 <p style="text-align: center;">YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS <i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: NEED TO REFER	
	304 UNIFORM REGULATIONS AND DRESS STANDARDS	
	EFFECTIVE DATE: 20 AUG 2019	REVIEW DATE: ANNUAL

GENERAL:

Since uniforms identify the wearer as a member of the department, they provide a high level of visibility and form the basis of a first impression of the department. To ensure all members present a neat and professional appearance, this order establishes standards for uniform and civilian attire worn on duty.

The department provides the basic issue of uniforms and equipment to each member. Thereafter, maintenance and replacement of uniforms and equipment is the member's responsibility through a clothing allotment administered by the department according to the collective bargaining agreement. To maintain a professional image, uniforms should be replaced when worn or damaged. A detailed list of approved uniforms, accessories and equipment is maintained by the Office of Professional Standards.

Supervisors are responsible to ensure full compliance with the standards described in this order.

CIVILIAN ATTIRE:

Members whose duties require the wearing of civilian attire will normally be required to wear appropriate business attire. Members working in an undercover capacity or on a special assignment will wear clothing appropriate to that assignment.

GENERAL REGULATIONS:

- Uniforms will be kept neat, clean, properly fitted, and well pressed.
- Members of the department will wear their uniforms when on duty (unless assigned to a plain clothes assignment), while working extra duty police employment and at other times as directed or approved by the Chief of Police or designee.
- Members may wear uniforms to and from work provided that department patches or other identifying insignias are covered.
- Only department approved uniforms, accessories, insignias, and equipment may be worn or carried.
- Uniforms will be worn with all buttons completely fastened except the top button of the long sleeved shirt when a turtleneck is worn or the top button of the short sleeved shirt a white Tee shirt will be worn and will be visible when wearing the short sleeved uniform shirt with open collar.
- Officers assigned to specialized units (motorcycle, bicycle, etc.) will wear the prescribed uniform (including all required safety equipment) when engaged in that assignment and will wear the regular department uniform at all other times.
- Members will wear their uniforms in a manner that enhances the image of a law enforcement officer. Uniform hats will be immediately accessible to all on duty members and will be worn by personnel assigned to walking beats to enhance their identification and visibility as police officers. Hats will also generally be worn at outdoor special and extra duty events such as baccalaureate, class day, commencement, VIP visits, and for other events when directed by the Chief of Police or Assistant Chief of Community Patrol Operations. The OIC of a

special event may decide to dispense with the wearing of hats at particular events for officer safety considerations. Hats will be worn centered and straight with the tip of the visor in line with the eyebrows.

- Ball caps are only authorized to be worn with a high visibility garment and by officers assigned to the Motorcycle and Bicycle Units when dismounted with helmets removed.
- Ballistic vests will be worn under the uniform shirt or outside the shirt in a department approved carrier.
- Insulated vests, fleece, or other sleeveless garments will not be worn as the outermost garment.

SHIELDS:

- Each member will be issued a breast, wallet, and hat shield appropriate to their rank. Duplicate shields will not be made or possessed without the express consent of the Chief of Police.
- The hat shield will be secured in the center of the hat in the grommets provided.
- The breast shield will be secured in a leather shield-citation-nameplate holder on the left side of the outermost garment, centered above the pocket in the space provided.
- Members may wear a black mourning band around their shield when a law enforcement officer is killed in the line of duty in the State of Connecticut. If the law enforcement officer is a member of the Yale or New Haven Police Departments, the mourning band may be worn for a period of thirty (30) days from the official notification of death. If the law enforcement officer is a member of another department, the mourning band will be worn from the official notification of death through the day of the officer's funeral.

INSIGNIA, DECORATION, AND ORNAMENTATION:

- All department insignia will be properly placed on the uniform and securely fastened to it in the appropriate manner.
- Members will wear only those insignia they are entitled to.
- The approved department shoulder patch will be worn on all uniform shirts, jackets, coats and sweaters (except raincoats), on both sleeves, centered 1/2 inch below the shoulder seam.
- Police officers will wear silver "YPD" collar devices on each side of the collar of class A and B uniforms.
- FTO's will wear silver "FTO" collar devices on their left collar point in lieu of the "YPD" collar device.
- Detectives will wear gold "YPD" collar devices on each side of the collar of class A and B uniforms.
- A department approved name plate will be worn on the outermost garment on the leather shield- citation bar-nameplate holder. The name plate will be silver metal (police officers) or gold metal (detectives and supervisors) and will contain the member's last name or last name and first initial in black lettering.

Rank Insignia

- The rank insignia of Sergeants will be sewn on both sleeves of all shirts, jackets, coats (except raincoats), and sweaters, point up and centered ½ inch below the Department shoulder patch.
- Collar devices appropriate to the member's rank will be worn on each side of the collar.
- The rank insignia of Lieutenants and above will be worn on the shoulders of all jackets, coats (except raincoats), and sweaters. They will be positioned centered on the cross stitching of the epaulets or one inch from the top of the sleeve if the epaulets are not cross stitched. The rank insignia will be made of metal or metallic cloth.
- A silver (police officer) or gold (supervisors and detectives) Department issued tie bar will be worn to secure the tie to the shirt even with the top edge of the shirt pocket flaps.

Special Insignia:

- Officers assigned to motorcycle patrol will wear the department approved motorcycle emblem centered on the left sleeve, 1/2 inch below the department shoulder patch.

Citation Bars:

- Department issued citation bars may be worn on shirts or outer garments on the leather shield-citation bar nameplate holder.
- Members may opt to wear a leather shield-nameplate holder without citation bars.

Piping:

- Black piping will be sewn along the outer seam of class A and B uniform trousers and around the lower sleeve of dress blouses 3 inches from the bottom, as follows:
 - Police Officers and Detectives: ½ inch wide.
 - Sergeants: ¾ inch wide.
 - Lieutenants: 1 inch wide.
 - Captains: 1 ½ inches wide trousers, blouse 1 ½ braid with one ½ inch braid above.
 - Assistant Chief: 1 ½ inches wide trousers, blouse 1 ½ braid with one ½ inch braid above.
 - Chief: 1 ½ inches wide trousers, blouse 1 ½ braid with two ½ inch braid above.

Hat Braid:

- All ranks will wear metallic hat braid on the eight point uniform hat. Police officers will wear silver braid, Supervisors and Detectives, gold.

Buttons and hardware:

- Metallic buttons and visible hardware (i.e. buckles) worn by police officers will be silver, by supervisors and Detectives, gold.

Service Stripes:

Service stripes will be issued to members in five year increments (one stripe for each five years of service) and may be worn on the left sleeve of uniform jackets, coats (except raincoats), long sleeve shirts and the dress blouse of the ranks of Sergeant, Detective, and Police Officer. Service stripes will be positioned 3/4 inch from the top of the braided band or cuff angled at 45 degrees.

CLASSES OF UNIFORMS:

Class A Uniform: The Class A uniform consists of the following items:

- Eight point hat with hat badge.
- Dress blouse with shield, citation bars, name plate, special insignia and rank insignia.
- Long sleeved shirt with collar devices.
- Black tie with tie bar.
- Leather duty belt with holster, magazine holder, magazines, handcuff case, handcuffs, and shoulder strap (Police Officers, Detectives, and Sergeants).
- Uniform trousers with piping.
- Black low or mid height polished shoes.
- Black or navy blue socks.
- White gloves.

Class B Uniform: The Class B uniform consists of:

- Hat with hat badge (eight point or fur).
- Long or short sleeved shirt with white crew neck tee shirt or YPD turtleneck shirt with long sleeved shirt.

- Black tie with tie bar (not applicable to short sleeved shirt) or YPD turtleneck shirt.
- Uniform trousers with piping.
- Black shoes or boots.
- Black gloves (optional).
- Black or navy blue socks.
- Uniform sweater (optional).
- Uniform jacket, leather jacket, coat, or parka (optional).
- Leather or synthetic duty belt with required equipment.
- Shield holder with shield and name plate worn on the outermost garment.

Class C Uniform: The Class C uniform consists of:

- Eight point hat with badge or no hat option, or fur hat with hat badge or department approved knit cap (November 1 to April 1 only).
- Long or short sleeved polo uniform shirt with white crew neck tee shirt or YPD turtleneck shirt with long sleeved polo shirt.
- Uniform cargo trousers.
- Black shoes or boots.
- Black gloves (optional).
- Black or navy blue socks.
- Uniform sweater (optional).
- Uniform jacket, leather jacket, coat, or parka (optional).
- Leather or synthetic duty belt with required equipment.
- Embroidered shield and name plate.

Special Uniforms:

The Chief of Police may authorize deviation from regular uniform regulations for specialized units or tasks such as motorcycle, bicycle, training or tactical units.

The Captain of Support Services or designee will maintain a list of specialized uniform items and will ensure members assigned to the specialized unit are properly outfitted.

Footwear:

- Members may wear either shoes or boots made of black leather or leather/mesh.
- Footwear will be kept clean and polished and will have no ornate stitching, extreme heel or toe style.
- Boots will be no more than 12 inches in height and uniform trousers will not be bloused into boots (except motorcycle officers or special units).

Duty Gun Belt:

- The duty gun belt will be department issued or approved and will be part of the uniform.
- Replacement parts for the duty gun belt will be department approved.
- The duty gun belt will be 2 1/2 inches wide, constructed from leather or synthetic material and will be worn with the buckle centered in the front of the body.
- Gun belt "keepers" may be worn as necessary to keep the gun belt from sagging or slipping.
- Duty holsters will be department issued. Replacement duty holsters will be obtained from the department armorer or quartermaster.

- Holsters will be worn on the strong hand side.
- All duty gun belt accessories will be of the same material and construction as the duty gun belt.
- Members assigned to plain clothes or administrative assignments may choose to wear a department approved holster and magazine/handcuff carrier in lieu of the duty gun belt.

Gloves:

- Gloves of black leather or other suitable material may be worn in cold weather.
- The gloves will be department approved.

Uniform of the Day

The Assistant Chief of Community Patrol or designee will apprise members, in writing, of uniform options or requirements when appropriate.

Court Apparel:

- Members called to testify in court or administrative proceedings are encouraged to attend in uniform.
- Appropriate business attire will be worn when attending in plain clothes.

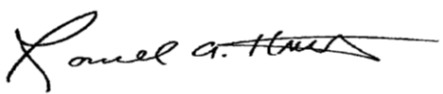
Replacement of Uniform Parts Lost or Damaged in the Line of Duty:

When uniform parts are lost or damaged in the line of duty, replacement of such parts will be charged to the department provided pursuant to the provisions of the collective bargaining agreement.

Reimbursement for Personal Property Lost or Damaged in the Line of Duty:

Members who incur loss or damage to personal property in the line of duty may be reimbursed pursuant to the collective bargaining agreement.

PER ORDER OF:



RONNELL A. HIGGINS
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE

THIS GERNERAL ORDER SUPERSEDES GENERAL ORDER 304, UNIFORM REGULATIONS AND DRESS STANDARDS, ISSUED ON 12/26/2011.