

TOWN OF SENECA FALLS POLICE DEPARTMENT



UNIFORM STANDARDS MANUAL

UNIFORM STANDARDS MANUAL

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- I. **PURPOSE**: The purpose of this manual is to ensure uniformity in dress and appearance of all departmental personnel and to establish specifications for uniforms and equipment worn by members.
- II. **POLICY**: It is the policy of the Town of Seneca Falls Police Department to establish standards for appearance, dress, and equipment for members of the department, and to maintain the department's professional image by enforcing these standards through a continuous inspection process.
- III. **PROCEDURE**:
 - A. **PERSONAL APPEARANCE HYGIENE**
 1. Members will maintain good personal hygiene and present a professional image. No member will have offensive body odor, or wear strong perfumes or colognes.
 2. Members' hair will be neat, clean, trimmed, and present a groomed appearance regardless of the style personally selected by the member. Hair will not be dyed, cut or worn so as to appear outstanding from the general population or to present an unprofessional image. If wigs or hairpieces are worn on-duty, such wigs and hairpieces will meet all standards set for natural hair. The member's hairstyle will not preclude the wearing of the uniform hat in such a manner as to reflect a well-groomed, professional image.
 3. Male members will groom their hair to the following standards:
 - a. Hair may touch but may not fall below the top of the ear.
 - b. Hair may touch but may not fall below the top of the collar.
 - c. Sideburns will not extend beyond the lowest point in the opening of the ear and will end in a clean-shaven, horizontal line. Sideburns will not exceed one inch in width and will not flare more than one-quarter inch top-to-bottom of sideburn.
 - d. A neatly trimmed mustache may be worn but will not extend over the top of the upper lip or more than one-quarter inch beyond the corner of the mouth at the side of the mouth. Beards are prohibited.
 4. Female officers assigned to uniformed duty will groom their hair to the following standards:
 - a. Long hair will be neatly upswept in a bun or similar style. Dangerous or conspicuous pins, combs or barrettes will not be worn.
 - b. Short or bobbed hair will be worn pinned back from the face, and pinned up above the collar.
 - c. Pony-tails, pig-tails or hair styles that can be easily grabbed will not be permitted.
 5. Female members assigned to non-uniformed duties will wear their hair in a manner which presents a neatly groomed professional appearance.
 6. Conservative makeup, applied in moderation, may be worn by female members. Female members will maintain fingernails no more than 1/4" nail length beyond

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the fingertip. Nail polish may be worn only by female members assigned to non-uniformed duties and must be of a conservative color.

7. The Chief of Police may authorize exceptions to these requirements for members assigned to certain investigative functions or for medical reasons.

B. JEWELRY

1. Members may wear a time piece while on duty.
2. Jewelry worn by members will be of a conservative style and will not be an impediment to safety. Members will not wear nose pins or visible religious symbols while on-duty.
3. Members will wear no more than three rings on-duty.
4. Visible chains necklaces and bracelets may not be worn with the police uniform. Jewelry, or any pins other than those approved by the Chief of Police will not be attached to the police uniform.
5. Female officers may wear one pair of small button type earrings. Only female officers may wear earrings on-duty.
6. The department will replace any article of personal property of a member that is damaged, destroyed, including clothing, eye glasses, time pieces, not to exceed \$150.00, and dentures, which happened as a result of an incident directly related to such member carrying out the duties of his/her job providing reimbursement is not received from any other source. (PBA section 27.5 Personal Damages)

C. TATTOOS, BODY ART, BRANDINGS AND BODY PIERCING

The purpose of the department's policy regarding tattooing, brandings and body piercing is to promote uniformity of appearance; for the purpose of identification of members to the public; to maintain neutrality and the perception of neutrality amongst members of the public; to prevent discrimination or the perception of discrimination amongst members of the public; to increase morale; foster discipline; and to encourage public confidence in members of the Town of Seneca Falls Police Department.

1. Tattoos, body art or brands that are obscene, sexually explicit, symbolize gender, racial, religious, sexual orientation, ethnic or national origin discrimination or symbolize gang affiliation, supremacist or extreme groups or drug use are considered conduct unbecoming and are strictly prohibited.
2. Visible tattoos, body art or brands on the ears, head, neck, face, scalp and hands are prohibited.

***Exceptions must be approved in advance by the Chief of Police.**

- ✓ Body piercing jewelry on the face, ears, eyebrows, lips, and tongue will not be visible while on duty.

(except what is allowed in Section III. B. 5),

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D. DRESS CODE FOR CIVILIAN PERSONNEL

1. Civilian members will be issued uniform, shirt, pants, and shoes which will be worn while on-duty and authorized by the Chief of Police. All clothing worn by civilian personnel will be conservative in nature and present a professional image at all times.
2. Male civilian members will wear:
 - a. Approved pants.
 - b. Collared shirt.
 - c. Approved sweater(optional)
 - d. Black dress shoes.
 - e. Navy blue or black socks
3. Female civilian members will wear:
 - a. Approved pants.
 - b. Collared shirt.
 - c. Approved sweater. (optional)
 - d. Black dress shoes.
 - e. Navy blue or black socks.
4. Civilian members are not authorized to carry any weapon while on duty.

E. DRESS CODE FOR NON-UNIFORMED OFFICERS

1. Sworn members who have been authorized by the Chief of Police or Lieutenant to wear non-uniform clothing while on duty will be neatly and conservatively dressed at all times.
2. Male non-uniformed officers will wear:
 - a. Business suit or sport coat with dress slacks.
 - b. Dress shirt.
 - c. Necktie.
 - d. Socks in conservative colors to match their clothing.
 - e. Black, brown or cordovan dress shoes which match their clothing.

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3. Female non-uniformed officers will wear:
 - a. Dress slacks, skirt, or business suit.
 - b. Dress blouse or shirt and blazer.
 - c. Brassiere of a color that will not be seen through the member's blouse or shirt.
 - d. Sheer or conservatively colored stockings or pantyhose, without designs, when wearing skirts.
 - e. Dress shoes which match their clothing.
4. Outer-wear for all non-uniformed officers will consist of:
 - a. Conservatively styled overcoat or raincoat.
 - b. Conservatively styled gloves that match their clothing.
5. Reimbursement for damages to civilian clothing worn on duty will not exceed the value of comparable uniform items. Civilian clothing that is worn on duty with a value greater than the comparable uniform items will be worn at the risk of the member.
6. While on duty, non-uniformed officers will have a badge attached to a chain around their neck or attached to their outermost garment in plain view in those instances where there is a need to be identified as a member of the Seneca Falls Police Department. The badge must be readily visible whenever a firearm is open to view.
7. When on temporary assignment, or when a specialized assignment dictates that the above prescribed business attire is not appropriate, the Chief of Police or Lieutenant are authorized to prescribe appropriate attire.
8. Sworn officers assigned to non-uniformed duties will maintain a complete Class "A" uniform at all times.

F. DRESS CODE FOR UNIFORMED OFFICERS

1. Sworn officers, except personnel authorized to wear civilian clothing, will be required to be in uniform while on-duty. Officers will wear their uniforms as prescribed and will carry each piece of equipment required except as otherwise authorized by the Chief of Police or Lieutenant.
2. Officers are authorized to wear only those uniform items and equipment that have been approved by the Chief of Police and are indicated within this manual.
3. Officers assigned to normal uniformed duty will wear the following items of equipment on their duty-belts:

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- a.** Uncle Mike's Mirage Ultra Duty Belt Pro 3 triple buckle.
 - b.** Holster, containing the issued firearm.
 - c.** Standard (2) magazine case.
 - d.** ASP baton case with tactical baton.
 - e.** 2 Handcuff cases with handcuffs.
 - f.** Radio case holder.
 - g.** Duty-belt keepers (two minimum).
 - h.** Emergency Tourniquet.
 - i.** Protective gloves with black case
 - j.** Issue/authorized pepper spray and case
 - k.** Holster, containing the issued Taser.
- 4.** In addition to the required equipment, uniformed officers may wear the following optional equipment, of a type approved by the Chief of Police and described below.
 - a.** Folding knife with black carrycase.
 - b.** Double handcuff case with approved handcuffs, worn in lieu of the issued handcuff case.
 - c.** Handcuff loop with approved handcuffs.
 - d.** Flashlight with black case.
 - e.** Authorized black mock turtleneck undergarment.
 - f.** Approved Exterior ballistic vest carrier (black).
 - g.** Approved raincoat.
 - h.** Issued/Authorized ear piece
 - i.** A spring loaded clip for securing the portable radio microphone cord to the class "A" uniform shirt or external vest carrier.
- 5.** Firearms and ammunition will be located uniformly on the duty-belt in relation to the belt buckle, arranged as follows:
 - a.** Ammunition pouch will be carried on the front of the belt.
 - b.** Holster with issued firearm will be carried on the strong-hand side hip.
- 6.** All other issued or approved equipment may be arranged on the duty-belt for the officer's comfort and convenience.

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7. Officers who, due to size, physical impairment, or other condition, cannot wear the equipment as specified may request exemption from this provision from the Chief of Police.
8. It will be optional for officers to wear the uniform hat while in uniform and on duty.

The only exception to this option will be:

- a. During details or other assignments when the Chief of Police or Lieutenant makes the wearing of the hat mandatory.
- b. When officers are assigned to special units, which require specialized headgear (e.g. bicycle patrol).

G. CLASS "A" UNIFORM

1. The Class "A" uniform will be the standard for uniformed members of the Seneca Falls Police Department.
 - a. The long sleeve Class "A" uniform will be worn from October 15 – May 15 every year or otherwise directed by a supervisor.
 - b. The issued all season jacket may be worn with or without the liner at any time during the year.
 - c. The short sleeve variation of the Class "A" uniform may be worn from May 15 - October 15 during the year or otherwise directed by a supervisor.
2. The Class "A" uniform will consist of:
 - a. 8 point police hat.
 - b. Class "A" uniform shirt.
3. When wearing the long sleeve Class "A" shirt, it will be worn in one of the following variations:
 - a. Collar buttoned with the department issued necktie and tie clasp.
 - b. Collar unbuttoned with the department authorized mock turtleneck undergarment. The undergarment must be black in color and be in such that it remains tight fitting around the neck.

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4. When wearing the short sleeve version of the Class "A" shirt, officers will not wear the necktie, and the collar will be unbuttoned. A department authorized Hanes plain black crew neck T-shirt (or comparable) will be worn under the Class "A" shirt, it will not be visible under the sleeves of the Class "A" short sleeve shirt. Comparable T-Shirts are authorized but must be the same color as the Hanes and stay tight around the neck.
 - a. Class "A" uniform trousers or uniform shorts.
 - b. Trouser belt.
 - c. Black uniform shoes or boots.
 - d. Badge.
 - e. Nameplate with serving since.
 - f. Duty-belt and equipment.
 - g. NYS Accreditation Pin.
 - h. Other specialized pins need to be approved by the Chief of Police
5. When worn, the police hat is to be placed squarely on the head.

H. DRESS CODE FOR SPECIAL ASSIGNMENTS

1. Special Assignment uniforms, such as Evidence Technician and Bicycle Patrol uniforms may be worn by officers when such duties require such uniforms. "Special Assignment" uniforms will be worn only when the member is engaged in the special assignment, and will not be worn for general duty.
2. When testifying in any court proceeding, officers will wear the appropriate long sleeve "Class A" uniform with tie and tie clip, or appropriate civilian attire. Civilian clothing worn to court will conform to the dress code standards for non-uniformed officers.
3. Recruit Officers assigned to the police academy will wear the uniform that is required by the police academy.
4. Members attending in-service training programs will wear a Class "A" uniform or training uniform unless otherwise directed. Civilian clothing worn to in- service training programs will conform to the dress code standards established for non-uniformed officers. If there are multiple officers attending training, all officers must

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wear the same attire.

I. MEMBER IDENTIFICATION

1. Identification Cards: (Also refer to SFPD Rules & Regulations sec. 2.2)

- a. The Chief of Police or his designee will have sole authority to issue identification cards to members of the department.
- b. All members of the department will be issued two (2) identification card.
Sworn members, who are on duty will possess an identification card at all times, members who are off duty carrying the department issued weapon will possess an identification card, unless specifically exempted by the Chief of Police or the Lieutenant. Civilian members must possess the identification card while on-duty.
- c. Members will not duplicate or copy their identification card. Members will not give, lend or permit the use of their identification card by any other person.
- d. Members will produce their identification cards as proof of their identity and authority whenever such proof is requested by any official or member of the public.
- e. Members will surrender their identification card to the Chief of Police or Lieutenant whenever the member is suspended, retires, or terminates employment.
- f. The Chief of Police will have the authority, at his discretion, to issue identification cards to retired members of the department. Such cards will clearly indicate the retired status of the member. All retirement identification cards will remain the property of the police department. The Chief of Police may revoke the identification cards of any retired member who engages in criminal activity, misconduct or acts which bring discredit upon the department or abuses the privilege of possessing such card.
- g. The loss or theft of any identification card issued by the department will be immediately reported to the Chief of Police or Lieutenant, and in cases of theft, to the law enforcement agency of jurisdiction. Members may be subject to disciplinary action for permitting the loss or theft of an identification card.

2. Badges:

- a. The Chief of Police or Lieutenant will have sole authority to issue police badges to sworn members of the department. All sworn members will be issued two (2) metal police breast badges, one (1) hat badge and one metal wallet badge. Members will wear the appropriate badge for their respective rank and assignment.
- b. Members will surrender all badges to the Chief of Police or Lieutenant whenever the member is suspended, retires, or terminates employment.

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- c. Members will not give, lend or permit the use of their badge by any other person.
- d. Members will not use their badge to obtain any benefit, gratuity or special consideration to which they would not otherwise be entitled.
- e. The Chief of Police will have the authority, at his discretion, to authorize the PBA to issue retirement badges to retired members of the department. Such badges will clearly indicate the retired status of the member. All retirement badges will remain the property of the PBA. The Chief of Police may revoke the privilege of possessing a retirement badge of any retired member who engages in criminal activity, misconduct, acts which bring discredit upon the department or abuses the privilege of possessing such badge.
- f. Members assigned to uniformed duty will have one badge affixed to their outermost garment, except when wearing special assignment uniforms, or when directed to remove badges from a uniform by the Chief of Police or Lieutenant. The badge will be worn centered over the left shirt pocket and even with the top seam of the pocket. When a garment is worn that does not have a pocket in this location the badge will be attached to a badge holder that is positioned in the same location.
- g. All members assigned to non-uniform duties will be required to have a black leather clip-on badge/chain holder. The holder and badge will be worn on the belt, on the front side (left or right) of the person or chained around the neck. When the badge is located on the same side as the holster, the badge will be placed in front of the holster. At all scenes of official police activity where identification is necessary or desirable, the badge will be worn on the outermost garment.
- h. During a period of mourning for a deceased officer the Chief of Police may direct all members to attach an elastic mourning ribbon to their badges. The ribbon will be all black in color and will be affixed to the badge so that it covers the seal and is parallel to the top edge of the pocket flap. The period of mourning for deceased officers will be as follows:
 - ✓ Thirty (30) days when an officer serving in Seneca County is killed in the line of duty or who dies as a result of injuries received in the line of duty.
 - ✓ From the date of death until midnight on the day of the funeral for any active duty police officer in New York State who dies in the line of duty. The Chief of Police or a Lieutenant may authorize exceptions to this for neighboring states or the loss of a significant number of police officers in the line of duty anywhere in the United States on a case by case basis.
 - ✓ From the date of death until midnight on the day of the funeral for an active duty Town of Seneca Falls officer who does not die in the line of duty.
 - ✓ There will not be an official mourning period in the event of the death of a retired officer.
 - ✓ The loss or theft of any police badge issued or authorized by the

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department will be immediately reported to the Chief of Police, and in

- cases of theft, to the law enforcement agency of jurisdiction.
Members may be subject to disciplinary action for permitting the loss or theft of any police badge.

3. Shoulder Patches:

- a. All sworn uniformed personnel will have the departmental shoulder patch sewn onto the left shoulder of Class "A" shirts, jacket, and dress blouse. The Reversed United States Flag will be worn on the right shoulder of the class "A" uniform shirts.
- b. Patches will not be removed from uniforms without the permission of the Chief of Police or Lieutenant. Patches may not be sold, given, traded or exchanged with persons outside the department without permission of the Chief of Police or the Lieutenant.

4. Insignia:

- a. Uniformed members will wear the appropriate insignia of rank, if any. The authorized insignias for various ranks will be as follows:
 - Sergeants will have three (3) navy/white chevrons sewn to each sleeve of all- uniform shirts, and jackets. Sergeants will also affix a three (3) gold chevron collar brass to each collar tab of the shirt being worn.
 - Lieutenants will wear a single plain gold bar on each collar tab of the uniform shirt being worn. Lieutenant will have a single plain gold bar sewn to each epaulet or shoulder of the winter jacket. Lieutenant will wear a single gold bar pinned to the epaulet or shoulder of the dress blouse and jacket.
 - The Chief of Police will wear a single plain gold star on each collar tab of the uniform shirt being worn. The Chief of Police will have a single plain gold star sewn to each epaulet or shoulder of the winter jacket. The Chief of Police will wear a single gold star pinned to the epaulet or shoulder of the dress blouse and jacket.
- b. Uniformed members will not wear any badge, pin, button, or other insignia on a uniform except those specifically authorized by the Chief of Police. The insignia will be placed approximately 1/8 of an inch apart on the uniform shirt. Members are authorized to wear insignia as follows:
 - Members assigned as Field Training Officers may wear the "FTO" pin on their right breast centered over the nameplate.
 - Members will wear the issued nameplate with "serving since" on their right breast, this will be the first pin on the right breast.
 - All members will wear the issued "NYS Accreditation pin" on their right breast. The "Accreditation pin" will be centered over the nameplate. The "Accreditation pin" will be the lowest bar on the right breast.

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- ✓ All members who have received the “Life Saving” pin will wear the pin on the right breast above the “Accreditation pin”.
- ✓ Any member who has been with the department for five years will wear the “Years of Service Pin” which will have a black background with one gold star to represent the five-year mark. Each member who has been with the department for ten years will have two gold stars, fifteen will have three gold stars, twenty years will have four gold stars, twenty-five years will have five stars. The member will wear the “Years of Service Pin” on the left breast under the badge.
- ✓ Uniformed members may wear departmentally approved awards on the Class “A” uniform and optional dress blouse. Award bars will be worn on the right breast above the shirt pocket. If the member has more than one award, the bars will be so arranged that the highest award received is on top and other awards are arranged below in descending order of importance. No more than five award bars are to be worn on a uniform.

5. **Business Cards:**

- a. Sworn officers are encouraged to use business cards to facilitate their professional contacts.
- b. Business cards will be given to all complainants and or victims for investigations that require follow-up or where additional information may be sought or helpful. The officer will indicate the case number and any concise notes regarding the incident on the back of the business card.
- c. Business cards will be supplied by the department, and are the only authorized business card to be utilized by members. Business cards will be surrendered to the department upon the member’s retirement, resignation, suspension or termination of employment.

J. **UNIFORM ACCESSORIES**

1. When directing traffic or under other circumstances when high officer visibility is desirable officers will wear their issued High-Vis traffic vest.
2. While outdoors officers may wear sunglasses with any uniform except the Dress Uniform. Sunglasses will be conservatively styled of a single dark lens and black frame. No member will wear mirrored glasses.
3. Gloves for uniformed officers will be black in color, and of plain design. Gloves must be full-fingered and made of leather, wool, cotton, or other suitable fiber. “Sap” gloves are prohibited. White cotton gloves of plain design may be worn with the Class “A” uniform at the direction of the Chief of Police or Lieutenant.
4. Department issued cell phones will be carried by the member at all times while on-duty. Members who are issued cell phones will respond to all calls as soon as possible. Cell phones not issued by the department can be used by members while on-duty.

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K. UNIFORM REGULATIONS

1. Uniforms and equipment worn by members must be maintained in a neat and clean condition. Uniforms will be tailored to fit properly. Leather equipment will be kept dyed and shined and will be replaced when it is cracked or no longer serviceable.
2. Uniformed personnel will wear plain black or navy blue socks with the police uniform, except when wearing a boot that covers the sock, or when wearing the uniform shorts, or when authorized by the Chief of Police, (e.g. health reasons).
3. Members will not alter uniforms, weapons or equipment without the permission of the Chief of Police.
4. Police uniforms will not be worn when off duty while conducting any personal business.
5. Police uniforms, or parts thereof, will not be worn by members of the department engaged in outside employment without the permission of the Chief of Police.
6. Uniforms will not be worn at social functions unless the wearer is present in an official capacity, except when granted permission from the Chief of Police.
7. Members will not wear uniforms or parts thereof in establishments that sell intoxicating liquor or beverages, except when on official police business, nor will it be worn by any member while consuming intoxicating liquor or beverages.

L. OFFICER UNIFORM ALLOTMENTS AND CLOTHING ALLOWANCES

1. The department will provide each sworn member with an initial allotment of uniforms consisting of:
 - a. Two (2) pair of Class "A" uniform trousers.
 - b. Two (2) Class "A" uniform shirts, long-sleeved.
 - c. Two (2) Class "A" uniformed shirts, short-sleeved.
 - d. One (1) all season jacket.
 - e. One (1) raincoat.
 - f. One (1) reflective traffic vest.
 - g. One (1) necktie.
 - h. One (1) 8 Point - Police hat.
 - i. One (1) trousers belt.
2. The department will provide each sworn member with an initial allotment of equipment consisting of:
 - a. Two (2) Police Identification Cards.
 - b. Two (2) police breast badges and one (1) wallet badge

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- c. One (1) standard two (2) magazine, magazine case.
- d. Two (2) pair of handcuffs with (1) cuff key.
- e. Two (2) handcuff case.
- f. One (1) duty holster.
- g. One (1) duty belt
- h. One (1) Glock .45 caliber hand gun
- i. Three (3) pistol mags
- j. One (1) name plate with "Serving Since"
- k. One (1) Necktie clasp
- l. One (1) Pepper Spray w/ holder
- m. One (1) Soft Body armor vest
- n. One (1) ASP weapon with holder
- o. One (1) Tourniquet w/holder
- p. Four (4) Belt keepers
- q. One (1) Glove pouch

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M. RECORDS SECTION PERSONNEL

1. The department will provide records section personnel with an initial allotment of uniforms consisting of:
 - a. Two (2) pair of trousers.
 - b. Two (2) Long sleeve and (2) short sleeve shirts.
 - c. One (1) Pair of black shoes. No open toe shoes will be permitted.

N. UNIFORM AND EQUIPMENT REPLACEMENT

1. The department will replace those items of issued equipment and uniforms that become worn or are damaged in the course of police duties. Members seeking replacement of uniform items or equipment should:
 - a. Members requesting the item(s) in need of replacement will fill out the SFPD Multi-Form – “Uniform & Equipment Request Form”.
 - b. Forward the “Uniform & Equipment Request Form” to the member’s supervisor, or in his/her absence the Lieutenant, along with an explanation of the circumstances requiring replacement (e.g., pants badly ripped beyond repair while climbing fence).
 - c. Have Supervisor/Lieutenant inspect the worn or damaged item. If the shift supervisor concurs with replacement, they will note concurrence and forward the memo for processing.

O. AUTHORIZED ISSUED CLOTHING- (Bicycle)

1. **All Season Jacket**
 - a. The authorized jacket for uniformed members will be the Law Pro Deluxe Bike Patrol Jacket, model ULB24, color navy blue. This jacket will have the police department patch sewn onto the left shoulder, Reverse American Flag and have a cloth badge and cloth name tape sewn on the front left and right breasts respectively.
2. **Bicycle Officer Sneakers**
 - a. The authorized sneakers for members assigned to the bicycle patrol unit is the Salomon Speedcross 3 Forces, model FT924, color black.
3. **Bicycle Officer Shirt**
 - a. The authorized shirt to be worn by bicycle officers is the Mocean Tech Two Tone Reflective Bike Polo brand, Class “A” Uniform shirt, model number SH070 in color ID 86. This shirt is identical to the Class "A" short sleeve shirt worn by members of the Department. The Department patch will be sewn onto left shoulder of the shirt. The bicycle officer shirt will be worn with the collar unbuttoned. If an undergarment is to be worn, it will not be visible. This shirt will be worn by members only when performing bicycle patrol duties.

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4. **Bicycle Officer Shorts**

- a. The authorized shorts to be worn by bicycle officers are the Mocean Tech Nylon Plain Bike Shorts brand, model number TR601 blue in color. The shorts are made of nylon material, and have additional padding sewn into the seat.

5. **Bicycle Officer Trousers**

- a. The trousers to be worn by bicycle officers are the Mocean Supplex Zip Off Bike Pants brand, "Cycling pants", model number TR240 blue in color. The trousers are made of nylon material with lycra backing. The trousers are to be worn by members only when engaged in bicycle patrol duties.

6. **Class "A" Shirt/Long Sleeve**

- a. The Class "A" long sleeve uniform shirt will be the Flying Cross Command Polyester Zip Front Long Sleeve Shirt brand, blue in color with black buttons. This shirt has two breast pockets with button flaps, epaulets and mountings for a badge and nameplate. The Department patch will be sewn onto the left shoulder of the shirt and the Reversed American Flag on the right shoulder. The Class 'A' long sleeve shirt will be worn in one of the following variations:
- b. Collar buttoned with the department issued necktie and tie clasp.
- c. Collar unbuttoned with the department authorized mock turtleneck undergarment. The undergarment must be black in color and be in such that it remains tight fitting around the neck.

7. **Class "A" Shirt/Short Sleeve**

- a. The Class "A" short sleeve shirt will be the Flying Cross Command Polyester Short Sleeve brand, blue in color, with black buttons. This shirt has two breast pockets with button flaps, epaulets and mountings for a badge and nameplate. The Department patch will be sewn onto the left shoulder of the shirt and the Reverse American Flag on the left shoulder. The class "A" short sleeve shirt will be worn with the collar unbuttoned. A department authorized Hanes plain black crew neck T-Shirt (or comparable) will be worn under the Class "A" shirt, it will not be visible under the sleeves of the Class "A" short sleeve shirt. Comparable T-Shirts are authorized but must be the same color as the Hanes and stay tight around the neck.

8. **Class "A" Trousers**

- a. Class "A" trousers will be custom made for members by the Department authorized vendor. Class A trousers will be Flying Cross Polyester Cargo Pants blue in color ID 86.

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9. **Dress Blouse**

- a. The authorized dress blouse will be a custom made blouse produced by the Department authorized vendor. The dress blouse will be made of 14-ounce navy blue serge material, with silver buttons for patrol officers and gold buttons for supervisory personnel. The Department patch will be sewn onto the left shoulder of the dress blouse. Command personnel may have gold stripping attached to the sleeve based upon rank. The dress blouse will be an optional purchase by the department member.

10. **Dress Trousers**

- a. The authorized dress trousers will be made for members by the authorized vendor. Dress trousers will be the Class "A" trousers.

11. **Specialized Assignment Polo Shirt and Khaki Pants.**

- a. The authorized polo shirt for training is the Tru-Spec 24/7 Women's or Mens Polo navy blue womens #SR779, mens #SR778 with Seneca Falls Police embroidered logo on the left chest. Or other polo shirt authorized by the Chief of Police.
- b. The authorized khaki pants for training are the cargo style khaki pant

12. **Necktie**

- a. The authorized necktie for use with the Class "A" long sleeve uniform shirt will be clip-on tie, color black.

13. **Raincoat**

- a. The authorized raincoat for the uniformed members will be the Galls ANSI Class 3 Reversible Rain Coat. model #RW004, based upon availability and department approval.

14. **8 Point - Police Hat**

- a. The uniform hat for the Department will be the Midway Cap CO. 8 Point Polyester Duty Hat, style number HW508, blue in color, with a silver band. Command will have gold bands. The uniform will set squarely on the head in a military fashion, not tilted to the side nor worn on the back of the head. Members will be issued a Neese Rain Cap cover color lime green, #475CCLI. The cover will be placed on the hat when the hat is exposed to precipitation.

15. **Trouser Belt**

- a. Belts worn with the Class "A" trousers will be 1 and ½ inches wide and made of black leather. Trouser belts may be secured with Velcro.

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16. **White Dress Gloves**

- a. Dress gloves will consist of a bright white color. The gloves will be worn with a tight fit to the hand and be either cotton, polyester, or a cotton/polyester blend.

17. **Winter Hat**

- a. The authorized winter hat will be approved by the Chief of Police.

P. AUTHORIZED ISSUED EQUIPMENT

1. **Asp Baton and Holder**

- a. The authorized collapsible baton will be the ASP brand, with black rubber grips, carried in a Department authorized black carry case on the duty-belt.
- b. The officer will choose the location where the ASP is to be positioned on the duty-belt

2. **Badge Holder**

- a. Members will be authorized to wear a plain black leather badge holder for attaching the police badge to a belt or with a neck chain. When the officer is not in uniform and their weapon is exposed they will wear the badge on the belt or neck to identify themselves as a police officer.

3. **Bicycle Officer Duty Equipment**

- 1. The Department utilizes the following equipment for those officers assigned to bicycle patrol duties. The following equipment should be composed of nylon material, black in color and if applicable have velcro fasteners;
 - a. Duty Belt
 - b. (4) Nylon keepers
 - c. Magazine Case
 - d. ASP baton case
 - e. Pepper spray w/ case
 - f. Under belt
 - g. Holster
 - h. Handcuff Case
 - i. Portable Radio Holder

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4. **Bicycle Officer Helmet**

- a. The helmet worn by members engaged in bicycle patrol duties will be ANSI/SNELL approved bicycle helmet color black. This helmet will always be worn by members while riding the police bicycle.

5. **Bicycle Officer Glasses**

- a. The protective glasses worn by officers while engaged in bicycle patrol duties will be at the officer's discretion, as long as they provide adequate eye protection and are conservative in nature. Amber, clear or dark lenses are authorized.

6. **Bicycle Officer Gloves**

- a. The gloves worn by members while engaged in bicycle patrol duties will be mesh or fabric backed, padded palm bicycle riding gloves. The gloves will be worn by members while engaged in bicycle patrol duties.

7. **Body Armor**

- a. All sworn members will be issued a body armor vest. Members will wear this vest while on routine uniformed field duty. Members not assigned to routine patrol, will have their vest readily available as soon as they are tasked with patrol duties.

8. **Breast Badges**

- a. The breast badge for police officers will be the Blackington B899, with the rhodium plate or Rho-Glo finish. The breast badge will have a full color New York State seal in the center, and black Roman lettering on the panels. The top panel will have the words "Police Officer" embossed on it. The panel above the seal will be inscribed "Seneca Falls". The panel below the seal will have the officer's "First and Middle initial followed by officer's last name". The bottom panel will have a three-digit badge number.
- b. The breast badge for supervisory ranks will be the Blackington B899 with the Hi-Glo finish in brass. The breast badge will have a full color New York State seal in the center, and black roman lettering on the panels. The top panel will have the members rank embossed on it. The panel above the seal will be inscribed "Seneca Falls". The panel below will have the officer's "First and Middle initial followed by officer's last name". The bottom panel will have a three-digit badge number.

9. **Duty Belt**

- a. The duty belt will be plain black Uncle Mike's Mirage Ultra Duty Belt #NP200 with black plastic buckles.

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10. **Duty Belt Keepers**

- a. Uniformed members will wear at least two plain black leather keeper straps with the duty belt. These straps will have silver snaps for police officers and brass snaps for supervisory ranks. Keeper straps will be used to secure the duty belt to the trouser belt.

11. **Flashlight**

- a. All uniformed members will have a flashlight readily available to them while on duty. Flashlights are available to members from a recharging rack in each patrol vehicle. Most marked police vehicles are equipped with rechargeable flashlights. Members will return flashlights to the appropriate charger at the end of each tour of duty.

12. **Footwear**

- a. All uniformed personnel will wear black leather Rocky side zipper Jump boots or a boot that has been approved by the Chief of Police. Footwear will be shined and laces tied while on-duty.

14. **Handcuff Case**

- a. The single handcuff case will be black leather. The case will be secured by a single exposed or unexposed snap. An exposed single snap will be silver for police officer ranks and brass for supervisory personnel.
- b. Officers may elect to utilize two separate single handcuff cases of the same design. The two handcuff cases when worn together will match in makeup and design.
- c. Officers may also elect to wear a handcuff loop. The handcuff loop will be similar to a duty belt keeper and have a silver snap for police officers or brass snap for supervisory personnel.
- d. With approval of the Chief of Police, uniformed officers assigned to the station and officers assigned to plain clothes positions may wear the handcuff/single magazine holder.

15. **Handcuffs with Cuff Key**

- a. All sworn members will carry at least one pair of handcuffs while on-duty, and have the key for those handcuffs on their person. Uniformed members will carry handcuffs in a handcuff carry case or on an authorized handcuff loop. All handcuffs must be either Peerless or Smith and Wesson and approved by the Chief of Police or Lieutenant.

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16. **Holster**

- a. The holster worn on the uniform duty belt will be the Safariland 6360 ALS/SLS level 3 mid-ride duty holster for the Glock 21. Officers will wear this holster on the duty belt on their strong side hip.
- b. With approval of the Chief of Police, officers assigned to the station, or plain clothes positions will wear the Safariland Model #6378-419, paddle-back holsters.

17. **Taser Holster**

- a. Officers will be Blackhawk Serpa holster issued and/or authorized to utilize the following three X2 Taser holsters:

18. **Magazine Case**

- a. The authorized magazine case will be the Safari land model 77 (right or left) two (2) magazine case made of plain black leather. This magazine case will be worn on the front of the duty belt. Officers will carry two (2) fully loaded magazines for the issued duty weapon. The case will have exposed snaps, silver for police officers and brass for supervisory personnel.

19. **Nameplate**

- a. All uniformed members will be issued one metal nameplates. Nameplates will be silver for police officers, and gold for supervisory personnel. The nameplate will contain the member's first two initials, separated by periods and a complete last name, all in black letters. One nameplate will be worn on the members' uniform shirt centered on the right breast pocket, with the bottom edge of the nameplate being parallel with the top edge of the right breast pocket. The other nameplate will be worn on the right breast of the all season jacket, affixed to the nameplate patch.

20. **Necktie Clasp**

- a. The authorized necktie clasp for uniformed members will be the Blackington A-367, silver for police officers and gold for supervisory personnel, with a ½ inch New York State seal in the center and the words "Seneca Falls Police" in black letters across the clasp.

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21. **Pepper Spray**

- a. Officers will carry pepper spray and carry the canister of department issued pepper spray in the plain black leather case that is issued with the spray on the duty belt.

22. **Portable Radio with Charger**

- a. All uniformed members will carry their issued portable radio while on-duty, unless otherwise instructed by the Chief of Police or the Lieutenant. All Officers are issued a Portable radio and charger. Portable radios will be carried in the portable radio holder provided and attached to the members' duty belt. Members may take their assigned radios home at the completion of the tour or may return the radios to the charging rack located in the patrol room.

23. **Portable Radio Holder and Clip**

- a. The swivel portable radio clip will be black leather and black plastic, and designed to accommodate the portable radio cases issued by the department. This item will be worn on the duty belt in a position over the hip on the side opposite the holster.
- b. Plain black leather portable radio holders are issued for use uniformed members. Other authorized radio holders may be used with permission from the Chief of Police.

24. **Reflective Traffic Vest**

- a. The authorized traffic vest will be the Blauer Brand, model 340, Police Safety Vest or equivalent. The vest will be ANSI yellow in color with white reflective panels on the front and back, with the words "POLICE" written across the front and back in black letters.

25. **Whistle**

- a. All uniformed personnel shall wear or carry a whistle while on duty. This whistle may be carried on the optional key ring holder or in a pocket. Whistles shall be made of silver colored metal. Authorized whistles are the "Acme Thunderer" or an equivalent.

26. **Weapon Mounted Light**

- a. The authorized weapon light will be the STREAMLIGHT "TLR-1" for the Glock 21 handgun.

27. **Level IV Plate Carrier**

- a. The authorized Level IV Plate Carrier will be the HIGHCOM model 4s17.

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Q. AUTHORIZED ADDITIONAL CLOTHING / EQUIPMENT

1. Flashlight Holder

- a. Officers will have the option to a flashlight holder comprised of black leather with the snap being the color consistent with the officer's rank.

2. External Body Armor Carrier

- a. Officers will have the option of having an external body armor carrier. The carrier will be made of synthetic/nylon materials, and black in color.

3. Flashlight with Case

- a. Officers will have the option of purchasing and wearing a small flashlight contained in a plain black case on their duty belt. This device will not interfere with any required equipment.

4. Key Ring Holder

- a. Officers will have the option of purchasing and wearing a plain black leather key ring holder with a silver clip on the front of their duty belt. This device will not interfere with any required equipment.

5. Knives / Leatherman Tools

- a. Officers will have the option of purchasing and wearing a folding, locking knife in a plain black leather or nylon case on the rear of the duty belt or utilizing a pocket clip. This device will not interfere with any required equipment. When approved by the Chief of Police, a Leather man type tool or equivalent may be worn to replace the above-described knife.

6. Lightweight 3 Season Coat

- a. Officers may elect to purchase and wear a lighter spring type coat as approved by the Chief of Police.

7. Protective Gloves / Black Carry Case

- a. Officers will be issued a plain black leather protective glove case to carry latex protective gloves. The black leather glove case will be carried on the duty belt. This device will not interfere with any required equipment.

8. Raincoat

- a. Officers will be issued a department approved full length raincoat. This raincoat will be ANSI yellow in color.

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9. Shoulder Holster

- a. Command officers and officers assigned to the Criminal Investigations Division may elect to purchase and wear a shoulder holster in lieu of a paddle back holster for the carrying of their department issued firearm. The shoulder holster will be of a make and model approved by the Chief of Police.

10. Turtleneck Undergarment

- a. Officers may elect to purchase and wear a mock turtleneck undergarment to be worn in place of the tie with the long sleeve class "A" shirt. The mock turtleneck will be black in color, cotton or cotton blend, and not have synthetic material. Must be tight fitting and cannot droop or bunch around the neck. SFPD will be embroidered on the collar consistent with the officer's rank.

R. AWARDS AND COMMENDATIONS

1. Department Commendation Bar

- a. The Department Commendation Bar may be worn by members who have received this award from the department in accordance with General Order 255 "Departmental Awards". The authorized commendation bar for this award is approved by the Chief of Police.

2. Exceptional Duty Medal

- a. The Exceptional Duty Medal may be worn by members who have received this award from the department in accordance with General Order 255 "Departmental Awards". The authorized medal will be the Blackington A-1789, Karat clad finish, with a small New York State seal in the center, a panel reading "Exceptional Service", and a breast ribbon. The breast ribbon has two white stripes on the outer edges, two blue stripes, and a single center gold stripe. The commendation bar that accompanies the Exceptional Duty Medal is the Blackington A-6230 with four (4) thin white sections and three (3) wide blue sections.

3. Honorable Service Medal

- a. The Honorable Service Medal may be worn by members who have received this award from the department in accordance with General Order 255 "Departmental Awards". The authorized medal will be the Blackington A-2366, Karat Clad finish, with a small New York State seal in the center, a panel reading "Honorable Service", and breast ribbon. The breast ribbon has two blue stripes on the outer edges, and a single white center stripe. The commendation bar that accompanies the Honorable Service Medal is the Blackington A-6320 with four (4) thin blue sections and three (3) wide white sections.

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4. **Lifesaving Medal**

- a. The Lifesaving Medal may be worn by members who have received this award from the department in accordance with General Order 255 "Departmental Awards". The authorized medal will be the Blackington A-1595 Karat Clad finish, with a large New York State seal in the center, a panel reading "Lifesaving", and a breast ribbon. The breast ribbon is half-white and half-red. The commendation bar that accompanies the Lifesaving Medal is the Somes Uniform AWB-6 that is half red and half white, and matches the breast ribbon.

5. **Medal of Valor**

- a. The Medal of Valor may be worn by members who have received this award from the department in accordance with General Order 255 "Departmental Awards." The authorized medal will be the Blackington A-4117, Karat Clad finish, with a small New York State seal in the center, a panel reading, "Medal of Valor", and a purple neck ribbon. The commendation bar that accompanies the Medal of Valor is the Blackington A-6320 with four (4) thin red sections and three (3) wide purple sections.

6. **Police Officer of the Year Award**

- a. The Police Officer of the Year Award may be worn by members who have received this award from the department in accordance with General Order 255 "Departmental Awards". "The authorized medal will be the Blackington A2041, Karat Clad finish, drape ribbon with the New York State seal and a panel reading "Officer of The Year ". The ribbon will be red, white, and blue. A commendation bar will be added, also red, white, and blue in equal parts like the ribbon.

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Appendix “A”

The following table lists the authorized firearms for on duty and training purposes for the Town of Seneca Falls Police Department:

WEAPON TYPE	MAKE	MODEL	CALIBER/GAUGE	STATUS
Handgun	Glock	21 Gen 4 30 Gen 4	.45 Auto	Officer Issued
Patrol Shotgun	Remington	870 Pump	12 Gauge	Vehicle Issued
Patrol Rifle	COLT	M4 Carbine	5.56	Vehicle Issued

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Appendix “B”

The following table lists the less lethal weapons authorized for on duty and training for the Town of Seneca Falls Police Department.

Weapon Type	Weapon Model	Status
Collapsible Baton	ASP 21in Collapsible Baton	Officer Issue
<i>Electronic Control Device</i>	Taser Model X-2	<i>Officer Issue</i>
Pepper Spray	<i>First Defense MK-3</i>	<i>Officer issue</i>

UNIFORM STANDARDS MANUAL**Appendix “C”**

The following table lists the authorized firearm munitions for duty, off duty and training purposes for the Town of Seneca Falls Police Department:

WEAPON	TRAINING AMMUNITION	DUTY AMMUNITION
Glock 21 Glock 30	Federal American Eagle .45Auto 230GR. FMJ	Federal American Eagle .45Auto 230GR. Tactical HST
Remington 870	Federal 12Ga. 2 ¾ 1oz. Rifled Slug	Federal 12Ga. 2 ¾ 1oz. Rifled Slug
COLT M4 Carbine	Federal 223REM 55GR. Metal Case	Hornady 223REM 55GR TAP URBAN