



**OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL**



Subject			Policy Number
Personal Grooming and Uniform Regulation			213
Effective Date	Revised	Reevaluation Date	Number of Pages
November 22, 2011	December 5, 2011	Annually	13
Reference Standards		Rescinds or Amends Policy Number	
TPCA: 2.13.1 CALEA: 26.1.1 IACLEA: 26.1.1		B-14	

I. PURPOSE

To establish policy for all members of the agency in proper appearance, grooming, and wearing of the uniform and civilian clothing.

II. POLICY

The official Dress Code applies to all personnel of The University of Texas System Police except when noted otherwise. Local modifications or alternative uniforms at the institution level are not permitted without the express written permission of the Director of Police. It is the policy of this agency that all officers and employees present a professional appearance to the public while on duty, both in uniform or civilian clothes.

III. UNIFORMS (paragraphs A and B effective with graduation of Class 92 and fully in effect no later than October 1, 2014; remainder effective upon issuance)

A. Class “A” Police Officer Uniform (Patrol, Formal Occasions)

1. The shirt will be the midnight navy blue 5.11 A Class Taclite PDU, 4.4 oz. Taclite (advanced ripstop), 65% polyester/35% cotton blend: Teflon treated, color fast, wash and wear (dry cleaning permissible), epaulettes, badge tab, front zipper, armpit vents, mic-cord pass through, adjustable cuffs, permanent creases, bi-swing shoulders, self-adjusting gripper waistband, no document pocket.
 - a. Men’s long sleeved model #72365-750.
 - b. Men’s short sleeved model #71167-750.
 - c. Women’s long sleeved model #62365-750.
 - d. Women’s short sleeved model #61167-750.

2. The trousers will be the midnight navy blue 5.11 A Class Taclite PDU, 6.14 oz. Taclite, ripstop 65% poly/35% cotton fabric.
 - a. Men's model #74370-750.
 - b. Women's model #64370-750.
3. The standard uniform hat will be a navy blue felt or straw, four point "Campaign Style" hat with a three inch brim. Supervisory personnel will wear a gold-colored rank band and non-supervisory personnel will wear a silver-colored rank band.
 - a. Felt model #X7, mfg – Keystone uniform hat.
 - b. Straw model #X8, mfg – Keystone uniform hat.
4. The uniform tie will be the black in color 100% poly black fabric Samuel Broome model numbers; 90010 – 3.0 x 18" tie, 90043 – 3.0 x 20" tie, or 90063 – 3.5 x 22" tie.
 - a. No silk or glossy material is acceptable.
 - b. The tie will be of the clip-on, "break-a-way" type.
 - c. Supervisory personnel may wear a plain, gold-colored tie tack or clasp.
 - d. Non-supervisory personnel may wear a plain silver-colored tie tack or clasp.
 - e. No ornament representing a lodge, fraternal order or any organization will be worn with the uniform.
 - f. The tie will be worn with long sleeved shirts.
 - g. A black turtleneck shirt may be worn under the shirt in lieu of a tie.
5. The uniform shoe will be black in color with a rounded plain toe and plain heel, not to exceed 3/4 inch in height.
 - a. Boots that have the same appearance as the uniform shoe will be acceptable.
 - b. Tactical sports-style shoes that have the same general appearance described in this paragraph will be acceptable.
 - c. Boots with western style heels and pointed toes will not be worn.
 - d. Patent leather or Corfam shoes with high gloss poromeric material are also acceptable.
 - e. The footwear shall have a shined finish.
 - f. Socks, when visible, will be black in color.
6. Leather gear will be the standard Sam Browne in black basket weave leather finish.
 - a. The belt will be buckle-less or have a black buckle.
 - b. All belt-related equipment items shall match the finish of the belt.
 - c. The belt may be Velcro style.
 - d. The belt shall maintain a shined finish.
7. The trouser belt will be a plain black or basket weave, not less than 1-3/8 inch in width and will be worn anytime an equipment belt is worn. The trouser belt may also be of the style, with Velcro, that is worn with the Sam Browne equipment belt.

8. T-shirts worn with the uniform shall be black or navy blue in color.

B. Class "B" Police Officer Uniform (Patrol Optional, Special Operations)

1. The uniform shirt will be the midnight navy blue 5.11 model B Class Taclite PDU with document pocket.
 - a. Men's long sleeved model #72366-750.
 - b. Men's short sleeved model #71168-750.
 - c. Women's long sleeved model #62366-750.
 - d. Women's short sleeved model #61168-750.
2. The trousers will be the midnight navy blue 5.11 model B Class Taclite PDU, 6.14 oz 65/35 Taclite ripstop, self-adjusting waist, flat front, permanent creases, cargo pockets, and flashlight pocket.
 - a. Men's model #74371-750.
 - b. Women's model #64371-750.
3. The uniform shorts will be the 5.11 43057-724 dark navy.
4. The uniform hat will be the designated navy blue baseball cap.
5. The uniform footwear will be the same as for the class "A" uniform.
 - a. In addition, black tactical style boots are approved for the class "B" uniform.
6. The equipment belt will be the same as for the class "A" uniform. The equipment belt may also be nylon cordura or "mirage" nylon Sam Browne style with black hardware and fasteners.
 - a. All component parts of the belt must match the material, color, and design of the belt.
 - b. A minimum of four keeper straps will be worn to secure any style equipment belt to the trouser belt.

C. Police Academy Staff and Instructors Uniform

1. Academy staff and instructors while instructing at the Academy or during any in-service training courses, shall wear:
 - a. The Class "A" uniform.
 - b. The Class "B" uniform.
 - c. SRRT uniform.
 - d. A suit or jacket and slacks with tie.

2. Academy staff and Instructors are also authorized to wear the below pants and polo shirts bearing the revised UTSP 2011 logo. The shirts for Instructors will be dark navy and for firearms instructors range red.

- a. 5.11 Tactical Pant model #74251 Khaki.
- b. 5.11 Tactical Polo model #41060 men's short sleeved.
- c. 5.11 Tactical Polo model #42056 men's long sleeved.
- d. 5.11 Tactical Polo model #61166 women's short sleeved.
- e. 5.11 Performance Polo model #71049 men's short sleeved.
- f. 5.11 Performance Polo model #72049 men's long sleeved.
- g. 5.11 Performance Polo model #61165 women's short sleeved.

D. Cadet Uniform

1. The shirt will be a designated performance polo style, charcoal in color, bearing the Academy logo.
2. The uniform trousers will be the midnight navy blue 5.11 model B Class Taclite PDU, 6.14 oz 65/35 Taclite ripstop, self-adjusting waist, flat front, permanent creases, cargo pockets, and flashlight pocket.
 - a. Men's model #74371-750.
 - b. Women's model #64371-750.
3. The uniform headwear will be the designated Cadet baseball cap.
4. The uniform shoe will be black in color with a rounded plain toe and plain heel, not to exceed 3/4 inch in height.
 - a. Boots that have the same appearance as the uniform shoe will be acceptable.
 - b. Boots with western style heels and pointed toes will not be worn.
 - c. Patent leather or Corfam shoes with high gloss polymeric material are also acceptable.
 - d. The footwear shall have a shined finish.
 - e. Socks, when visible, will be black in color.
5. Leather gear will be the standard Sam Browne in black basket weave leather finish.
 - a. The belt will be buckle-less or have a black buckle.
 - b. All belt-related equipment items shall match the finish of the belt.
 - c. The belt may be Velcro style.
 - d. The belt shall maintain a shined finish.
6. The trouser belt will be a plain black or basket weave, not less than 1-3/8 inch in width and will be worn anytime an equipment belt is worn. The trouser belt may also be of the style, with Velcro, that is worn with the Sam Browne equipment belt.

7. The physical training uniform will be:
 - a. Designated shirt with Academy logo.
 - b. Designated shorts with Academy logo.
 - c. Designated sweat pants.
 - d. Running shoes.

E. K-9 Officer Uniform

1. K-9 officers will wear the class "B" uniform described in III. B. above, while on duty with the K-9, unless otherwise authorized by the Director of Police in the interest of functionality, comfort and durability.
2. K-9 officers will wear the class "A" uniform described in III. A. above, at all other times.

F. SRRT Uniform

1. The uniform shirt will be the Tru Spec 1200 XTREME BDU top OD green color 50/50 nylon cotton blend, ripstop.
2. The uniform tactical cold/weather shirt will be Tru-Spec olive green color.
3. The uniform trousers will be Tru Spec 1285 Tactical Response pant; OD green color 65/35 poly cotton blend.
4. The uniform headgear will be designated tan baseball cap.
5. The uniform footwear will be rough-out tan or brown tactical boot.
6. Additional uniforms otherwise authorized by the Director of Police in the interest of functionality, comfort and durability.

G. Motorcycle Uniform

1. Long Sleeve shirt Spiewak model SPDU15 Dark Navy.
2. Short sleeve shirt Spiewak model SPDU15 Dark Navy.
3. Shirts will have UT System approved shoulder patches added.
4. Motor pant Spiewak model SPDUM Dark Navy; pant shall be a modified version of the SPDU22 pant. Modifications will be reinforced seat and knees, zippers added to bottom of pants and a tapered fit in the legs.

H. Police Bicycle Officer Uniform

1. The uniform shirt will be a Blauer shirt with reflective "POLICE" in Heat Press letters on the front and back of the shirt. The front of the shirt will have a royal blue name strip with the officers first initial and last name embroidered on it. Shirts will have the UT System Police approved batch patch and shoulder patches.
 - a. Short sleeved Blauer model 8132 Royal/Navy.
 - b. Longed Sleeved Shirt Blauer Model 8142 Royal / Navy.
2. The uniform bike shorts will be United Uniform model 381 Dark Navy.
3. The uniform bike pants will be United Uniform model 691 Dark Navy.

I. Police Honor Guard

1. Honor Guard personnel will present the highest standards of appearance and are authorized to wear the following equipment items during honor guard functions only:
 - a. Navy blue campaign hat with gold hat cord and hat badge.
 - b. White ascot.
 - c. High gloss leather Sam Brown belt and associated equipment.
 - d. Corfam high gloss shoes.
 - e. White gloves.
 - f. White shoulder rope cord.

J. Police Chaplain

1. Police Chaplains when in uniform will wear a uniform approved by the Director of Police.

K. Public Safety Officer Uniform

1. The shirt will be long sleeved or short sleeved and white in color.
2. The uniform trousers will be dark navy.
3. The uniform hat will be the designated baseball cap.
4. The uniform tie will be the black in color 100% poly black fabric Samuel Broome model numbers; 90010 – 3.0 x 18" tie, 90043 – 3.0 x 20" tie, or 90063 – 3.5 x 22" tie.
 - a. No silk or glossy material is acceptable.
 - b. The tie will be of the clip-on, "break-a-way" type.
 - c. Supervisory personnel may wear a plain, gold-colored tie tack or clasp.
 - d. Non-supervisory personnel may wear a plain silver-colored tie tack or clasp.
 - e. No ornament representing a lodge, fraternal order or any organization will be worn with the uniform.

- f. The tie will be worn with long sleeved shirts.
 - g. A black turtleneck shirt may be worn under the shirt in lieu of a tie.
5. The uniform shoe will be black in color with a rounded plain toe and plain heel, not to exceed 3/4 inch in height.
- a. Boots that have the same appearance as the uniform shoe will be acceptable.
 - b. Boots with western style heels and pointed toes will not be worn.
 - c. Patent leather or Corfam shoes with high gloss poromeric material are also acceptable.
 - d. The footwear shall have a shined finish.
 - e. Socks, when visible, will be black in color.
6. Leather gear will be the standard Sam Browne in black smooth, basket weave leather finish, or nylon cordura or “mirage” nylon.
- a. The belt will be buckle-less or have a black buckle.
 - b. All belt-related equipment items shall match the finish of the belt.
 - c. The belt may be Velcro style.
 - d. The belt shall maintain a shined finish.
 - e. All accessories shall match the belt.
7. The trouser belt will be a plain black or basket weave, not less than 1-3/8 inch in width and will be worn anytime an equipment belt is worn. The trouser belt may also be of the style, with Velcro, that is worn with the Sam Browne equipment belt.
8. T-shirts worn with the uniform shall be white in color.

L. Telecommunicator Uniform

- 1. Telecommunicators should dress to conform to generally accepted business office standards. Clothing should convey an appearance of professionalism. All employees should convey professionalism in their manner of dress as they do in their actions. Garments should be worn which are not offensive or distracting to the general public or co-workers.

M. Non-Uniformed Officers

- 1. Male officers will wear a suit or sport coat and slacks with a shirt and tie; during extreme heat an open collar shirt, slacks and sport coat may be substituted for coat and tie; an approved long sleeve, button down, open collar men’s dress shirt (e.g. Land’s End) with the approved 2011 UTSP shirt logo on the left breast may be worn with a sport coat in lieu of a tie unless the specific assignment calls for a coat and tie.
- 2. Female officers will wear a dress, or skirt and blouse, or business style pantsuit; likewise, during extreme heat an open collar shirt or blouse with slacks may be substituted for dress or skirt; the UTSP log shirt referenced above in M.2 is authorized as well.

3. Footwear will be of a dress type suitable for conducting business; male officers shall not wear open toed footwear.
4. Jewelry will only be worn in moderation and excessive numbers of pieces of jewelry or oversized/gaudy jewelry or jewelry with excessive flashiness qualities is prohibited. Any jewelry which detracts from a professional appearance is prohibited.
5. Earrings are not permitted for male employees.
6. The Director of Police may authorize the wearing of other civilian clothes.

N. Civilian Dress

Civilian employees should dress to conform to generally accepted business office standards. Clothing should convey an appearance of professionalism. All employees should convey professionalism in their manner of dress as they do in their actions. Garments should be worn which are not offensive or distracting to the general public or co-workers.

O. Personal Equipment

The use of personal equipment, not issued by the police department, must be approved by the Institution Chief of Police on a case-by-case basis but does not extend to weapons.

IV. INSIGNIAS

- A. Corporal -- will wear two stripe chevrons while wearing the Class "A" and Class "B" uniforms. The stripes on the chevrons will be gold on a black background. The chevrons will be worn on each sleeve with the top point of the chevrons no more than 1/8 inch below the department patch. Gold colored 3/4" metal insignias will be worn on each collar tab, centered on a line which bisects the angle of the collar tab.
- B. Sergeant -- will wear three stripe chevrons while wearing the Class "A" and Class "B" uniforms. The stripes on the chevrons will be gold on a black background. The chevrons will be worn on each sleeve with the top point of the chevrons no more than 1/8 inch below the department patch. Gold colored 3/4" metal insignias will be worn on each collar tab, centered on a line which bisects the angle of the collar tab.
- C. Lieutenant -- will wear one gold-colored 3/4" metal bar on each collar tab centered on a line which bisects the angle of the collar tab; (Commissioned Personnel only).
- D. Captain -- will wear two connected gold-colored 3/4" metal bars on each collar tab centered the same as the Lieutenant bar; (Commissioned Personnel only).
- E. Inspector -- will wear one gold-colored 5/8" star on each collar tab, centered on a line that bisects the angle of the collar tab; (Commissioned Personnel only).
- F. Assistant Chief -- will wear two gold-colored 5/8" stars on each collar tab, centered on a line that bisects the angle of the collar tab; (Commissioned Personnel only).

- G. Chief -- will wear three gold-colored 5/8" stars on each collar tab, centered on a line that bisects the angle of the collar tab; (Commissioned Personnel only).
- H. Assistant Director of Police -- will wear three gold-colored 5/8" stars on each collar tab, centered on a line that bisects the angle of the collar tab; (Commissioned Personnel only).
- I. Director of Police -- will wear four gold-colored 5/8" stars on each collar tab, centered on a line that bisects the angle of the collar tab; (Commissioned Personnel only).
- J. Uniform Patches -- the approved 2011 U. T. System Police patch will be worn on both sleeves of the Class "A," "B," and "C" shirt (except on the Class "C" shirts worn by police cadets) and issued jacket(s). Patches will be positioned 1/2 inch below and centered with the shoulder seam. No other patches or insignias will be worn unless approved by the Director of Police.
- K. Hash Marks – gold colored hash marks 1/8" wide and 3/4" long will be worn on the Class A left arm of the long sleeved shirt. A single hash mark will represent 3 years of service.
- L. Name Tags -- made of metal, no larger than 5/8 inch by three inches, will be worn centered and 1/8 inch above the right pocket flap seam on all uniform shirts and jackets. Nametags will be gold color for supervisors and silver color for non-supervisory officers.
- M. Red Cross Insignia -- may be worn on the left sleeve and centered one inch above the cuff seam on the Class "A" uniform shirt and jacket only.

V. RIBBONS

The following ribbons are authorized to be worn on the uniform: (See attached illustrations)

- A. The Award for Valor will have a white center with navy blue "V" separated from red ends by navy blue vertical bars (Commissioned Personnel only).
- B. The Purple Heart Award will have a white center with purple "Heart" separated from white ends by purple vertical bars (Commissioned Personnel only).
- C. The Police Shield Award will have a blue center with gold "Shield" separated from blue ends by four gold vertical bars.
- D. The Meritorious Conduct Award will have a white center with green "M" separated from red ends by green vertical bars (Commissioned Personnel only).
- E. The Chancellor's Trophy Pistol Team Award will have a red center separated from white ends by navy blue vertical bars (Commissioned Personnel only).
- F. The Supervisor of the Year Award will have a white center with red "Star" separated from green ends by red vertical bars.
- G. The Officer of the Year Award will have a white center with red "Triangle" separated from green ends by red vertical bars.

- H. The Civilian of the Year Award will have a white center separated from white ends by blue vertical bars.
- I. The Field Training Officer will have a green center with white oval encircling a gold "FTO" separated from green ends by gold vertical bars (Commissioned Personnel only).
- J. The Firearms Classification ribbons are as follows (Commissioned Personnel only).
 - 1. Marksman & Sharpshooter will be a blue bar with gold lettered classification.
 - 2. Expert & Master will be a blue bar with gold-lettered classification separated from blue ends by white vertical bars.
- K. The Years of Service Awards are as follows:
 - 1. 2 years -- red ribbon with a centered white vertical bar.
 - 2. 5 years -- red ribbon with centered white 5 point star.
 - 3. 10 years -- red ribbon with centered white diamond.
 - 4. 15 years -- red ribbon with centered white 5 point star and diamond.
 - 5. 20 years -- red ribbon with two centered white diamonds.
 - 6. 25 years -- red ribbon with centered white 5 point star, flanked by two white diamonds.
 - 7. 30 years -- red ribbon with three centered white diamonds.
- L. The Master Peace Officer Award will be a blue ribbon with a centered red vertical bar flanked by two white vertical bars (Commissioned Personnel only).
- M. The Advanced Peace Officer Award will be a red ribbon with a centered oblique blue vertical bar flanked by two oblique white vertical bars (Commissioned Personnel only).
- N. The Intermediate Peace Officer Award will be 1/3 red, 1/3 white and 1/3 blue ribbon (Commissioned Personnel only).
- O. The Bike Patrol Designation will be a black ribbon with a centered gold tone cyclist logo.
- P. The Graduate Management Institute Ribbon presented by The Bill Blackwood Law Enforcement Management Institute of Texas may be worn by officers who have successfully completed the program (Commissioned Personnel only).
- Q. Ribbon Specifications:
 - 1. All ribbons will be 1-3/8 inch by 3/8 inch in size, constructed of metal with enameled colors. Ribbon or bar holders may be worn to assist with alignment.
 - 2. Ribbons will be worn centered and 1/8 inch above the nametag over the upper seam of the right shirt pocket. No ribbons will be worn on jackets or coats. The

maximum number of ribbons worn on a single row will be three. Second and subsequent rows of ribbons will be centered above the lower row.

3. The hierarchical order of the ribbons is as follows with the Award for Valor being the highest award attainable. The Award for Valor will be worn on the top row of ribbons and will be closest to the breastbone; lesser ribbons will range outward and then downward and outward in lower rows.
4. All other ribbons awarded by the Director of Police or an institution Chief of Police will be worn as directed by special order. No other ribbons, patches, or insignias may be worn unless approved by the Director of Police. Only ribbons awarded by the Director of Police or an institution Chief of Police may be worn on the uniform.

VI. OUTER APPAREL

- A. The police jacket will be the black Spiewak model #S3616 – Weather Tech Systems Duty Jacket including the Spiewak model # S318 Performance Soft-shell Liner. Patches will be sewn to both outer-shell and liner. The liner may be used as a second jacket. Rank insignia will be worn on the epaulets centered on the cross-stitching.
- B. Raincoats, black overshoes, and rubberized boots may be worn as authorized by the Director of Police or Institution Chief of Police.
- C. Watch caps in black or dark blue may be worn as protection against inclement weather.
- D. In the traditional patrol setting, tactical style gloves, gloves with only partial finger coverings and driving style gloves shall not be worn; gloves shall only be worn as protection against inclement weather or protection against toxic substances.
- E. An Institution Chief of Police may take any precautions necessary to keep officers safe when inclement weather emerges, including the approval of additional outerwear, footwear and headgear not established in this policy.

VII. UNIFORM APPEARANCE and MAINTENANCE

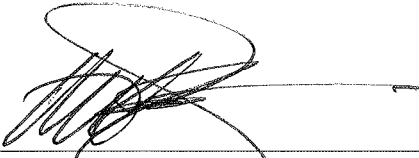
- A. No item of uniform clothing will be worn with an obvious or visible defect or repair or in wrinkled or soiled condition.
- B. Shoes and leather gear will have a polished appearance and be properly maintained at all times when on duty.
- C. No part of the uniform will be worn with any civilian clothing or other uniform unless authorized by the Director of Police or Chief of Police.
- D. Excessive jewelry will not be worn with the uniform. Excessive jewelry will be considered as any ornament that distracts from the military and/or professional appearance of the uniform.
- E. Male officers in uniform or on duty are prohibited from wearing earrings or studs in their ears.

- F. Female officers in uniform or on duty may wear stud earrings or small loops style earrings and shall comply with Subsection VII. D.
- G. Except for earrings worn by female officers, no visible body piercing jewelry, ornaments or devices may be worn while on duty or in uniform, even if such exposure to public view would be only incidental (e.g. tongue piercing).

VIII. PERSONAL APPEARANCE

- A. Hair:
 - 1. In order to present a neat and professional business like appearance, non-traditional hairstyles and unnatural hair colors are prohibited.
 - 2. The hair-grooming requirements for officers will be as follows:
 - a. Male officers will report for duty clean-shaven with hair neatly groomed. Hair will not be worn over the ears and must provide for the proper wearing of the uniform hat. The length and/or bulk of the hair must not interfere with or obscure vision, police equipment and/or insignias. Hair on the back of the head must be above the shirt collar. Sideburns will not be flared, nor extend below the bottom of the earlobe. Hair will not be visible on the forehead below the hat visor. Mustaches will not extend below the upper lip or outside of a line extending from the outside corner of the eye to the outside corner of the mouth.
 - b. Female officers must keep hair neatly groomed. The length and/or bulk of the hair must provide for the proper wearing of the uniform hat and not interfere with vision, police equipment and/or insignias on the uniform. Hair will not be visible on the forehead below the hat visor. Hair at the back of the head may extend to the bottom of the shirt collar, but not onto the shirt body. Wigs must look natural and conform to all of the above regulations. Barrettes, pins, and combs shall not be visible if worn in the hair.
- B. Tattoos on the arms must be modest in size and subject matter and must not detract from the neat and professional business like appearance of officers while in uniform or on duty. Tattoos on the arms not meeting those requirements must be discreetly covered and not in the public view. Tattoos on other parts of the body (e.g. neck, hands, head) shall not be visible to the public.
- C. Tattoos which are inflammatory or depict, advocate, refer to or suggest violence, racism, hate crimes, sexism or allegiance with organizations supporting the same are prohibited without exception whether in the public view or not; likewise, tattoo illustrations which are vulgar, profane, obscene or pornographic are prohibited without exception whether in the public view or not.

- D. Prescription glasses and sunglasses shall be conservative, professional and not distracting in appearance.

A handwritten signature in black ink, appearing to read "M. Heidingsfield", is written over a horizontal line. The signature is stylized and somewhat cursive.

Michael J. Heidingsfield
Director of Police