



**OFFICE OF THE DIRECTOR
THE UNIVERSITY OF TEXAS SYSTEM POLICE
POLICIES AND PROCEDURES MANUAL**

TITLE: DRESS CODE FOR THE UNIVERSITY OF TEXAS SYSTEM POLICE		
POLICY NUMBER: B-14	EFFECTIVE DATE: October 1, 2007	RESCINDS / AMENDS: B-14 (09/01/04)
RELATED LAWS:	RELATED STANDARD(S) / RULE(S): 1.3.7, 6.1.1	

I. PURPOSE

To establish the official Dress Code of The University of Texas System Police.

II. POLICY

A. The official Dress Code applies to all personnel of The University of Texas System Police except when noted otherwise. The Dress Code is as follows:

1. **Uniform Shirts:**

1.1 Class "A" shirt will be the approved long-sleeved uniform shirt;

1.1.1 The approved Class "A" shirt for Commissioned personnel will be French Blue in color;

1.1.2 The approved Class "A" shirt for Noncommissioned personnel will be white in color;

1.2 Class "B" shirt will be the approved short-sleeved uniform shirt. The Class "B" shirt should be worn with open collar;

1.2.1 The approved Class "B" shirt for Commissioned personnel will be French Blue in color;

1.2.2 The approved Class "B" shirt for Noncommissioned personnel will be white in color;

- 1.3 The wearing of the Class "A" and Class "B" shirt shall be at the discretion of the Director of Police or Chief of Police;

- 1.4 Class "C" shirt will be the approved Dickies brand dark navy blue (style number 1574), short-sleeved or long-sleeved shirt. The Class "C" shirt will be worn only with the Class "C" trousers and at the specific direction of the Chief of Police or the Director of Police;
- 1.5 Class "D" shirts, sweaters, and jackets may be adopted at the discretion of the Director of Police or Chief of Police as an alternative uniform for special duty assignments such as bicycle patrol.

2. **Trousers and Skirts:**

- 2.1 Class "A" and Class "B" trousers and skirts will be the approved color, midnight navy blue, and material. The wearing of the uniform skirt shall be at the discretion of the Director of Police or Chief of Police;
- 2.2 Class "C" trousers will be the approved Dickies brand dark navy blue (style number 874), twill trousers. The Class "C" trousers will be worn only with the Class "C" shirt and at the specific direction of the Chief of Police or the Director of Police;
- 2.3 Class "D" trousers or shorts may be adopted at the discretion of the Director of Police or Chief of Police to provide an active-wear alternative to other uniform options for special duty assignments such as bicycle patrols;
- 2.4 Class "A" and Class "B" trouser legs will contain one stripe of approved color not to exceed 1/2 inch in width. The stripe will extend along the outer seam from the waistband to the trouser cuff.

3. **Footwear:**

- 3.1 The uniform shoe will be black in color with a rounded plain toe and plain heel, not to exceed 3/4 inch in height;
- 3.2 Boots that have the same appearance as the uniform shoe will be acceptable; however, boots with western style heels and pointed toes will not be worn;
- 3.3 The uniform shoe will be worn with the Class "A," "B," and "C" uniform. Special footwear may be authorized by the Director of Police or Chief of Police for wear with the Class "D" uniform;
- 3.4 Socks, when visible, will be black or navy blue in color when worn with the Class "A," "B," and "C" uniforms. White socks are acceptable with the Class "D" uniform.

4. **Ties:**

- 4.1 Ties will be black in color, minimum width 2-1/2 inches, maximum width 4 inches. No silk or glossy material is acceptable;

- 4.2 Ties will be of the clip-on, "break-a-way" type;
 - 4.3 Ties will be worn with the Class "A" shirt. If approved by the Director of Police or Chief of Police, a navy blue turtleneck shirt may be worn under the Class "A" shirt in lieu of a tie;
 - 4.4 Supervisory personnel may wear a plain, gold-colored tie tack or clasp; non-supervisory personnel may wear a plain silver-colored tie tack or clasp. No ornament representing a lodge, fraternal order or any organization will be worn with the uniform.
5. **Headgear:**
- 5.1 Headgear will be worn at the discretion of the Director of Police or Chief of Police;
 - 5.2 Protective headgear may be worn at the discretion of the Director of Police or Chief of Police;
 - 5.3 The standard uniform hats will be either a navy blue "Air Force Style," with a round or eight point top, with patent leather visor, or a navy blue felt or straw, four point "Campaign Style" hat with a three inch brim. (See Sketch #6) Supervisory personnel will wear a gold-colored rank band and non-supervisory personnel will wear a silver-colored rank band.
6. **Equipment Belt:**
- 6.1 The equipment belt will be black leather Sam Browne style with gold colored hardware for supervisory personnel and silver-colored hardware for non-supervisory personnel. The equipment belt may also be nylon cordura or "mirage" nylon Sam Browne style with black hardware and fasteners. All component parts of the belt must match the material, color, and design of the belt. A minimum of four keeper straps will be worn to secure any style equipment belt to the trouser belt.
 - 6.2 The trouser belt will be a plain black belt, 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.
 - 6.3 The equipment belt may consist of the following components with the approval of the Director of Police or Chief of Police:
 - 6.3.1 ammunition carrier; (Commissioned Personnel only)
 - 6.3.2 handcuff case;
 - 6.3.3 impact device carrier; ring may be brass, silver or black

- 6.3.4 glove carrier;
- 6.3.5 chemical dispensing device carrier;
- 6.3.6 knife carrier;
- 6.3.7 radio carrier;
- 6.3.8 pager carrier;
- 6.3.9 firearm holster; (Commissioned Personnel only)
- 6.3.10 cellular telephone carrier;
- 6.3.11 flashlight carrier.

7. **Equipment:**

- 7.1 The following items are authorized to be carried on the equipment belt with approval of the Director of Police or Chief of Police:
 - 7.1.1 Firearms: Refer to Policy C-4; (Commissioned Personnel only)
 - 7.1.2 Ammunition: (Commissioned Personnel only)
 - 7.1.2.1 Only factory manufactured cartridges may be carried as approved by the Director of Police or Chief of Police;
 - 7.1.2.2 No magnum, armor piercing, tracer, or explosive cartridges will be carried.
 - 7.1.3 Handcuffs, including flex cuffs; (Commissioned Personnel only unless Noncommissioned personnel have received proper training)
 - 7.1.4 Police radio;
 - 7.1.5 Impact device, maximum length 26 inches. (The length restriction does not apply to devices temporarily carried for crowd control.); (Commissioned Personnel only unless Noncommissioned personnel have received the mandated training)
 - 7.1.6 Chemical dispensing device; (Commissioned Personnel only unless Noncommissioned personnel have received proper training)
 - 7.1.7 Pager;
 - 7.1.8 Fluorescent vests, gloves and other special safety equipment;

- 7.1.9 Whistle (may be worn only on one of the keeper straps and may be silver, black, or gold-colored);
- 7.1.10 A minimum of one non-lethal force option such as aerosol mace, pepper spray, or impact device will be carried; (Commissioned Personnel only unless Noncommissioned personnel have received proper training)
- 7.1.11 Non-fixed blade knife. Locking-blades are acceptable; (Fixed-blade knives may not be carried on duty)
- 7.1.12 Department issued cellular telephone;
- 7.1.13 Flashlight.
- 7.2 Commissioned officers performing administrative duties may be waived from the wearing of the full Sam Browne duty belt and equipment, as described in 6.3 and 7.1, with approval of the Director of Police or Chief of Police.
- 8. **Insignias:**
 - 8.1 Corporal -- will wear two stripe chevrons while wearing the Class "A" and Class "B" uniforms. The stripes on the cloth chevrons will be silver on a navy blue 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. Silver colored metal or plastic chevrons may be worn in lieu of cloth. These will be worn on each collar tab, centered on a line which bisects the angle of the collar tab; (See Sketch #3) (Commissioned Personnel only)
 - 8.2 Sergeant -- will wear three stripe chevrons while wearing the Class "A" and Class "B" uniforms. The stripes on the cloth chevrons will be silver on a navy blue 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. Silver colored metal or plastic chevrons may be worn in lieu of cloth. These will be worn on each collar tab, centered on a line which bisects the angle of the collar tab; (See Sketch #3) (Commissioned Personnel only)
 - 8.3 Lieutenant -- will wear one gold-colored metal bar on each collar tab centered on a line which bisects the angle of the color tab; (See Sketch #3) (Commissioned Personnel only)
 - 8.4 Captain -- will wear two connected gold-colored metal bars on each collar tab centered the same as the Lieutenant bar; (See Sketch #3) (Commissioned Personnel only)
 - 8.5 Inspector -- will wear one gold-colored star on each collar tab, centered on a line that bisects the angle of the collar tab; (Commissioned Personnel only)

- 8.6 Assistant Chief -- will wear two gold-colored stars on each collar tab, centered on a line that bisects the angle of the collar tab; (Commissioned Personnel only)
- 8.7 Chief -- will wear three gold-colored stars on each collar tab, centered on a line that bisects the angle of the collar tab; (Commissioned Personnel only)
- 8.8 Assistant Director of Police -- will wear three gold-colored stars on each collar tab, centered on a line that bisects the angle of the collar tab; (Commissioned Personnel only)
- 8.9 Director of Police -- will wear four gold-colored stars on each collar tab, centered on a line that bisects the angle of the collar tab; (Commissioned Personnel only)
- 8.10 Uniform Patches -- the approved 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;
- 8.11 Name Tags -- made of metal or plastic, 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;
- 8.12 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.

9. **Ribbons:**

- 9.1 The following ribbons are authorized to be worn on the uniform: (See attached illustrations)
 - 9.1.1 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)
 - 9.1.2 The Purple Heart Award will have a white center with purple "Heart" separated from white ends by purple vertical bars; (Commissioned Personnel only)
 - 9.1.3 The Police Shield Award will have a blue center with gold "Shield" separated from blue ends by four gold vertical bars;
 - 9.1.4 The Meritorious Conduct Award will have a white center with green "M" separated from red ends by green vertical bars; (Commissioned Personnel only)

- 9.1.5 The Chancellor's Trophy Pistol Team Award will have a red center separated from white ends by navy blue vertical bars; (Commissioned Personnel only)
- 9.1.6 The Supervisor of the Year Award will have a white center with red "Star" separated from green ends by red vertical bars;
- 9.1.7 The Officer of the Year Award will have a white center with red "Triangle" separated from green ends by red vertical bars;
- 9.1.8 The Civilian of the Year Award will have a white center separated from white ends by blue vertical bars;
- 9.1.9 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)
- 9.1.10 The Firearms Classification ribbons are as follows: (Commissioned Personnel only)
 - 9.1.10.1 Marksman & Sharpshooter will be a blue bar with gold lettered classification;
 - 9.1.10.2 Expert & Master will be a blue bar with gold-lettered classification separated from blue ends by white vertical bars.
- 9.1.11 The Years of Service Awards are as follows:
 - 2 years -- red ribbon with a centered white vertical bar;
 - 5 years -- red ribbon with centered white 5 point star;
 - 10 years -- red ribbon with centered white diamond;
 - 15 years -- red ribbon with centered white 5 point star and diamond;
 - 20 years -- red ribbon with two centered white diamonds;
 - 25 years -- red ribbon with centered white 5 point star, flanked by two white diamonds;
 - 30 years -- red ribbon with three centered white diamonds.
- 9.1.12 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)

- 9.1.13 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)
- 9.1.14 The Intermediate Peace Officer Award will be 1/3 red, 1/3 white and 1/3 blue ribbon. (Commissioned Personnel only)
- 9.1.15 The Bike Patrol Designation will be a black ribbon with a centered gold tone cyclist logo.
- 9.1.16 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)
- 9.1.17 Ribbon Specifications:
 - 9.1.17.1 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.
 - 9.1.17.2 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.
 - 9.1.17.3 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.
- 9.1.18 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.

10. **Outer Apparel:**

- 10.1 The police jacket will be navy blue in color with silver-colored buttons for non-supervisors and gold-colored buttons for supervisors. The rank insignia for sergeant and corporal will be worn on the epaulets centered on the cross-stitching or on each sleeve with the top center point not more than 1/8 inch below the

department patch. (See Sketch #4) The rank insignia for lieutenant and captain will be worn on the epaulets centered on the cross-stitching and shall be larger than those worn on the shirt collar; (See Sketch #5)

- 10.2 Windbreakers will be navy blue in color and conform to subsection 10.1;
- 10.3 Raincoats, black overshoes, and rubberized boots may be worn as authorized by the Director of Police or Chief of Police;
- 10.4 The badge, nametag, and patches will be worn on all jackets including windbreakers.

11. **Uniform Appearance and Maintenance:**

- 11.1 No item of uniform clothing will be worn with an obvious or visible defect or repair or in wrinkled or soiled condition;
- 11.2 Shoes and leather gear will have a polished appearance and be properly maintained at all times when on duty;
- 11.3 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;
- 11.4 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;
- 11.5 Male officers in uniform or on duty are prohibited from wearing earrings or studs in their ears;
- 11.6 Female officers in uniform or on duty may wear stud earrings or small loops style earrings and shall comply with Subsection 11.4;
- 11.7 Except for earrings worn by female officers, no visible body piercing jewelry, ornaments or devices may be worn while on duty or in uniform.

12. **Personal Appearance:**

- 12.1 Hair:
 - 12.1.1 In order to present a neat and professional business like appearance, non-traditional hairstyles and unnatural hair colors are prohibited.
 - 12.1.2 The hair-grooming requirements for officers will be as follows:
 - 12.1.2.1 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; (See Sketch #2)

12.1.2.2 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. Female officers will select a style similar to those shown in Sketch #1. 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.

12.2 Tattoos, when visible, must not detract from the neat and professional business like appearance of officers while in uniform or on duty.

13. **Dress Apparel for Non-uniformed Officers:**

13.1 Male officers will wear a suit or sport coat and slacks with a shirt and tie;

13.2 Female officers will wear a dress, or skirt and blouse, or business style pantsuit;

13.3 Footwear will be of a dress type suitable for conducting business;

13.4 Excessive or "flashy" jewelry will not be worn. Excessive or "flashy" jewelry is considered as any ornament that distracts from a professional appearance.

13.5 The Director of Police or Chief of Police may authorize the wearing of other civilian clothes.

B. **Any deviation from this Dress Code must be approved in writing by the Director of Police.**

John T. Slettebo

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