

1.9.1 Uniforms and Personal Appearance

A. POLICY

It is the policy of the Johnstown Police Department that the members present a professional appearance that instills confidence and pride throughout the agency and the community they serve.

B. PURPOSE

The content of this policy is meant to provide a means of insuring consistency of **appearance and uniform dress throughout the Department**. It is also intended to establish the parameters and conditions of uniform wear. All items described herein shall be authorized uniform issue and the modification of any item, other than normal alteration for proper fitting is prohibited and subject to inspection at any time.

1.9.2 GENERAL INSTRUCTIONS

A. Authority

- 1. The Chief of Police may designate the uniform of the day for any special circumstances regardless of the season (i.e. funerals, special details)**
- 2. Supervisors shall have the authority and responsibility for enforcing and implementing the provisions of this regulation.**

B. Requirements and Restrictions

- 1. Members wearing the uniform shall adhere to the manner of dress prescribed in this regulation.**
- 2. Members shall wear the prescribed uniform at all times when on duty with the exception of those members on light duty or restricted duty.**
- 3. Those members authorized to wear civilian attire in accordance with this regulation are exempt.**
- 4. Members in uniform shall not wear or carry articles unless authorized by the Chief of Police. Miscellaneous articles such as pens, sunglasses, cell phones may be carried in the pockets or on the uniform if not readily visible.**

5. **Uniforms shall not be intermixed, nor shall civilian clothing articles be worn with uniform clothing unless authorized by the Chief of Police.**
6. **Unauthorized modification or alteration of the uniform is prohibited.**
7. **Members working together in public view shall be similarly attired.**

1.9.3 Uniform Wearing Dates

- a. Summer: The summer uniform shall be worn from May 1st to October 31st inclusive **unless otherwise specified by the Chief of Police.**
- b. Winter: The winter uniform shall be worn from November 1st to April 30th inclusive **unless otherwise specified by the Chief of Police.**

1.9.4 Uniforms Generally

A. Summer Uniform

The summer uniform shall consist of dark navy blue trousers with half [1/2] inch light blue braid on the outer portion of each leg, dark navy blue short sleeve shirt with epaulets, pocket flaps and the "Johnstown Police Department" patch sewn on each sleeve, no tie and **black undershirt**, all black, plain toe oxford type shoe or duty boots.

B. Winter Uniform

The winter uniform shall be consistent with the summer uniform.

C. Accessories

- i. At all times, the badge must be worn on the outermost article of clothing.
- ii. At all times the name plate or tag must be worn on the outermost article of clothing.
- iii. Lightweight jacket must be a dark navy blue windbreaker type with epaulets, pocket flaps, "Johnstown Police Department" patch sewn on each sleeve, tabs for the nameplate and badge.

- iv. Winter jacket may be three quarter [3/4] length or waist length, dark navy blue with epaulets, pocket flaps, "Johnstown Police Department" patch sewn on each sleeve, tabs for the name plate and badge.
- v. Collar pins:
- **Patrol Officers – silver Commonwealth seals each side.**
 - **Sergeants – gold Commonwealth seals each side.**
 - **Lieutenant – gold Commonwealth seal left side, gold rank insignia right.**
 - **Captains – gold Commonwealth seal left side, gold rank insignia right.**
 - **Chief – gold Commonwealth seal left side, gold rank insignia of choice right.**
 - Officers who have attained any rank above sergeant will wear **dark navy** shirts, short sleeve for summer and long sleeve for winter, **tie to be worn during applicable uniform season.** Dark navy blue trousers with half [1/2] inch gold braid along the side.
- vi. Hats
- Hats must either be round or eight point with a mesh band and silver or black ribbon for patrol officers. Gold ribbon for the rank of sergeant and above. **Ball caps are not approved for routine patrol duty unless approved by the Chief of Police.**
- vii. Neckties will be either dark blue or black. Tie bar will be either the Commonwealth seal or Johnstown Police Department bar. **Neckties shall only be worn for formal occasions or funeral details.**
- viii. Socks will either be dark blue or black, white socks may be worn with boots or other shoes when the socks do not show.
- ix. Sweaters must be military type with epaulets, name and badge tag, either black or dark blue.
- x. Ear muffs must be dark blue or black.

- xi. Duty belt and holster: all duty leather gear will be black basket weave type **and shall be regularly shined and polished.**
- xii. Medals/uniform bars: Uniform bars should be worn in military fashion on the left breast just above the pocket flap. Medals should only be worn when directed by the Chief of Police.
- xiii. **Mourning Bands: Black mourning bands shall be worn on a law enforcement badge only in the following circumstances:**
 - i. **Upon the line of duty death of any active member of the Johnstown Police Department the mourning band shall be worn from the date of the death until interment.**
 - ii. **By all members in uniform or in civilian clothing while displaying a badge when attending the funeral of an active law enforcement officer. Upon the completion of the funeral, the mourning band shall be removed.**
 - iii. **Upon the line of duty death of a LEO from a neighboring jurisdiction. The mourning band will be worn from the date of death and removed at the time of interment.**
 - iv. **National Peace Officers Memorial Day (May 15th).**
 - v. **At the direction the Chief of Police when special circumstances dictate that a department display of official mourning is appropriate.**
- xiv. Service insignia for all personnel shall be worn on the left sleeve of the uniform coat, jacket or long sleeve shirt. The service insignia for patrol officers and sergeants shall be light blue, one & a half inch [1 ½"] by three-eighths inch [3/8"] and shall be worn diagonally four [4] inches above the cuff. For commissioned officers they shall be gold and worn in the same fashion.
- xv. Service insignia shall be as follows: one [1] stripe for each three years; two [2] stripes equals six [6] years; three [3] stripes equals nine [9] years. One star equals ten [10] years; one [1] star and one [1] stripe equal thirteen [13] years, etc. Stars shall be the same appropriate color as the stripes.

D. K-9 Uniform

- a. K-9 officers will wear the summer or winter uniform at all times when working any variation of the daylight shift.
- b. K-9 officers may wear blue BDU's when working any variation of the afternoon and midnight shift, without a tie and with an approved baseball type Johnstown Police K-9 hat.

E. School Resource Officers (SRO)

SRO's shall wear the uniform of the season unless otherwise directed by the Chief of Police.

F. Bureau of Criminal Investigation (BCI)

Members assigned to BCI shall wear appropriate business attire unless otherwise directed by the Chief of Police. For purposes of this regulation appropriate business attire is considered to be one of the following:

- a. **Suit and tie.**
- b. **Dockers, Slacks, or similar pants with a collared shirt.**

G Bicycle Uniform

The bicycle uniform shall consist of a white polo type shirt with the "Johnstown Police Bicycle" patrol patch on each sleeve. Minimum of one [1] inch black lettering stating "Police" on the back and a sewn on badge on the left breast. Uniform shorts or black BDU type shorts. White socks and tennis shoes and bicycle helmet. Dark navy blue windbreaker type jacket with the Johnstown Police Bicycle patrol patch on each sleeve with white reflective material on the front and back, dark navy blue windbreaker type pants.

H. Dress Uniforms

- a. **Dress uniforms for all officers holding the rank of Patrolman or Sergeant shall consist of the full winter uniform, necktie, and round hat regardless of uniform season.**

- b. Dress uniforms for all officers holding the rank of Lieutenant, Captain, and Chief will consist of long sleeve white shirt, necktie, dress coat, and round hat regardless of uniform season.**

I. Attendance at Court

- a. Regular Attendance: If a member is scheduled for court during a routine shift assignment they shall be attired in the manner outlined in this regulation according to their current assignment. The only exception would be a patrol unit member scheduled for Common Pleas Court. In that case those members shall be attired in appropriate business attire.**
- b. Overtime Attendance Members required to attend court proceedings of any jurisdiction in which they are receiving overtime pay shall either wear the uniform of the day or appropriate business attire.**

J. Approved Uniforms

The Chief of Police must approve any variation of this policy.

- a. Special Duty Uniforms a.k.a. Battle Dress Uniform (BDU) pants, with the exception of K9, shall only be worn at the direction of the Chief of Police. Under no circumstances shall BDU's be worn during routine patrol activities without the approval of the Chief of Police.**
- b. Dark navy polo shirts with reflective POLICE lettering shall only be worn at the direction of the Chief of Police for special events and training.**

K. Jewelry

Officers are not permitted to wear any jewelry that is exposed while on duty, such as earrings, necklaces, medallions, etc. Female officers may wear earrings that are small and unassuming and that do not afford an actor the chance to pull on them. Watches, wedding rings, engagement rings and similar items are acceptable.

L. Fraternal and Ornamental Items

Officers are not permitted to wear any item on the uniform or exposed to the public view, which is not an approved departmental item, such as tie tacks, medallions, and hatpins.

1.9.5 Soft Body Armor

- A. All law enforcement officers of this department who have been issued a ballistic vest shall wear the vest at all times while on duty, during extra duty, or when wearing the department uniform due to their assignment. The department issued soft body armor shall be considered a year round uniform item.
- B. All law enforcement officers of this department who are performing official duties while wearing civilian attire shall ensure their department issued soft body armor is immediately accessible by wearing the soft body armor or by ensuring the body armor is in their assigned vehicle while on duty.
- C. The ballistic vest is the property of the City of Johnstown. All policies regarding the care and use of city property pertain to it.
- D. The assigned officer is responsible for his/her assigned vest to include the care and maintenance of it. Officers shall follow the manufacturer's specifications for use, care, cleaning and storage of the ballistic vest.
- E. Exceptions to the requirements of this regulation are permitted when:
 - a. there are extreme weather conditions
 - b. safety considerations
 - c. medical restrictions/conditions
 - i. accompanied by documentation from a licensed physician is required
 - ii. documentation must describe the medical condition and indicate an estimated time that the condition will prohibit the employee from wearing the ballistic vest

- F. In each case, where an exception may apply to the mandatory use requirement, the officer requesting the authorization will forward formal correspondence through the chain of command to the Chief of Police or his designee.
- G. Each supervisor reviewing the request will make their recommendation, based on their own assessment, and note their recommendation on accompanying correspondence.
- H. The Chief of Police will be responsible for making the determination as to approve or deny the request.
- I. The response to the request will be in writing and will indicate either an approval or denial to the request as well as any restrictions such as time limit.

1.9.6 Preplanned / High Risk Incidents

- A. Regardless of attire, members shall wear department-issued soft body armor when participating in preplanned, high risk incidents including but not limited to:
 - a. All SERT operations
 - b. Misdemeanor or felony warrant service
 - c. **Vice, AG Taskforce, or Cambria County Drug Task Force Operation**
 - d. Hostage or barricaded gunman incidents

1.9.7 Dissemination

- A. The police department shall furnish ballistic vests to all law enforcement officers employed by this agency.
- B. The supplier of the vest will be required to measure each employee receiving a vest to ensure proper fitting.
- C. The Chief of Police, or his designee, will be responsible for the distribution of the ballistic vest. Ballistic vests shall be distributed in the same manner as other department issued equipment.

- D. Any officer will be allowed to purchase his or her own vest if he or she desires; however, it will be necessary to obtain approval of the vest specifications prior to making the purchase. Vest specifications shall be equal to or exceed those offered by the supplier for the city.
- E. A request to purchase a vest, along with vest specifications, shall be submitted by the officer making the request through the chain of command to the Chief of Police or his designee for approval or denial.
- F. A response to the purchase request will be returned to the requesting officer through the chain of command.**
- G. Carriers that resemble the uniform or carriers that are worn under the uniform shirt are the only carriers that may be utilized for patrol purposes.**
 - a. The only exception to this requirement is the K9 unit due to the unique demands of their assignment.**
- H. Tactical vests or outer raid vests shall not be worn during routine patrol activities but may be worn during high risk warrants services.**

1.9.8 Reflective Traffic Vest

- A. Department issued reflective vests shall be worn under the following circumstances:
 - a. During the investigation of accident scenes
 - b. During assignments to direct traffic
 - c. During special events in which the officer will be in traffic and possibly in harm's way

1.9.9 Personal Appearance

- A. An officer, while on duty, shall maintain a neat, well-groomed, clean-shaven appearance. Uniforms shall be worn in accordance with the "Uniform" section of this policy.
- B. All officers appearing in uniform shall be in regulation uniform unless circumstances indicate that a uniformed appearance is not practical, or if ordered to appear in civilian attire, in which case the appropriate civilian attire shall be worn. **Uniforms should be routinely laundered and replaced when worn or signs of wear are readily apparent.**

C. Hair Style

There are many hairstyles, which are acceptable for officers of this department. So long as an officer's hair is kept in a neat manner the acceptability of the style will be judged by the following standards:

- a. For male officers, the top of the head will be neatly groomed. Hair will present a tapered appearance and when combed it will not fall over the ears or eyebrows or touch the collar, except for the closely cut hair at the back of the neck. In all cases, the bulk or length of hair will not interfere with the normal wear of the departmental headgear. Sideburns will be neatly trimmed and the base will be a clean-shaven horizontal line. Sideburns will not extend downward beyond the bottom of the earlobe and will be of an even width, not flared. Wigs or hairpieces may only be worn to cover natural baldness or disfiguration and must conform to the previously stated haircut criteria.
- b. For female officers, the hair will be neatly groomed and will be worn in a manner so that it does not extend beyond the bottom of the uniform collar. Length of bulk will not interfere with the normal wear of departmental headgear. Wigs or hairpieces may be worn, but must conform to the previously stated restrictions
- c. An officer may deviate from these standards concerning hairstyles to accomplish a duty assignment with the approval of the Chief of Police.
- d. Failure to comply with the provisions of this policy, upon notification by a superior shall constitute a subsequent violation of this section.

D. Beards and Mustaches

Officers will be clean-shaven except for mustaches. Mustaches must be neatly trimmed at all times. Mustaches will be trimmed straight lined at the mouth. No other style will be permitted. Beards will not be permitted, except when required by the officer's duty assignment with the approval of the Chief of Police. Failure to comply with the provisions of this policy upon notification of a superior shall constitute a subsequent violation of this section.

Effective Date: November 1, 2017

By Order Of:

Robert F. Johnson
Chief of Police

Revised October 20, 2017