



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



Subject Personal Grooming and Uniform Regulation			Policy Number 213
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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

- A. Formal Police Officer Uniform Option (memorial services, special holiday celebrations, officer funerals, select public appearances, VIP visits/presentations or as otherwise directed by the Institution Chief of Police or Director of Police.
 - 1. The uniform (long sleeved only) will be the Blauer Dark Navy Blue, 75% Dacron polyester/25% worsted wool uniform, dry clean only.
 - a. Trousers – Blauer 8560 (with permanent military creases)
 - b. Long sleeve shirts – Blauer 8450 (with zipper/button front and permanent military creases)
 - 2. Uniform accessories and accouterments shall be as outlined in B.3, B.4, B.5, B.6, B.7, B.8.
 - 3. This uniform shirt shall be adorned with sewn-on hashmarks in the correct number (see V.K)

- B. Class "A" Police Officer Uniform (Patrol, Office or as otherwise directed by the Institution Chief of Police or Director of Police)
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; the long sleeve shirt shall be adorned with sewn on hashmarks in the correct number (see V.K)
 - 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 either a traditional round top full fabric LAPD-style navy blue hat 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. Straw model #X8, mfg – Keystone uniform hat.
 - b. Fabric model #R-13, 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 with the approval of the Chief of Police or Director of Police.
 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.
 9. An alternative to III.B.6 above is the nylon belt noted in III. D.6 (for Class A only).
- C. As an alternative to the above-described Class A uniform, the following is an authorized option: Blauer manufactured “Supershirt” and “Classact” pants (male and female).
1. Shirt style #8436/8436W, long sleeve, wool blend, 75/25, 10.5 oz., dark navy.
 2. Shirt style #8445/8446W, short sleeve, wool blend 75/25, 10.5 oz., dark navy.
 3. Pants style #8554/8554W, wool blend, 75/25, 11 oz., twill weave, 10% stretch, dark navy.
- D. Class “B” Police Officer Uniform Options (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.
7. As an alternative to the above-described Class B Uniform, the following is an authorized option: Vertex Manufactured (LAPD Navy Blue), 65% polyester/35% cotton
 - a. Shirt Style VTX 8100 NV
 - b. Pants Style (Male) VTX 8000 NV
 - c. Pants Style (Female) VTX 8050 NV
- E. Class “C” and “D” Utility and Tactical (non-SRRT) Uniform Options (at direction of Chief of Police)
 1. This optional uniform is intended for use as designated by the Institution Chief of Police.
 2. This optional uniform can serve as a substitute or replacement for the Class “B” uniform as designated by the Institution Chief of Police.
 3. This optional uniform is authorized for purchase as follows (“W” denotes women’s style, “04” denotes dark navy blue):
 - a. Blauer 8740-04/8740W-04 S/S Shirt
 - b. Blauer 8730-04/8730W-04 L/S Shirt
 - c. Blauer 8830-04/8830W-04 BDU Pant
 - d. 5.11 Tactical Pant (Stryker) Model #74369 Stone
 4. Sewn-on shoulder patches, embroidered UTSP Badge, sewn-on name tab and sewn-on rank insignia are required with this uniform option.
 5. With this uniform option (and only with this uniform option) an external Load-Bearing Body Armor Vest (LBV) may be worn so that equipment (other than the sidearm) normally worn on the Sam Browne belt or otherwise tactically required can be shifted to the vest and secured by pouch or equivalent. The authorized external LBV are as follows:
 - a. Point Blank Body Armor, Gresham Carrier, Midnight; or the Point Blank Body Armor “Guardian” model LBV;
 - b. Embroidered UTSP Badge and sewn-on name tab are required
 6. Class “C” and “D” Utility and Tactical Equipment Belt
 - a. VTAC Skirmish, MOLLEE Compatible complements and equivalent may be worn.
 7. 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.
 8. An alternative equipment belt is the Vikings Tactics black in color Skirmish Belt with Underbelt or equivalent.
 - a. All Modular Lightweight Load-carrying Equipment (MOLLE) compatible and component parts of the belt must match the color and design of the belt.
- F. 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. The Class "C" and "D" Utility and Tactical Uniform.
 - d. SRRT uniform.
 - e. 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 or black, and for Firearms Instructors, range red. The uniform footwear will be a rough-out tan or brown tactical boot or tactical sports-style shoes that have the same general appearance.
 - a. 5.11 Tactical Pant model #74251 Khaki.
 - b. 5.11 Tactical Pant model # 74369 Stone.
 - c. 5.11 Tactical Polo model #41060 men's short sleeved.
 - d. 5.11 Tactical Polo model #42056 men's long sleeved.
 - e. 5.11 Tactical Polo model #61166 women's short sleeved.
 - f. 5.11 Performance Polo model #71049 men's short sleeved.
 - g. 5.11 Performance Polo model #72049 men's long sleeved.
 - h. 5.11 Performance Polo model #61165 women's short sleeved.
- G. 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 poromeric 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 sweatpants.
 - d. Running shoes.
- H. K-9 Officer Uniform
1. In the interest of functionality, comfort and durability, K-9 officers will wear the class "B" uniform described in III. D. above (or an appropriate alternate uniform approved by the institution Chief of Police) while on duty with the K-9, unless otherwise authorized by the Director of Police.
 2. K-9 officers will wear the class "A" uniform described in III. A. above, at all other times.
- I. SRRT Uniform
1. The uniform shirt will be the Vertx RECON COMBAT SHIRT, Style # VTX8525 in OD Green
 2. The uniform tactical cold/weather shirt will be Tru-Spec olive green color.
 3. The uniform trousers will be Vertx RECON PANTS, Style # VTX1901 in OD Green.
 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.

J. 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.

K. Police Bicycle Officer Uniform/Public Safety Officer or Guard Bicycle Uniform

1. The uniform shirt will be a Blauer or 5.11 Tactical Bike Patrol 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 badge patch and shoulder patches.
 - a. Short sleeved 5.11 Tactical Bike Patrol, model 71322, Royal Blue.
 - b. Longed Sleeved Shirt Blauer Model 8142 Royal / Navy.
2. The uniform bike shorts may be United Uniform model 381 Dark Navy; or 5.11 Bike Shorts RR-43057-Navy.
3. The uniform bike pants may be United Uniform model 691 Dark Navy or 5.11 Bike Pant RR-45502-Navy.
4. For Public Safety Officers or Guards on bicycle patrol the same uniform may be used with either "Public Safety Officer" or "Guard" replacing "Police" and all other insignia amended accordingly.

L. 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.

M. Police Chaplain

1. When in Class A uniforms the chaplain shall wear the standard UTSP Class A uniform with shoulder patches embroidered with "Chaplain" in the place of "Police"
2. The Class B uniform for chaplains shall consist of khaki pants (tactical style or dress) with a polo shirt of a complementary color; embroidered on the right breast of the shirt shall be the name of the Chaplain and the word "Chaplain"; embroidered on the left breast shall be the UTSP shirt logo

3. At the discretion of the department the addition of a 4" x 14" fabric panel on the back of either shirt that reads "Chaplain" may be added in gold lettering
 4. The Class A hat will be as defined elsewhere in this policy and the Class B hat will be an authorized ball cap as defined elsewhere in this policy
- N. Public Safety Officer (Guard) Uniform (Traditional/Alternate)
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.

9. At the discretion of the institution Police Department Chief of Police, the alternate uniform described as follows may be worn by Public Safety Officers/Guards:

a. Shirt – Blauer Tenx BDU short-sleeved shirt (silver tan) style #8741 (long-sleeved shirt also authorized).

b. Pants – Blauer Tenx tactical pants (dark navy) style #8836.

O. 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.

P. 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 (or comparable shirts) may be worn with a sport coat in lieu of a tie unless the specific assignment calls for a coat and tie; UTSP logo golf/polo shirts (or comparable shirts) are acceptable as well.

2. Female officers will wear a dress, or skirt and blouse, business style pantsuit or other comparable business attire; likewise, during extreme heat an open collar shirt or blouse with slacks may be substituted for dress or skirt; the alternatives/options listed in M.1 above are 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.

7. All UTSP command and supervisory officers who normally wear business clothing during the business day shall wear either the authorized Class A or Class B uniform for a full business day at least once per calendar month. This requirement is a symbolic representation that all of us are police officers first and will always remember our roots. This obligation extends to Chiefs of Police, Assistant Chiefs of Police, Police Inspectors, Deputy Chiefs of Police, Police Captains, Police Lieutenants and Police Sergeants. This also ensures the readiness of command staff uniforms should they be necessary in an emergency.

Q. 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.

R. 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.

S. Body Armor

1. Every sworn officer shall be provided an individual/personally assigned body armor or protective vest (both rifle resistant hard plate and ballistic resistant soft body armor) that meets current federal protective standards.
2. The wearing of the soft armor/vest is highly recommended but not mandatory except during pre-planned, high-risk situations at which time such wear is required. Additionally, institution chiefs may make the wearing of body armor mandatory if the chief makes the decision that conditions mandate such a requirement. The hard plate body armor may be deployed in active shooter situations, or other emergency conditions when deemed necessary.
3. The armor/vest carrier must be black or dark blue in color so as not to create a contrast with the uniform with which it is worn.
4. The soft armor/vest may be worn under or over the authorized uniform shirt while the hard armor will be worn over the uniform.
5. If worn over an authorized uniform shirt, the Blauer Armorskin Outer Carrier, stock #8470DN, in polyester/wool or the Safariland Exterior Carrier (U1 Overt Carrier) in dark navy color shall be used to house the soft armor/vest.
6. When the authorized soft outer carrier is used, the UTSP shield, and the officer's name badge must be affixed to the carrier just as it would be on a traditional uniform shirt. The hard carrier must say "Police" on both the front and back.
7. As an option to the traditional uniform shirt, the outer carrier may also be worn over the Blauer Street shirt Polo, stock #8472DN, in polyester wool; if the polo is chosen for wear the UTSP shoulder patches must be affixed to both sleeves.
8. The above noted polo shirt is not authorized for wear other than under the outer carrier.
9. All officers issued hard plate rifle resistant body armor purchased by the Office of the Governor's Criminal Justice grant will undergo mandatory training on the vest's proper care, fitting, inspection, use, storage, and maintenance. Training will include the proper fitting of the hard plate body armor (see <https://youtu.be/dDFkTYg8RHg>), and the proper care of the body armor (i.e., care should be taken to wipe debris and moisture from the covering with a damp cloth whenever present. Do not use solvents to clean your plates. Also, avoid impacts and store your plates in a dry environment.)
10. Ceramic hard plate body armor should be inspected for cracks; be aware of excessive cracking of the sealed outer coating and if necessary, perform a simple torsion test of the plate. If, under a light twist, ceramic crackling can be heard, the plate may be compromised. X-rays of the plates may also reveal cracks. If the plate has been compromised, replace it immediately.

11. Hard plate rifle resistant body armor may not be stored in the trunk of patrol vehicles when an officer is not on duty, to minimize the heat damage to the armor.

IV. BADGES

All University of Texas System Police Officers shall wear an oval two-tone or gold badge as appropriate, with the rank inscribed in the top ribbon, the UT System seal in the middle. University of Texas System Police shall be inscribed on two ribbons beneath the UT System Seal and the badge number (for Officers) or stars as appropriate inscribed on the bottom ribbon.

V. 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. In addition, 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. In addition, 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," "C," and "D" 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 law enforcement 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.

VI. RIBBONS

- A. Ribbons authorized to be worn on the uniform are listed in ODOP Policy 411 – Awards Program for University of Texas System Police.
- B. 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. Awards issued without a ribbon (for example, the Director's Award) will be worn on formal occasions on the same side as the ribbons.
 - 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.

VII. 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.

VIII. 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 VIII. D.
- G. Except for earrings worn by female officers, no visible body piercing jewelry, ornaments or devices may be worn by officers while on duty or in uniform, even if such exposure to public view would be only incidental (e.g., tongue piercing).

IX. 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 with hair neatly groomed (see policy 213A regarding facial hair). 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 their 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, when a hat is worn. Hair at the back of the head may extend no more than 3 inches below the bottom of the shirt collar, unless in a ponytail. Wigs must look natural and conform to all of the above regulations. Barrettes, pins, and combs must match the hair color or be black in color and not distract from the overall professional appearance. Hairbands if worn, will be plastic, no more than ½ inch in width, plain and black in color.
- B. Tattoos on the arms (or legs, should uniform shorts be worn) are permissible but must not detract from the neat and professional business-like appearance of officers while in uniform or on duty. Tattoos on the arms or legs 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 objectively judged as 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 objectively judged as vulgar, profane, obscene, or pornographic are prohibited

without exception whether in the public view or not. The Executive Director and Institution Chief of Police have conforming discretion under this rule.

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

A handwritten signature in cursive script that reads "Michael Parks". The signature is written in black ink and is positioned above a horizontal line.

Michael Parks
Executive Director of Police

Changes/Amendments since last publication:

Revision to IX. C. to clarify tattoo policy. March 1, 2026.

Addition of Hat Directive Appendix. June 5, 2026.



DATE: June 5, 2026
FROM: Michael Parks, Executive Director
TO: UTSP Chiefs of Police
SUBJECT: Directive: Authorized wear of cowboy hats

This directive establishes guidelines for the optional wear of department approved cowboy hats as an alternative to the standard uniform hat while on duty and ensures a professional, consistent appearance aligned with operational standards. Effective immediately, personnel are permitted to wear cowboy hats subject to the following conditions and specifications:

- The cowboy hat is authorized for wear during routine duties and special assignments, at the discretion of the chain of command.
- The cowboy hat is not approved for Class A uniform events, unless authorized by the Chief or designee.
- The cowboy hat shall not be worn in environments where it may pose a safety risk.
- The cowboy hat shall be worn properly on the head, with no extreme dips in the front, back, or sides.
- No logos, stickers, pins, excessive designs, or unauthorized adornments are permitted on the hat.
- Palm hats are not authorized.
- Personnel must maintain cowboy hats in a clean, serviceable, and professional condition.
- Cowboy hats that are excessively worn, misshapen, stained, or damaged must be repaired or replaced at the officer's expense, unless issued by the department.
- Supervisors are responsible for ensuring compliance with this directive. Failure to adhere to these provisions may result in corrective or disciplinary action in accordance with department policy.
- From Nov 1 through Mar 31, personnel may wear a 3X (or greater) black wool/felt cowboy hat with:
 - Crown: 4 1/2" to 4 5/8"
 - Brim: 4" to 4 1/2"
 - Style: Cattleman's crease
 - Hat Band: Plain, matching the felt
- From April 1 through Oct 31, personnel may wear a 20X (or greater) natural color or black straw cowboy hat with:
 - Crown: 4 1/2" to 4 5/8"
 - Brim: 4" to 4 1/2"
 - Style: Cattleman's crease
 - Hat Band: Plain standard black
 - Finish: Clear lacquered hats permissible

A handwritten signature in cursive script that reads "Michael Parks".

Michael Parks
Executive Director