hot pink, grey, glitter, striped, or any sort of

pattern/decorative nail polish. French and American manicures (i.e., white and off-white tips with neutral base color only) are authorized.

F. Tattoos:

1. Members may be permitted to have tattoos/brandings that are not visible above the neckline or below the wrist line at any time, provided the tattoos/brandings are not objectionable or demeaning to the image of the Pennsylvania State Police. For the purpose of this regulation, the phrase “objectionable or demeaning” with respect to tattoos/brandings shall include:
 - a. Any tattoo(s)/branding(s) depicting words, images, or symbols which can be interpreted to advocate, promote, or support racial, gender, or ethnic hatred or intolerance. It shall also include any tattoo(s)/branding(s) that can be interpreted to advocate, promote, or support discrimination towards any race, ethnicity, national origin, gender, religion, or sexual orientation.
 - b. Any tattoo(s)/branding(s) affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which can be interpreted to advocate, promote, or support hatred and/or violence towards any person or group of persons based on race, ethnicity, national origin, gender, religion, or sexual orientation.
 - c. Any tattoo(s)/branding(s) that can be interpreted as grossly indecent, lewd, or sexual, insofar that it shocks the moral sense because of its crude, vulgar, and/or disgusting nature.
 - d. Any tattoo(s)/branding(s) that can be interpreted to advocate, promote, or support degrading, demeaning, and/or insulting any person or group of persons based on race, ethnicity, national origin, or gender.

- e. Any tattoo(s)/branding(s) which would be deemed detrimental to the mission and function of the Pennsylvania State Police.

NOTE: Cosmetic tattoos that are visible above the neckline or below the wrist line which are not objectionable or demeaning to the image of the Pennsylvania State Police, as defined herein, will be considered on a case-by-case basis. Members who wish to request consideration to have a cosmetic tattoo(s) approved in cases where the tattoo(s) will be visible above the neckline or below the wrist line shall submit Department Correspondence, through channels, to the Director, Pennsylvania State Police Employee Relations **and Workforce Support Division, Pennsylvania State Police Human Resource Office**. The correspondence shall include a description of the tattoo(s) and the location(s) where the tattoo(s) will be placed on the body. Final determination concerning the request will be made by the Deputy Commissioner of Administration and Professional Responsibility.

- 2. Members with tattoos/brandings which would be visible to the public in the grey short-sleeve uniform shirt shall be required to wear the grey long-sleeve uniform shirt at all times while on duty and in uniform. Additionally, affected members attending training, conferences, or other Department-mandated or -authorized functions where civilian attire is permitted or required, or who by nature of their duty assignment are authorized to wear civilian attire while on duty, shall wear a long-sleeve shirt to prevent the tattoos/brandings from being visible.

NOTE: Exceptions to the requirements of this subparagraph will be made for members whose grooming, by virtue of their specific duty assignment, does not conform with the provisions of this regulation, or whose identity would be compromised by conforming with this regulation.

2.18 EXCEPTIONS

Members may deviate from the standards contained in this regulation to accomplish a duty assignment, with written approval of the Commissioner.

2.19 NONCOMPLIANCE AND SUBSEQUENT VIOLATIONS

Upon notification by a supervisor, failure to comply with the provisions of this regulation shall constitute a subsequent violation of this regulation.

2.20 UNIFORMS FOR HONORABLY DISCHARGED MEMBERS AND ENFORCEMENT OFFICERS

It is the policy of the Department to allow each member retiring with an Honorable Discharge certificate, Form SP 3-337, and each enforcement officer retiring with a Certificate of Appreciation, Form SP 1-507, to retain one complete set of his/her issued uniform, as follows:

- A. Members retiring with an Honorable Discharge certificate shall be permitted to retain one of the following uniforms, but not both:
 - 1. The summer uniform consisting of one **long-sleeve or short-sleeve** uniform shirt, **if retained** (with collar ornaments for Commissioned Officers); one pair of summer **or all-season** trousers; trouser belt; and straw campaign hat with leather strap and coat-of-arms insignia. Commissioned Officers may also retain the officers' cap.
 - 2. The winter uniform consisting of one long-sleeve uniform shirt (with collar ornaments for Commissioned Officers); one pair of winter **or all-season** trousers; trouser belt; and felt campaign hat with leather hatband, chin strap, and coat-of-arms insignia. Commissioned Officers may also retain the officers' cap.
- B. Enforcement officers retiring with a Certificate of Appreciation shall be permitted to retain one long- or short-sleeve uniform shirt, one pair of SDU trousers, and one trouser belt.
- C. The following items may also be retained by each member or enforcement officer retiring with an Honorable Discharge certificate or Certificate of Appreciation:
 - 1. All patches/insignia worn on their uniforms, with the exception of any patches/insignia sewn on any uniform attire not being retained.

2. Light-bearing paddle holster for the issued pistol, if the member or enforcement officer purchases their issued pistol in accordance with Section 2.22 of this regulation.

D. Packaging of Retained Uniform Attire:

1. Eligible members and enforcement officers electing to retain a uniform upon retirement shall separate and package the applicable chosen uniform attire, insignia, and headgear when turning in their other assigned equipment, clearly noting on the package their name, rank, and retirement contact information.
2. The P&S Officer, Central Supply Section personnel, or other member or employee receiving the packaged uniform items shall maintain the package, pending documentation of receipt of an Honorable Discharge certificate or Certificate of Appreciation, as applicable.
3. The retired member or enforcement officer shall present their Honorable Discharge certificate or Certificate of Appreciation to the appropriate P&S Officer or Central Supply Section personnel, as applicable, to claim the uniform package.

2.21 RETIREMENT BADGES FOR MEMBERS AND ENFORCEMENT OFFICERS

- A. Members and enforcement officers shall relinquish their issued badge to their Area/Troop Commander or Bureau/Office Director upon retirement. The retired member's or enforcement officer's badge shall be held by the Area/Troop Commander or Bureau/Office Director pending the issuance of an Honorable Discharge certificate or Certificate of Appreciation, as applicable.
- B. Refer to AR 4-13, Awards and Special Recognition, for specific procedures concerning the presentation of the badge to the retiree.

2.22 **WALTHER PDP SERVICE WEAPON BUY-BACK PROGRAM**

- A. General: Members who are retiring and receiving an Honorable Discharge certificate, and LEOs or EO3s who are retiring and receiving a Certificate of Appreciation, have the opportunity to

purchase their issued **Walther PDP** pistol. No more than one **Walther PDP** pistol may be purchased by each eligible retiring member, LEO, or EO3. Additionally, the issued **Walther PDP** pistol shall be purchased with the issued pistol magazines and pistol-mounted tactical flashlight (these items cannot be purchased separately). The buy-back program is not available to other retirees or civilians. Should a member, LEO, or EO3 wish to sell or transfer their issued **Walther PDP** pistol to another retiree or civilian after purchasing the weapon, it shall be done separate from the buy-back program in accordance with applicable state and federal firearms laws and regulations.

- B. Pricing: The total cost to eligible retiring members, LEOs, and EO3s to purchase their issued **Walther PDP** pistol **will be the Department's original purchase price of \$967.50 minus ten percent of the original purchase price per fiscal year (FY) for each of the first five years following the Department's initial procurement of Walther PDP pistols in FY 2023-24. The cost of the pistol at five years and thereafter shall be 50 percent of the Department's original FY 2023-24 purchase price. The issued Walther PDP pistol shall be purchased with the Aimpoint configuration, the issued magazines, and the pistol-mounted tactical flashlight. Members, LEOs, and EO3s purchasing their issued Walther PDP pistol and pistol-mounted tactical flashlight will also be responsible for sales tax and any other applicable fees that may be required. Refer to Appendage F for the annual price list for the Department's Walther PDP Service Weapon Buy-Back Program.**
- C. Procedures:
1. Upon retiring, a member, LEO, or EO3 wishing to purchase their issued **Walther PDP** pistol shall turn in their pistol, pistol magazines, and pistol-mounted tactical flashlight, along with a check made payable to the "Commonwealth of Pennsylvania" for the cost of the weapon, magazines, and flashlight, as well as the applicable sales tax, to the location where their clothing equipment record is maintained. This may be the Troop P&S Unit, the Bureau of Training and Education P&S Unit, or the Central Supply Section, as applicable.
 2. The Troop/Bureau P&S Unit or Central Supply Section shall prepare Department Correspondence to include the information below, and forward it to the Bureau of Staff

Services, P&S Division, along with the member's, LEO's, or EO3's check, for processing through the Department of General Services, State Surplus Property Division.

- a. Member's, LEO's, or EO3's name.
 - b. Date of retirement.
 - c. **Walther PDP** pistol serial number.
 - d. Check number.
 - e. Name and address of the licensed firearms dealer where the weapon transfer from the Commonwealth to the member, LEO, or EO3 will occur.
3. Upon receiving approval from the Department of General Services, State Surplus Property Division, to surplus the pistol and related accessories, the Troop/Bureau P&S Unit or Central Supply Section shall transport the pistol, pistol magazines, and pistol-mounted tactical flashlight to the appropriate Pennsylvania licensed firearms dealer to effect the transfer from the Commonwealth of Pennsylvania to the retiring member, LEO, or EO3. An Invoice—Transfer and Receipt of State Property, Form SP 3-417, shall be utilized to document the transfer of the pistol and related accessories to the licensed firearms dealer and to acquire their signature acknowledging receipt of the pistol and related accessories. A copy of the signed Invoice—Transfer and Receipt of State Property shall be forwarded to the P&S Division, Bureau of Staff Services.
 4. The Troop/Bureau P&S Unit or Central Supply Section shall update the retiring member's, LEO's, or EO3's weapon status in the Handgun Inventory System by placing it in the sold category, Category 11.
 5. The retiring member, LEO, or EO3 shall be required to appear at the designated licensed firearms dealer and complete the Federal Firearms Transaction Record, Part I, Over-the-Counter, ATF Form 4473, and the Pennsylvania State Police Application/Record of Sale, Form SP 4-113. Section F of the Pennsylvania State Police Application/Record of Sale will not require a

signature from the transferor/seller and shall instead contain the following entry: "Pennsylvania State Police Weapon Buy-Back—No Signature Required." The member, LEO, or EO3 shall be responsible for paying the licensed firearms dealer for any fees incurred in transferring the weapon.

- D. Surplus: Surplus **Walther PDP** pistols may be made available for purchase by Department personnel at the discretion of the appropriate Deputy Commissioner.

2.23 DRESS UNIFORM BUY-BACK PROGRAM

- A. General: Members who are retiring and receiving an Honorable Discharge certificate have the opportunity to purchase their issued blouse coat. The buy-back program is not available to other retirees.
- B. Pricing: The cost to eligible retiring members to purchase their issued blouse coat is \$171.83.
- C. Procedures:
 - 1. Upon retiring, a member wishing to purchase their issued blouse coat shall turn **it** in with all patches/insignia **and** nameplate to the location where their clothing equipment record is maintained. This may be the Troop P&S Unit, the Bureau of Training and Education P&S Unit, or the Central Supply Section, as applicable. The retiring member shall also submit a check made payable to the "Commonwealth of Pennsylvania" for the cost of the blouse coat to the Bureau of Staff Services, Fiscal Division, 1800 Elmerton Avenue, Harrisburg, Pennsylvania 17110. The words "Blouse Coat" shall be noted on the check.
 - 2. The P&S Officer, Central Supply Section personnel, or other member or employee receiving the blouse coat shall maintain **it** pending documentation of receipt of an Honorable Discharge certificate for the affected member.
 - 3. The retired member shall present their Honorable Discharge certificate to the appropriate P&S Officer or Central Supply Section personnel, as applicable, to claim their blouse coat.