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SUBJECT: UNIFORMS AND EQUIPMENT

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SUBJECT: UNIFORMS AND EQUIPMENT

1. POLICY

A. All police personnel will maintain a clean, neat and well-groomed appearance in their dress and deportment. All equipment will be maintained in good working condition and kept clean and presentable at all times. Regular inspections will be conducted by supervisory personnel.

*8 B. All personnel will maintain the prescribed uniform regardless of their assignment. Clothing covering the face in a manner that would prevent an officer from being identified unless such concealment is consistent with a current assignment is strictly prohibited. Personnel assigned to specialized units must have the basic prescribed uniform readily available and all items required for their particular assignment.

C. Police personnel will report for roll call at the specified time prescribed in complete uniform of the day and fully prepared for duty. Personnel not complying will be granted leave without pay or holiday/vacation time in order to come into compliance.

D. Commanding Officers will conduct a uniform clothing inspection in August of each year.

E. No member of the Police Department is permitted to sell, give, exchange or trade a police uniform and/or uniform equipment, or any part of a police uniform and/or equipment to any person who is not a Philadelphia Police Officer without written authority of the Police Commissioner.

F. No member of the Police Department will accept/solicit restitution for uniform(s)/equipment damaged in the performance of duty.

*2 G. No city owned firearms and ammunition shall be carried by sworn personnel outside the Commonwealth of Pennsylvania unless authorized by the Police Commissioner or designee.

2. PRESCRIBED UNIFORM

- A. Uniform personnel and personnel required to have uniforms will present for annual inspection, in good condition, the following items:
1. Leather Coat or Patrol Jacket
 - a. In lieu of the Patrol Jacket, the reversible VizGuard™ S315VP - Duty Jacket, dark side out, may be worn. The metal badge of rank, departmental and unit patches, and rank insignias (including city seals for the rank of Lieutenant and above) will be worn. Names will be stitched, embroidered, or name tags sewn onto garment (no smaller than 1/2 inch, no larger than ¾ inch white lettering) may be used. All name designations will be centered directly above the metal badge of rank.
 2. Blouse Coat (Lieutenants and above; optional for Sergeants and below)
 3. Three (3) pairs of Trousers (Breeches: Highway Patrol and K-9)
 4. Five (5) Long Sleeve Blue Shirts (White for Sergeant and above)
 5. Five (5) Short Sleeve Blue Shirts (White for Sergeant and above)
 6. Winter Hat/Summer Hat
 - a. Optional Summer Hat – An eight point mesh hat similar in appearance to the cloth summer hat.
 - b. Captains assigned to one of the 21 patrol districts will wear a uniform cap with the “short perma-gold visor”.
 7. Raincoat: long style: yellow (black for Lieutenant and above), or yellow poncho for Motorcycle Operators, and black WeatherTech® Active Duty Pants. The WeatherTech® Active Duty Pants will only be worn during rain/snow.
 - a. In lieu of the long rain coat, the high visibility side of the reversible VizGuard™ S315VP - Duty Jacket is optional. This high visibility jacket may be worn during inclement weather or high visibility assignments. The metal badge of rank, departmental and unit patches, and rank insignias (including city seals for the rank of Lieutenant and above) will be worn. Names will be stitched, embroidered, or name tags sewn onto the garment (no smaller than 1/2 inch, no larger than ¾ inch white lettering) may be used. All name designations will be centered directly above the metal badge of rank.

8. Garrison Belt (Black)
9. Handcuff Case (Black)
10. Baton Loop (Black)
11. A pair of shoes, black-laced plain toe, military type or Rocky Police Tactical Boot (Model 2067 - Male, Model 267 - Female) (black cycle riding boots for Highway Patrol and K-9) (Marine Unit personnel may wear deck shoes on the dock or boat.)
12. Black Tie (2 3/4 inches wide)
13. A Pair of Black Leather Dress Gloves (No cut-offs or driving gloves)
14. Three (3) Nameplates
15. Helmet
16. Protective Vest

NOTE: Ballistic vest will be worn by all sworn personnel consistent with Appendix "A" of this Directive.

17. Orange Reflective Safety Vest
 - a. Optional model: S911 – Airflow Duty HVG®
 18. One pair of collar insignia, designating district or unit of assignment
 19. Trench Coat – Optional for Lieutenants and above only – Black in color, with regular black buttons, black zip-out liner, police patch, and cloth badge holder attached. This coat can be worn over the blouse coat with badge, name plate, and rank insignia attached. City Seal pins will not be worn with this coat.
- B. Members are forbidden to exchange parts of uniforms for the purpose of passing inspection.
- C. The inspecting supervisor/commander will instruct the employee to replace any items not meeting departmental standards. Articles must be clean, neat fitting and not frayed or worn.
- D. Each description below designates the regulation uniform, any one of which may be specified as the official uniform of the day based on the prevailing weather.

1. Regulation Uniform #1

Summer/Winter trousers; short sleeve blue poplin shirt; Summer/Winter hat.

NOTE: The following short sleeve knit uniform shirt has been approved as an option for the ranks of Lieutenant and below, street personnel only.

- a. Optional Models: Style K5103-Elbeco UFX SS Knit Uniform Shirt (Blue)
 Style K5100-Elbeco UFX SS Knit Uniform Shirt (White)

 Style #0368/Blu-Class "A" Polo Shirt (Blue)
 Style #0368/Whi-Class "A" Polo Shirt (White)
 Style #342/Phila- Olympic Polo Class "A" Shirt

2. Regulation Uniform #2

Summer/Winter trousers; long sleeve blue poplin shirt; black tie; Summer/Winter Hat.

NOTE: The following long sleeve knit uniform shirts are an option for the ranks of Lieutenant and below, street personnel only. The long sleeve versions of this shirt will be worn with the layer mock turtleneck dickie underneath. Under no circumstances will the long sleeve knit shirt be worn without the dickie as an open-collared shirt.

- a. Optional Models: Style K5163-Elbeco UFX LS Knit Uniform Shirt (Blue)
 Style K5160-Elbeco UFX LS Knit Uniform Shirt (White)
 Style #0369/Blu-Class "A" Polo Shirt (Blue)
 Style #0369/Whi-Class "A" Polo Shirt (White)
 Style #342/Phila- Olympic Polo Class "A" Shirt

- b. Mock Turtleneck Models: Style #8930-UFX Performance base layer mock turtleneck dickie (Blk/Whi). "PPD" to be embroidered left of center neck.

 Style #6140-East Valley apparel layer mock turtleneck dickie (Blk/Whi). "PPD" to be embroidered left of center neck.

3. Regulation Uniform #3

Summer/Winter trousers; long sleeve blue poplin shirt; black tie; blouse coat/patrol jacket/leather jacket; a tactical sweater under jacket or as outermost garment; Winter/Summer hat; Sam Browne belt and holster (with blouse coat); Sergeants and below.

NOTE: The smaller rank insignia for the rank of Lieutenant and above will be centered above the collar point of the uniform shirt. This will be in lieu of the insignia worn on the shoulder of the uniform shirt.

NOTE: The following long sleeve knit uniform shirts are an option for the ranks of Lieutenant and below, street personnel only. The long sleeve versions of this shirt will be worn with the layer mock turtleneck dickie underneath. Under no circumstances will the long sleeve shirt be worn without the dickie as an open-collared shirt.

a. Optional Models: Style K5163-Elbeco UFX LS Knit Uniform Shirt (Blue)
Style K5160-Elbeco UFX LS Knit Uniform Shirt (White)
Style #0369/Blu-Class "A" Polo Shirt (Blue)
Style #0369/Whi-Class "A" Polo Shirt (White)
Style #342/Phila- Olympic Polo Class "A" Shirt

b. Mock Turtleneck Models: Style #8930-UFX Performance base layer mock turtleneck dickie (Blk/Whi). "PPD" to be embroidered left of center neck.

Style #6140-East Valley apparel layer mock turtleneck dickie (Blk/Whi). "PPD" to be embroidered left of center neck.

NOTE: The following unisex Patrol Jacket & Liner is an option for all ranks.

c. Optional Jacket Models: Public Safety Gore Tex Jacket & Liner (Unisex)
Flying Cross By Fechheimer, Item #79901GTX-Police

Newport Harbor by Whaling Distributors Inc.
Jacket & Liner (Unisex), Item #02289

d. Optional Leather Jacket Models: Taylor's Leatherwear (Unisex)
Style "Pursuit II" Item #G1010Z

Taylor's Leatherwear (Unisex)
Style "Indianapolis" Item #4461Z

4. Regulation Uniform #4

Summer/Winter trousers; mock turtleneck shirt or long sleeve blue poplin shirt with black tie; patrol jacket/leather coat; winter/summer hat - trooper type fur cap (black) may be worn 32 degrees or below; gloves may be worn. Tactical sweater may be worn under patrol jacket/leather coat.

NOTE: The smaller rank insignia for the rank of Lieutenant and above will be centered above the collar point of the uniform shirt. This will be in lieu of the insignia worn on the shoulder of the uniform shirt.

NOTE: The quick draw type holster may only be worn with Uniforms #1 and #2, and may not be worn with the patrol jacket. When the patrol jacket is worn, the Sam Browne belt will not be worn.

NOTE: The following long sleeve knit uniform shirts are an option for the ranks of Lieutenant and below, street personnel only. The long sleeve versions of this shirt will be worn with the layer mock turtleneck dickie underneath. Under no circumstances will the long sleeve shirt be worn without the dickie as an open-collared shirt.

a. Optional Models: Style K5163-Elbeco UFX LS Knit Uniform Shirt (Blue)
Style K5160-Elbeco UFX LS Knit Uniform Shirt (White)
Style #0369/Blu-Class "A" Polo Shirt (Blue)
Style #0369/Whi-Class "A" Polo Shirt (White)
Style #342/Phila- Olympic Polo Class "A" Shirt

b. Mock Turtleneck Models: Style #8930-UFX Performance base layer mock turtleneck dickie (Blk/Whi). "PPD" to be embroidered left of center neck.

Style #6140-East Valley apparel layer mock turtleneck dickie (Blk/Whi). "PPD" to be embroidered left of center neck.

NOTE: The following unisex Patrol Jacket & Liner is an option for all ranks.

c. Optional Jacket Models: Public Safety Gore Tex Jacket & Liner (Unisex)
Flying Cross By Fechheimer, Item #79901GTX-Police.

Newport Harbor by Whaling Distributors Inc.
Jacket & Liner (Unisex), Item #02289

d. Optional Leather Jacket Models: Taylor's Leatherwear (Unisex)
Style "Pursuit II" Item #G1010Z

Taylor's Leatherwear (Unisex)
Style "Indianapolis" Item #4461Z

5. Exceptions: Police personnel assigned to the Marine Unit, Fleet Liaison, Abandoned Vehicle Officers and turnkeys will maintain the regulation uniform before they may purchase the following work uniforms:

- a. Alternate #1

Blue chino trousers; short sleeve blue poplin shirt; Winter/Summer hat.

- b. Alternate #2

Blue chino trousers; long sleeve blue poplin shirt; black tie; Winter/Summer hat.

- c. Alternate #3

Blue chino trousers; long sleeve blue poplin shirt; black, four-in-hand tie; blue chino jacket; Winter/Summer hat.

- d. Alternate #4

Blue chino trousers; flannel shirt; black tie; turnkey coat; Winter/Summer hat.

NOTE: Raincoats - official type only.

- E. Other clothing and accessories, when worn with the official prescribed uniform, will conform to the following:

1. Socks - black or dark blue
2. Neckties - black, four-in-hand or redi knot (not knitted).
3. Undershirts - optional, must be white, if exposed when worn with short sleeve, open collar uniform shirts.
4. Shoes - black laced plain toe dress type or Rocky Police Tactical Boot. (Marine Unit personnel may wear deck shoes on the dock or boat.)
5. Scarves - black or navy blue only. (Captains and above may wear white scarves.)
6. Sweaters - Jack Young Commando V-Neck, Style 4000 (black). All other sweaters are black or navy blue only. No turtlenecks or crew necks permitted. The appropriate dress shirt and tie will be worn when wearing a sweater.

7. Boots - black rubber and black cold weather boots. Watershed storm boots may be worn only if the weather is inclement (rain and/or snow).
8. Jewelry - restricted to wedding band, watch, tie clasp, identification bracelet, class ring and medical alert bracelet or medallion.
 - a. No "visible" necklace/medal or body piercing jewelry (including on the tongue) may be worn while on duty. All sworn male personnel will not be permitted to wear earrings while on duty.

Exception: Female officers with pierced ears may wear one pair of small post type earrings, no more than 1/4" in diameter. They shall not dangle below the earlobe, protrude or be worn above the earlobe. No more than one (1) earring per ear may be worn.

- *10
- b. Earlobe gauges are considered body piercing jewelry and are not permitted to be worn while on duty by sworn members of the department.

9. Earmuffs - black/navy worn when temperature is below freezing (32 degrees).
10. Eyewear-Mirror lenses and brightly colored frames and wraparounds are not permitted.

- *9
11. Mock turtleneck shirt, (Black – Corporals and below) (White – Sergeants and above). PPD embroidered in ½" block letters on collar (White – Corporals and below) (Black – Sergeants and above)

NOTE: Embroidered "PPD" is the only designation permitted on the collar.

12. Service markers may be worn 4-1/2" from the end of left sleeve:
 - a. For every (5) years of service, one (1) hash mark (medium gold bar with black background) may be worn. Example: 20 years of completed service - (4) hash marks.

13. The Police Department shield will be worn on the left sleeve on patrol jackets, leather coats, blouse coats, tactical sweaters and uniform shirts approximately 1" down from the shoulder seam.

- a. Unit or district approved shoulder patch insignia will be worn on the right sleeve approximately 1" down from the shoulder seam.

Exception: Sergeants and Corporals will attach the reduced size patch on uniform shirts, approximately 1/2" down from the shoulder seam. All other garments will have the regular patch attached 1" down from the shoulder seam

14. Ranking officers' coats will display:

- a. Two (2) City Seal Pins - to be worn centered on the collars of the coats, approximately 5/8ths of an inch above the cut of the lapel. However, City Seal Pins will not be worn on the fur collar of patrol jackets.
- b. Rank insignia - to be worn on both shoulder loops, approximately 5/8ths of an inch from the outer shoulder seam.
- c. The insignia are:

*7	1) Commissioner	Four Gold Stars
	2) 1 st Deputy Commissioner, Field Operations	Three Gold Stars
*9	3) Deputy Commissioner Organizational Services, Strategy & Innovations	Three Gold Stars
	4) Deputy Commissioner Organizational Services Patrol Operations Specialized Investigations & Homeland Security	Two Gold Stars
	5) Deputy Commissioner Office of Professional Responsibility	One Gold Star
	6) Chief Inspector	Gold Spread Eagle
	7) Inspector	Silver Metal Oak Leaf
	8) Staff Inspector	Gold Metal Oak Leaf
	9) Captain	Double Gold Bars
	10) Lieutenant	Single Gold Bar

15. Sergeant and Corporal Stripes - to be worn on sleeves, directly below patch(es) on shirts, blouse coats, patrol jackets, tactical sweaters and leather coats. Stripes will be worn parallel to each other.

- F. Personnel replacing original uniform clothing or purchasing additional items will ensure that such replacement clothing conforms to the styles and colors of the original uniform clothing items issued by the Police Academy to new recruits. These uniform items are the standard for the Philadelphia Police Department and replacement items must be the same or an equivalent. Any deviations will be unacceptable.
- G. Commanding Officers of units requiring specialized clothing items (Marine Unit, etc.) will ensure that newly assigned personnel are made aware of the required styles and colors of the specific clothing items.

3. WEARING OF UNIFORM

- A. The uniform identifies a police officer as a professional law enforcement agent and is to be in good condition, clean, well pressed and buttoned at all times.

B. The following regulations will be followed:

1. Shirt collars and cuffs will be buttoned and the tie properly adjusted. Outer garments will be buttoned or zippered at all times.
2. Leather goods and shoes will be cleaned and polished.
3. Hats will be worn in a military manner with frontispiece attached when out of a vehicle. Ultimately, the hairstyle is secondary to the proper wearing of the hat.
4. Badge and frontispiece will be cleaned and polished.
 - a. The badge will be worn on the outermost garment over the left breast.
5. Nameplates will be on the outermost garment (except raincoats) on the right side of the breast directly above the pocket. On garment not having breast pockets, they are to be on the right side on a horizontal plane with the badge.

Exception: Nameplates are to be worn directly above the badge on leather coats and patrol jackets.

6. The Department issued American Flag pin is an optional piece of equipment. When worn, it will be placed next to the name tag on the side closest to the center of the chest.
7. Commendation Ribbons:
 - a. Ribbons will be worn in the color designations indicated, centered above the badge as follows:

*12

- | | |
|-------------------------------------|-------------------------------|
| 1) Sergeant Robert Wilson III Valor | --Purple |
| 2) Bravery | --Red |
| 3) Heroism | --Green |
| 4) Excellence | --Red and Blue |
| 5) Tactical De-Escalation | --Silver and Blue |
| 6) Life Saving | --Red/White/Blue |
| 7) Merit | --Blue |
| 8) Problem Solving | --Light Blue/White/Light Blue |
| 9) Commendatory Citation | --Gold/Blue/Gold |
| 10) Community Service | --Dark Navy Blue and White |

NOTE: When worn with the leather coat or patrol jacket, the ribbons will be placed above the nameplate.

*8/*12

- b. When ribbons for all ten (10) categories are worn, they will be worn two (2) abreast for a total of five rows. The highest (The Sergeant Robert Wilson III Valor) will be worn on the top row, closest to the heart with the 6th highest ribbon (Life Saving) to its left. On the second row, the second highest ribbon (Bravery) will be worn closest to the heart with the 7th highest ribbon (Merit) to its left. On the third row, the 3rd highest ribbon (Heroism) will be worn closest to the heart with the 8th highest ribbon (Problem Solving) to its left. On the fourth row, the 4th highest ribbon (Excellence) will be worn closest to the heart with the 9th highest ribbon (Commendatory Citation) to its left. On the fifth row, the 5th highest ribbon (Tactical De-Escalation) will be worn closest to the heart with the 10th highest (Community Service) ribbon to its left.

*12

When ribbons for nine (9) categories are worn, the highest will be worn at the top, centered above the other eight ribbons, which will be worn two (2) abreast for a total of five rows. On the second row, the second highest ribbon will be worn closest to the heart with the 6th highest ribbon to its left. On the third row, the 3rd highest ribbon will be worn closest to the heart with the 7th highest ribbon to its left. On the fourth row, the 4th highest ribbon will be worn closest to the heart with the 8th highest ribbon to its left. On the bottom row, the 5th highest ribbon will be worn closest to the heart, with the lowest ribbon to its left.

*12

When ribbons for eight (8) categories are worn, they will be worn two (2) a breast for a total of four (4) rows. The highest ribbon will be worn on the top row, closest to the heart with the 5th highest ribbon to the left. On the second row, the 2nd highest ribbon will be worn closest to the heart with the 6th highest ribbon to the left. On the third row, the 3rd highest ribbon will be worn closest to the heart with the 7th highest to the left. On the fourth row, the 4th highest ribbon will be worn closest to the heart with the 8th highest to its left.

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When ribbons for seven (7) categories are worn, the highest will be worn at the top, centered above the six (6) ribbons, which will be worn two (2) abreast for total of (4) rows. On the second row, the 2nd highest ribbon will be worn closest to the heart with the 5th highest ribbon to its left. On the third row, the 3rd highest ribbon will be worn closest to the heart, with the 6th highest ribbon to its left. On the bottom row, the 4th highest ribbon will be worn closest to the heart, with the 7th highest ribbon to its left.

*12

When ribbons for six (6) categories are worn, the highest will be worn two (2) a breast for a total of three (3) rows. The highest ribbon will be worn on the top row, closest to the heart with the fourth highest to the left. On the second row, the 2nd highest ribbon will be worn closest to the heart, with the 5th highest ribbon to the left. On the bottom row, the 3rd highest ribbon will be worn closest to the heart, with the 6th highest to the left.

When ribbons for five (5) categories are worn, the highest will be worn at the top, centered above the other four ribbons, which will be worn two abreast for a total of three (3) rows. On the second row, the second highest ribbon will be worn closest to the heart with the 4th highest to its left. On the bottom row, the third highest ribbon will be worn closest to the heart, with the lowest ribbon to its left.

When four (4) ribbons are worn, they will be worn two (2) abreast for a total of two (2) rows. The highest will be worn on the top row, closest to the heart with the third highest to its left. On the bottom row, the second highest ribbon will be worn beneath the highest with the lowest ribbon to its left.

When three (3) ribbons are worn, the highest ribbon will be worn centered above the other two. The next highest will be worn on the bottom row, closest to the heart, with the lowest ribbon to its left.

With two (2) ribbons, the highest will be worn closest to the heart.

- c. Subsequent commendations, including Commendatory Citation, for the same category will be designated by stars and oak-leaf clusters.
 - 1) 3/16" star = 1 additional commendation
 - 2) 5/16" star = 5 additional commendations
 - 3) oak leaf cluster = 20 additional commendations
- d. Stars and oak leaf clusters will be displayed on the ribbons in an orderly fashion.
- e. The red, white and blue 2000 Republican National Convention Ribbon will be worn centered below all other commendation ribbons. When no commendation ribbons are worn, it will be worn centered above the badge. If worn with the leather coat or patrol jacket, it will be worn above the nameplate.
- f. The Military Veteran's Ribbon (green, yellow and blue) will be worn in a higher order than any of the Special Events ribbons but below all other commendation ribbons. When no commendation or Special Event ribbons are worn, it will be worn centered above the badge.
- g. The 2008 Republican National Convention Ribbon may be worn by personnel who traveled to St. Paul, MN. The black and gold ribbon is to be worn centered below all other commendation ribbons. When no commendation ribbons are worn, it will be worn centered above the badge. If worn with the leather coat or patrol jacket, it will be worn above the nameplate.

*12

- *12
- h. The Special Events ribbon (light blue, white, and red) will be worn below all other commendation ribbons. When no commendation ribbons are worn, it will be worn centered above the badge. If worn with the leather coat or patrol jacket, it will be worn above the nameplate. For each additional Special Event that an officer works, one (1) silver star will be awarded. Special Events previously recognized as significant (2000 RNC (red, white and blue with gold liberty bell) and the 2013 IACP (black/gold)) will be worn at the same level.

8. Wearing of Commendation Medals

- a. Commendation medals may be worn on the blouse coat during formal occasions, such as ceremonies and funerals.
- b. Medals will be worn on the left hand side of the blouse coat under the badge on the seam of the pocket.
- c. Medals will be worn in the order listed for the corresponding ribbons.

- *8
- NOTE:** The Medal of Honor which is awarded to the family of a fallen officer will not be worn on the uniform.

9. Firearms proficiency badges will be worn above all other badges or ribbons.

10. Ballistic vests will be worn by all sworn personnel consistent with Appendix "A," Section 1 of this Directive.

11. District/Unit pins will be worn on shirt collars only, approximately 5/8" from point of collar.

EXCEPTION: The rank of Lieutenant and above will not wear the unit pin on the collar point of the uniform shirt while in uniform #3 and #4, as this is where the rank insignia will be worn.

12. Hero Scholarship Fund Award will be worn above the nameplate.

13. The George Fencil Award will be worn above the nameplate (above the Hero Scholarship Fund Award, if applicable).

- *13
14. Accreditation Pin-an optional pin to be worn over the name plate on the uniform shirt, tactical sweater, or the outermost garment (i.e., patrol jacket).

15. Unless listed in this directive, no other device, badge, button, insignia, or item, except those specifically authorized by the Police Commissioner, will be worn or displayed on the official uniform.

16. Black mourning crepe will be worn on the badge only with authorization of the Police Commissioner and for a period of only 30 days. Black tape will not be used as a mourning crepe.

C. Plainclothes personnel will be clean and neat and attired in an appropriate fashion consistent with their assignment.

1. Detectives:

Males - Suit or sport coat; shirt and tie; trousers; dress shoes and socks

Females - Dress, suit or slacks, blouse and jacket; dress shoes

D. Hairstyles

1. Male officers

- a. Haircuts - hair will be clean, kept properly trimmed and combed. It will not touch the collar or stick out around the hat. Hair may touch the top of the ears but may not cover any portion of the outside of the ear. It must be worn in such a manner that it does not interfere in any way with the proper wearing of the uniform hat in the accepted military manner.
- b. Sideburns - will not extend lower than the top of the earlobe.
- c. Mustaches - when worn, will be neat and trimmed at all times, ending in a straight line from the corners of the mouth.
- d. Beards and goatees - are not permitted except when consistent with assignment.

Exceptions:

Medical Exception - A beard may be worn for health reasons when a waiver is authorized by the Safety Office based upon the advice of the City's Medical Director that the employee has a medical condition that prevents him from shaving. If a waiver is authorized, facial hair will be kept trimmed and neat, not to exceed ¼" in length. Individuals granted a waiver shall be monitored and reviewed by the Medical Director every three (3) months to determine if the medical condition persists to warrant the continuation of the waiver.

Religious Exception - A beard may be worn when a waiver is authorized by the Police Commissioner. A waiver will only be authorized upon submitting documentation from the employee by his religious representative that the employee practices a religion that requires him to wear a beard. The request for a waiver must have the name of the religion, the specific beard requirement and

must be on the religious institution's letterhead. The documentation must be notarized or subject to verification. If a waiver is authorized, facial hair will be kept trimmed and neat, not to exceed ¼" in length. Waivers will expire after 12 months and employees must reapply at the end of each term.

2. Female officers

- a. Hair - hair may be worn in contemporary styles but will not extend below the bottom of the collar and will conform to the following:
 - 1) hair must be neat, combed and clean.
 - 2) hair may be worn over the ear but will not extend below the earlobe. No hair will show or extend over the forehead below the cap. Hair may be pinned up in order to meet these requirements.
 - 3) no hairstyle may interfere with the proper wearing of the uniform hat in the accepted military manner.
- b. Cosmetics - while on duty, cosmetics, including lipstick may be applied lightly. The colors may neither be too bright nor too dark. False eyelashes may not be used.
- c. Fingernails - cannot be longer than one-eighth (1/8) of an inch from the tip of the finger. Only clear nail polish is acceptable while in uniform. Nail decorations are prohibited (e.g., rhinestones).

3. All personnel who so desire may wear a wig/hairpiece providing it conforms to the hairstyle requirements outlined above.

4. Unnatural colors (purple, blue, green, etc.) are prohibited for male and female officers.

5. Beads, butterfly clips, large barrettes, large hair clips or other large hair accessories are prohibited. (Exception: bobby pins and hair pins)

E. All personnel assigned to a limited duty status will wear appropriate civilian attire according to their assignment, including trousers, shirts and ties for men; dresses, suits or slacks for women. Jeans and tee shirts are not appropriate attire.

NOTE: This also applies to personnel in sick/injured status and plainclothes / investigatory personnel who are required to appear in court.

4. EQUIPMENT TO BE CARRIED WHILE ON DUTY

A. Uniform police officers and Sergeants will carry the following while on duty:

- *12 1. Baton meeting departmental specifications, which shall have an overall length of 22-24 inches and a diameter of one and one-quarter inches (1 1/4”), made of wood or fiberglass.
- *9 2. ASP – Departmentally issued.
- *12 3. Handcuffs with key. Brands authorized for department use are: Peerless, Smith & Wesson, Hiatt, American Munitions and ASP.
- *12 4. OC Spray – uniformed officers will only carry departmentally issued OC Spray on their belt at all times.
- *12 5. Electronic Control Weapon (ECW) – Only trained officers/supervisors are authorized to carry an ECW. The ECW **MUST** be carried on the duty belt opposite side of the firearm while on duty.
- *12 6. Tourniquet – departmentally issued.
- *12 7. Naloxone – Only trained officers/supervisors are authorized to carry and administer Naloxone.
- 8. Whistle - English type (plastic preferred)
- 9. Flashlight - Department approved (stinger or two cell flashlights) carried in approved holder.
- 10. Pocket Penknife - overall length not to exceed 6" (scout type)
- 11. Street Guide
- 12. Pocket Notebook - bound type
- 13. Pen and pencil*-ballpoint preferred (black or dark blue ink only)
- 14. Minimum of twelve (12) extra department issued cartridges carried in belt cartridge holder or speed-loaders, or an additional fully loaded magazine for Glock pistols.
- 15. Handkerchief*(white, clean) - to be used for emergency First Aid
- 16. Timepiece*- in working condition
- 17. Belt - black leather police type, with standard type of chrome buckle (Sam Browne type belt to be worn with Uniform #3 and #4 only). Basket weave optional.
- 18. Holster - black leather, open type, no flap, with a strap over hammer or back for Glock pistols.
- 19. Authorized firearm* as per Directive 10.6, “Firearms Policy: On or Off Duty.”
 - a. The carrying of a second firearm by any sworn personnel while on duty without the written permission of the Police Commissioner is prohibited.
- *6 20. Identification Cards
 - a. Identification Cards will be approved by the Chief Inspector, Support Services Bureau upon appointment or promotion.
 - 1) Identification cards will be issued by the Records and Identification Unit located in Police Headquarters, Room 110. Identification cards are issued Monday through Friday between 6:30am to 3:30pm.
 - 2) All personnel are required to have an identification card portrait photo taken in the approved departmental standard attire according to their position.

- a) Civilian personnel – casual business attire.
 - b) Police Officer and Corporal – Blue long sleeve shirt, black tie, badge, name tag, hat with fronticepiece and approved departmental pins and medals.
 - c) Detective – Business attire
 - d) Sergeant – White long sleeve shirt, black tie, badge, name tag, hat with fronticepiece and approved departmental pins and medals.
 - e) Lieutenant and above – White long sleeve shirt, black tie, blouse coat, badge, name tag, city seal lapel pins, rank insignia, and hat with fronticepiece.
- b. All personnel are required to maintain a current identification card. Out dated photos may be updated at any time if their appearance has changed. This is to ensure an accurate identification of active departmental personnel.
- c. Physical inspection of the Police identification card will be conducted by a Supervisor on a monthly basis. If the employee does not possess a current card, the Supervisor will instruct the employee to report to the Records and Identification Unit for issuance of a replacement identification card.
- d. All identification cards are required to have an expiration date. All personnel must maintain a current identification card with accurate information. Personnel with identification cards approaching the expiration date may begin the process 60 days prior to the expiration date. See Section 7-H for replacement procedures.
- e. Identification Cards will be worn by all personnel in civilian clothes unless they are in an undercover assignment.
- f. Official Police Department Identification Cards are as follows:

REDACTED - LAW ENFORCEMENT SENSITIVE

- 4) The Commanding Officer of the district/unit requesting a Clergy, PDAC, or PAL identification card or the Administrative Authority (Admin Service Director, IT Director, or Admin Analysis Supervisor) requesting a Contractor ID card will sign the memo and forward it to the above appropriate authority.
- 5) The above appropriate authority will then approve the request by stamping the below right hand corner of the request form with their approval stamp, signature and date, (below signature "pending record check" can be added), then forward all completed forms to the Commanding Officer, Records and Identification Unit, Police Headquarters, Room 110. (If the applicant is being disapproved the appropriate authority will place their disapproval stamp, signature and date on the request form and return it to the appropriate district or unit).
- 6) The Records and Identification Unit will conduct a Criminal Records Check. The form will be stamped "No Record" or if the applicant has a record, a copy will be attached to the form and forwarded through the appropriate chain of command to the Police Commissioner or Deputy Commissioner, Organizational Support Services for final approval/disapproval.
- 7) Upon approval/disapproval from the Police Commissioner or Deputy Commissioner, Organizational Support Services the forms will be forwarded back to the Commanding Officer, Records and Identification Unit, who will then have the Photo Lab Section notify the submitting district/unit Commanding Officer or Administrative Authority that the request was disapproved or approved at which time they will schedule the photo and issuance of the identification card.

21. Nameplate - 2-1/2" x 1/2" plastic with 1/4" white lettering (metal optional)

22. Authorized Pepper Spray and Holster

23. Municipal Police Officer (MPO) Certification Card*

- a. Physical inspection of the MPO card will be conducted by a supervisor on a monthly basis. If the sworn employee does not possess a current certification card, the supervisor will contact the Advanced Training Unit in order to determine the certification status of the sworn personnel.

*3

24. Limited English Language Proficiency (LEP) card*

NOTE: An example of the Limited English Language Proficiency (LEP) card is displayed in Directive 7.7, “Limited English Language Proficiency (LEP).”

*Indicates all sworn police personnel

B. The following equipment will be readily available for use as needed:

1. Helmet (issued)
2. Raincoat
3. Laerdal Mask (issued)
4. Orange Reflective Safety Vest (Will be worn when performing traffic control duties or when directed by a supervisor.

C. The following forms will be carried by police officers and Sergeants while performing a patrol function:

1. Complaint or Incident Report Book (75-48)
2. Vehicle/Pedestrian Investigation Report (75-48A)
3. Parking and Moving Traffic Violation Report Books and the current Selective Enforcement Bulletin (All Uniformed Personnel at the discretion of District/Unit Commanding Officer)
4. Police Accident Report (AA-500), Accident Report Statement (75-551) and Accident Information Card (80-44).
5. Radio Memorandum (75-611) - at least three (3)
6. Daily Patrol Log (75-158) - POLICE OFFICERS ONLY
7. Standard Police Interrogation Card (75-Misc.-3)
8. Consent to Police Interview Card (75-Misc.-6)
9. Center City Information Maps - at least two (2)
10. Juvenile Contact Report (75-82) - at least six (6)
11. Stolen Auto Report (75-71)
12. Missing Person (75-74A)
13. Domestic Abuse Rights and Referral Card (75-Misc.-4) - at least six (6)
- *12 14. Domestic Violence Response Report (75-48D)
15. Crime Scene Log (75-616)
16. State form DL-640 (acknowledgement of seized driver's license/vehicle registration) – at least three (3)
17. False Burglary/Robbery Alarm Notification Card (75-613) - at least six (6)
18. Towing Report (75-7) - at least six (6)
- *12 19. Live Stop Towing Report.
- *12 20. Summary Citation (03-8).
- *12 21. The Law Enforcement Victims Rights’ Guide.
- *12 22. Supervisors Firearm Discharge Checklist (75-654) - Carried by all Patrol Supervisors.

D. Detectives will have available their issued "Police" armband.

5. "STREAMLIGHT 'STINGER'" RE-CHARGEABLE FLASHLIGHTS

A. Description:

1. The "Streamlight Stinger" re-chargeable flashlight is 7 inches in length and weighs 9 ounces (including battery) but can provide up to a 15,000 candlepower beam with a spot-to-flood focus.
2. Personnel assigned to districts/units receiving a supply of these flashlights will be prohibited from carrying any other type of flashlight. All other districts/units will continue to carry only the standard two-cell flashlight as noted in this Directive, Section 4-A-5.
3. Flashlight ring holsters will be issued to all sworn personnel in the district/unit receiving the flashlights, with the exception of administrative personnel and the commanding officer. These ring holsters must be worn and the issued flashlights will be carried in them. When an officer is transferred out, they will be required to turn in the ring holster to the district/unit commanding officer, who will maintain any extra holsters.

B. Procedure:

1. At the start of each tour of duty, the Operations Room Supervisor will ensure that all personnel sign out a flashlight using the Flashlight Control Log (75-617). All flashlights have a serial number which will be used instead of the property number.
2. The Operations Room Supervisor will be responsible to ensure that all flashlights not currently being used are kept stored in a charging unit. Flashlights are to be placed in the charger as an entire unit and are not to be taken apart.

NOTE: Charging units have an LED indicator light which will come on when the flashlight is properly placed in a charging unit. The light only indicates that proper charging contact has been made and will not indicate when the unit is fully charged. Because there is no indication that a flashlight is fully charged, it will be necessary to rotate the flashlights to ensure that they are as fully-charged as possible before being issued. Batteries take approximately 14 hours to fully re-charge and will be available for one (1) full hour of continuous use.

3. Personnel observing that their flashlight is becoming dim should return to their district/unit as soon as possible and be issued a replacement flashlight. Leaving the lamp on after it becomes noticeably dim can reduce the life of the battery.

4. At the end of each tour, flashlights will be returned to the Operations Room Supervisor and the 75-617 signed by the returning officer.

C. Replacement and Repairs:

1. The office of Materials and Supplies, located in Room B-10, Police Headquarters, will be responsible for all supplies and maintenance of these flashlights. A memorandum will be prepared for any repairs or replacements necessary such as, flashlights, chargers, belt loops, etc.
2. To obtain replacement of lost or stolen flashlights or ring holsters, personnel will follow the same procedures as required for the replacement of lost or stolen handcuffs or helmets in this Directive, Section 8-C and D.

6. EQUIPMENT TO BE CARRIED WHILE OFF DUTY

- A. Badge
- B. Identification Card
- C. Pennsylvania Municipal Police Officer (MPO) Certification Card

7. UNIFORM MAINTENANCE

- A. Police Officers are responsible for the proper care and authorized use of their uniforms and equipment.
- B. Replacement or Repair of Badge/Frontispiece
 1. When a badge/frontispiece is lost or stolen, the officer will:
 - a. Report the incident to the district of occurrence (normal reporting procedure is to be followed, i.e. 75-48 and 75-49).
 - b. Prepare a memorandum (82-S-1) in duplicate to their Commanding Officer and state thereon:
 - 1) the manner in which the badge/frontispiece was lost or stolen (include DC#);
 - 2) request temporary badge/frontispiece;

- c. Submit a memorandum to the Commanding Officer for approval. Copy to be retained by submitting officer.
- d. Report to Personnel Officer with the original copy of approved memorandum.

NOTE: When a temporary badge/frontispiece is issued, it is for appearance only. The officer must use their assigned number on all reports.

2. Commanding Officer will obtain from the detective division concerned a copy of the investigative reports concerning the lost or theft of the badge/frontispiece and interview the officer concerning the circumstances. If it is determined that the loss or theft is due to carelessness or negligence, a memorandum will be sent to Police Finance to arrange for payment.

3. When an officer's badge/frontispiece needs repair, they will:

- a. Prepare a memorandum (82-S-1) in duplicate to their Commanding Officer outlining how the badge/frontispiece was damaged and request that it be repaired.
- b. Submit a memorandum to their Commanding Officer for approval. Copy to be retained by submitting officer.
- c. Report to Personnel Officer with the original copy of approved memorandum.

C. Replacement of Lost or Stolen Department-Issued Equipment (Handcuffs, Helmets, Radios, Flashlights and MPO Cards)

1. All lost or stolen department-issued equipment will be reported to the district of occurrence (normal reporting procedure is to be followed, i.e., 75-48 and 75-49).
2. The Officer will:
 - a. Prepare a memorandum in triplicate to their Commanding Officer, fully explaining the circumstances.
 - b. After the Commanding Officer reviews and approves the memorandum, report to the Police Warehouse, 660 East Erie Avenue, with a copy of the approved memorandum to obtain replacement helmet or handcuffs.
3. Commanding Officer will:
 - a. Receive, review and approve the reporting officer's memorandum and permit the officer to obtain replacement handcuffs or helmet.

- b. Obtain from the Detective Division assigned a copy of the investigative reports concerning the loss or theft of equipment and interview the officer regarding the circumstances surrounding the loss or theft.

4. Distribution of Memorandum:

- Original -- For helmets and handcuffs to Police Warehouse Supervisor;
-- For MPO Cards to the Chief Inspector of the Training Bureau with a copy of the initial police report;
- Copy -- Retained in District File;
- Copy -- Finance Office.

*1

D. Replacement of Lost or Stolen Department Issued Cell Phones

1. All Police Department personnel who are assigned a city-owned cellular device must immediately report any loss or theft of that city-owned cellular device. Reports will be made immediately to the Office of Innovation and Technology's Help Desk at (215) XXX-XXXX. The Help Desk is staffed 24 hours a day, seven (7) days a week. Once the device is reported it will be deactivated.
2. Commanding Officers will ensure the stolen device is also reported to the Detective Division of occurrence. Commanding Officers will conduct an investigation into all lost devices. Personnel will be guided by the reporting process for lost or stolen equipment as outline in Section 7-C listed in this Directive.
3. Additionally, all cellular devices that are reported lost or stolen must be reported to the Administrative Analysis Unit at (215) XXX-XXXX. Administrative Analysis will be responsible for issuing replacement cell phones and Mobile Communications will be responsible for issuing replacements for Blackberry cell phones.

E. When an investigation reveals negligence or carelessness, the officer will be subjected to disciplinary action and/or be required to pay for the lost or stolen badge, frontispiece, handcuffs, helmet, radio or flashlight.

F. Replacement or Repair of Uniforms Damaged in the Performance of Duty:

1. Uniforms/equipment damaged in the performance of duty will be replaced or repaired by the Department when prior to the damage the uniform clothing would normally pass inspection.
2. The police officer will prepare a memorandum in triplicate to their Commanding Officer and state thereon:

- a. full description of damaged clothing and date it was purchased;
 - b. summary of the incident and manner in which the uniform was damaged.
3. The Commanding Officer will approve the officer's memorandum only when in their opinion the request for repair or replacement is valid and state thereon:
- a. damage occurred in the line of duty;
 - b. clothing in question would normally pass inspection;
 - c. that the incident has been investigated and the facts as stated are true.
4. Commanding Officer will forward original and first copy of memorandum, along with damaged clothing (through the chain of command) to the Finance Office, Room 307, Police Headquarters.
- a. Copy will be returned to submitting officer.
5. When request for replacement is approved:
- a. Finance Officer will send a memorandum (82-S-1) to the requesting officer to go to designated place where clothing will be replaced or compensated.
6. When request for repair is approved:
- a. Finance Officer will notify officer to pick up uniform for repair.
 - b. Officer will take uniform to designated manufacturer for repair.
7. When request for repair or replacement is disapproved, Finance Officer will notify officer to reclaim uniform.

G. Replacement of Leather Coats:

1. All requests for replacement of leather coats, due to damage, will be rejected. Exception: Highway Patrol members requesting repair or replacement due to damage will send a memo to Police Finance.

*5 H. Replacement of Identification Cards.

1. Lost Identification Cards:

- a. Officers will prepare a memorandum in triplicate and submit the original and a copy through their chain of command to the Chief Inspector, Support Services Bureau, requesting a new identification card. The submitting officer will retain a copy. Include a brief explanation of the circumstances concerning the lost or stolen card and a copy of 75-48 or 75-49.
 - b. Chief Inspector, Support Services, will approve the request and forward it back to the requesting officer.
 - c. Upon receipt of the approved memo, the officer will take the memo to Police Finance, PAB – Room 307, to the reception desk and pay the replacement fee. Then proceed to Photo Lab – Room 110 with approved memo and receipt from Finance. If the lost identification card is within a year of expiration, the officer should be in full uniform prepared to have a new updated photo taken.
2. Stolen Identification Cards:
- a. Officers will prepare a memorandum in triplicate and submit the original and a copy through their chain to the Chief Inspector, Support Services Bureau, requesting a new identification card. Submitting officer will retain a copy. Include a brief explanation of the circumstances concerning the lost or stolen card and a copy of 75-48 or 75-49.
 - b. Chief Inspector, Support Services, will approve the request and forward it to the Records and Identification Unit.
 - c. The Records and Identification Unit, Photo Section will notify the officer when to report for the new identification card. If the stolen identification card is within a year of expiration, the officer should be in full uniform prepared to have a new updated photo taken.
 - d. Commanding Officers and Supervisors will ensure the circumstances concerning the replacement of identification cards is investigated to ensure they are reasonable. The integrity of the identification card is maintained by the ability to limit the number of cards issued to an individual.
3. Damaged or Expired cards:
- a. No memorandum is needed when returning the damaged or expired identification cards. Personnel should report to the Records and Identification Unit, Photo Section, Police Headquarters, Room 110. Officers should be in full uniform prepared to have a new updated photo taken.

NOTE: Identification cards are issued by the Records and identification Units Photo Section located in Police Headquarters, Room 110. Identification cards are issued Monday through Friday 6:30a.m. to 3:30p.m. Supervisors and employees may contact the Photo Section at 215-XXX-XXXX for assistance or any questions.

8. CLOTHING/MAINTENANCE ALLOWANCE

- A. A clothing allowance, as well as uniform maintenance allowance, is allotted to each member of the Department. All sworn employees assigned to full duty on the date the checks are issued are entitled to the annual uniform maintenance allowance payment. Officers not on full duty will not receive clothing/maintenance checks unless they return to full duty prior to the end of the fiscal year. Upon return, officers will submit a memo approved by their Commanding Officer to the Fiscal Officer.
 - B. It will be the responsibility of the individual police officer to purchase and maintain the required uniforms and equipment as specified in this Directive.
-

9. RETURN OF EQUIPMENT

- A. At the termination of an officer's employment, the Commanding Officer will reclaim all City-owned equipment and:
 - 1. Withhold the officer's last paycheck until the return of this equipment.
- B. Commanding Officer will ensure all equipment is returned as follows:
 - 1. Armory, Police Academy -- City owned weapon, two magazines, black box, trigger lock, pepper spray and pepper spray holder.
 - 2. Police Warehouse, 660 East Erie Avenue -- Helmet, protective vest and handcuffs.
 - 3. Police Personnel, Room 308 Police Headquarters -- ID card, MPO card, parking permit, and frontispiece. On retirement, police officers are permitted to retain badge, new ID card will be issued.
 - 4. Mobile Communications Unit, Room 106 Police Headquarters: Blackberry and Handi-Talkie if issued.
 - 5. Garage, McAllister Street -- Vehicle and keys (Captain and above).

10. REPAIR OR REPLACEMENT OF PERSONALLY OWNED PROPERTY DAMAGED IN THE LINE OF DUTY

- A. Claims for the repair or replacement of personal property (e.g., eyeglasses and dentures) damaged in the line of duty must be substantiated by the officer and authenticated by the immediate supervisor and Commanding Officer.
 - 1. If the Commanding Officer's investigation indicates that the damage occurred through negligence or carelessness on the part of the officer, the claim will not be paid.
- B. The officer must report to their immediate supervisor with the damaged item prior to reporting off duty on the day of the incident.
- C. The officer must prepare a typewritten memorandum (82-S-1) in triplicate to the Commanding Officer. The memorandum will include:
 - 1. Officer's name, payroll number, and badge number,
 - 2. Date and time of the incident,
 - 3. Location of occurrence,
 - 4. A brief description of the incident,
 - 5. District Control Number (DC#),
 - 6. Name, age and address of offender, if known and when appropriate,
 - a. if the offender was arrested, list charges and place of hearing.
 - 7. Any injuries sustained,
 - a. If the officer is injured, a copy of the Injured Employee Report (82-S-58) will be attached to the memorandum.
 - 8. Witnesses to the incident (police and civilian), including the addresses of civilian witnesses,
 - 9. Description of item, damage, value, and date purchased,
 - 10. State that no remuneration for the article has been or will be accepted, other than that provided by the Department,

- a. When an offender, or other party, offers to pay for the damaged article, the individual will be directed to:
 - 1) prepare a check payable to "City of Philadelphia"
 - 2) write a letter of explanation;
 - 3) mail both to the Fiscal Officer, Room 307, Police Headquarters.
 11. Attach bills for repair/replacement to the memorandum.
 - D. The officer's supervisor will examine the item in question and note the damage (i.e., left lens broken, frame broken, etc.) In addition, the supervisor will investigate the incident and:
 1. Prepare a typewritten memorandum in triplicate to the Commanding Officer indicating the results of the investigation and the reasons for approval or disapproval of the officer's request.
 2. Submit the memorandum to the Commanding Officer for review.
 - E. The Commanding Officer will approve or disapprove the request and state on the officer's memorandum the reason therefore. Distribute the memoranda as follows:
 1. Original & Copy – Safety Office, Police Headquarters, Room L-5,
 2. Copy - Returned to the officer.
 - F. The Safety Office will review the officer's claim and approve or disapprove the request.
 1. When the claim is approved, determine the amount of the City's liability and forward the memorandum to the Finance Officer, 307, Police Headquarters.
 2. When the claim is disapproved, state the reason on the officer's memorandum and return to the requesting officer through channels.
 - G. The Finance Officer will contact the officer's Commanding Officer and request that the officer report to the Finance Office, 307, Police Headquarters, to arrange for payment for the damaged item.
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11. LOCKERS

- A. The Philadelphia Police Department maintains lockers at most of its facilities for the exclusive use of its employees, as a convenience for them and as such, certain responsibilities and restrictions are placed on their use.

NOTE: All Department personnel are hereby placed on notice that the Philadelphia Police Department reserves the right to inspect, inventory, view or otherwise search any property owned by the City of Philadelphia at any time. This shall include, but is not limited to lockers, desks, cabinets, and vehicles. Accordingly, personnel should NOT assume any reasonable expectation of privacy in these areas whether locked or unlocked.

- B. The individual officer assigned a locker shall:
1. Provide their Commanding Officer with a duplicate key or combination for the lock used to secure their locker. (This will facilitate inspections by command personnel.) If a combination lock is supplied for the officer's use, only that lock will be placed on the locker.
 2. Keep their locker clean and orderly as possible.
- C. The individual officer assigned a locker shall not keep any articles of evidence, confiscated materials, contraband, intoxicants, food or surplus quantities of City or Departmental forms in their locker at any time. Ensure no adhesive stickers, labels, etc., are placed on any part of the locker.
- D. The individual officer assigned a locker may store the following items in same:
1. All required police equipment as indicated in this directive.
 2. Civilian clothes and athletic equipment
 3. Toiletries
 4. Off-duty firearm
- E. Commanding Officers shall conduct monthly inspections of all lockers assigned to personnel under their command. This authority may, in specific instances, be delegated to subordinate supervisory personnel.

BY COMMAND OF THE POLICE COMMISSIONER

<u>FOOTNOTE</u>	<u>GEN#</u>	<u>DATE</u>	<u>CHANGE</u>
*1	6149	12-20-11	Addition
*2	0308	12-28-11	Addition
*3	9734	01-12-12	Addition
*4	7105	01-24-12	Change
*5	7109	01-24-12	Change
*6	2504	01-26-12	Change
*7	3170	03-20-12	Change
*8	1192	06-25-12	Change

*9	5636	04-08-13	Change
*10	1251	07-11-13	Addition
*11	5623	09-11-14	Addition/Apdx 'A'
*12	5873	12-07-15	Additions/Changes
*13	1366	07-01-16	Addition



APPENDIX "A"

Issued Date: 04-15-11	Effective Date: 04-15-11	Updated Date: 09-11-14
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SUBJECT: SOFT BODY ARMOR

1. POLICY

- *4 A. All sworn personnel on-duty and performing a patrol, special patrol, investigatory function, including pre-planned high risk incidents, will wear their city-issued ballistic/protective vest, unless exempted as follows:

REDACTED - LAW ENFORCEMENT SENSITIVE

2. PROCEDURE

REDACTED - LAW ENFORCEMENT SENSITIVE

1. Uniform shirt poplin construction.
2. Executive design matches uniform shirt in both style and color.
3. Color powder blue or white, consistent with rank.
4. Two (2) front pad and pen breast pockets with hidden Velcro closure.

*8

- b. Blauer ArmorSkin Style # 8770-1 color #46-blue/color #26-white
 Blauer L/S Streetshirt Style #8771-1 color #46-blue/color #26-white
 Blauer S/S Streetshirt Style #8772-1 color #46-blue/color #26-white
 Blauer Suspenders Style #174 color #11

1. Blauer ArmorSkin is an armor integration uniform system.
2. This system consists of the ArmorSkin vest which covers your existing carrier.
3. A Streetshirt-performance uniform shirt-worn as a base layer or as an alternate uniform shirt.
4. An optional duty belt suspension system integrated into the vest.

NOTE: The quilted blue outer carrier for the ballistic panels may only be worn with either the patrol jacket, blouse coat or leather jacket. The quilted outer carrier may not be used while wearing Uniforms #1 or #2.

B. Inspection

1. All district and unit supervisors will inspect their personnel on a daily basis to ensure personnel are wearing the protective vest as required. During this inspection, it is incumbent on the officer to take appropriate action to demonstrate that the ballistic panels of the vest are in place. Such action may include the following:
 - a. raising, removing or unbuttoning the top garment so as to expose the vest to visual inspection, or
 - b. patting on the front and rear of the vest so as to produce a sound, or
 - c. any other reasonable manner, which will indicate to the patrol supervisor that the vest is being worn.

*11

2. The supervisor is responsible to ensure that the inspection is notated on the S&R. In pre-planned high-risk incidents, the supervisor will ensure the wearing of body armor by personnel involved in the incident will be documented on the pertinent report (i.e, 75-48, PIIN, or incident sheet). (PLEAC 2.1.4)
3. Commanding Officers will be responsible for conducting an annual inspection in August of each year.

4. All district and unit Commanding Officers will ensure that soft body armor assigned to each officer under their command is inspected for the following:
 - a. Wear-Damage-Abuse-Misuse -- The "coolmax" and poly cotton carrier and the ballistic panels they contain will be examined to ensure that excessive wear or other damage has not made the vest unusable. Examples would include damage such as holes, rips, tears, fraying seams, unraveling stitching and severe bunching of the inner material and discoloration.
 - b. Personal Fit -- If during the annual inspection or at any time it is determined that armor no longer meets the standard for proper fit, it will be replaced as soon as possible.
5. Personnel requiring a replacement vest due to loss, damage or theft will report to the Police Warehouse, 660 East Erie Avenue, phone number (215) XXX-XXXX, with a memo approved by their Commanding Officer and the damaged vest. No memo will be necessary if the replacement is for fit only.

NOTE: Seams and/or binding will not be opened for any of these inspections. Panels will be inspected by opening the Velcro sealers on the carrier and visually examining the panels during the Commanding Officer's annual inspection.

3. ANNUAL BODY ARMOR INSPECTION REPORT

- A. Every district/unit commander will be required to submit an annual body armor inspection report. This report will list all body armor, which has been determined to be in need of replacement through inspection. It will also include the commander's determination as to normal wear, abuse, or misuse. This annual report will be sent to the pertinent Chief Inspector no later than the first Monday after the 15th of September of each year.

4. EMERGENCY REPLACEMENT

- A. In the event a vest is lost or stolen, it must be reported immediately through normal procedures for lost or stolen City property.
- B. If lost, stolen or damaged, replacement will be obtained by following the procedure indicated in Section 2-B-4.

NOTE: Vests, which have been shot, punctured, or damaged, must be replaced before the officer returns to field duty.

5. OFFICERS WITHOUT BODY ARMOR

- A. If armor is lost, stolen, or damaged, officers will be permitted to work in non-field assignments until the vest is replaced.
- B. If armor is lost, stolen, or damaged through personal neglect, misuse, or abuse, personnel will be responsible for restitution and subject to disciplinary action.
- C. Officers who have forgotten their armor will be carried vacation/holiday or leave without pay until they return to work with the required equipment and may be subject to disciplinary action.

6. CARE AND MAINTENANCE

- A. Each officer who has been issued soft body armor will be responsible for its routine care in accordance with the manufacturer's direction.
- B. Instructions for proper care are attached to the vest.

NEVER EXPOSE TO DIRECT SUNLIGHT
NEVER DRY CLEAN
NEVER USE BLEACH
NEVER PUT BALLISTIC PANELS IN THE WASHING MACHINE

- C. Under no circumstances is an officer to attempt to mend or repair soft body armor. If any mending or repairs are needed, the officer will follow the procedures outlined in Section 2-B-4 for replacement.

7. STORAGE

- A. City-owned protective vests will not be kept in vehicles. (Exception: personnel in “on-call” status will be permitted to store their vests securely in their vehicle only for that period of time they remain in on-call status.)
- B. Ballistic panels should be stored flat, not folded.

8. REPORTS OF "SAVES"

- A. Whenever soft body armor saves an officer, whether as a consequence of gunfire, blunt trauma, vehicle accident, fall or any other instance where the armor saved the officer, a report from the officer's Commanding Officer will be forwarded to the Chief Inspector, Training Bureau, through proper channels within 10 days of the incident. This report will include the DC#, Investigative Control# and copies of the investigation reports.

NOTE: The body armor manufactured from Kevlar is vulnerable to attack by knife or other sharp instrument, such as an ice pick. However, it is likely to lessen the severity of injuries from a slashing attack.

BY COMMAND OF THE POLICE COMMISSIONER



APPENDIX "B"

Issued Date: 04-15-11	Effective Date: 04-15-11	Updated Date:
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SUBJECT: POLICE BICYCLE PATROL

1. POLICY

- A. All personnel assigned to Bicycle Patrol in all districts/units will maintain the prescribed uniform as well as any items distinctive to their particular assignment.
 - B. The Center City District (CCD) will retain responsibility for training.
 - C. Commanding Officers of districts/units who have bicycle patrols will have sole responsibility for the assignment of these officers.
 - D. No uniform or equipment other than that described herein will be permitted while in a uniform bicycle patrol assignment.
 - E. Officers will wear the uniform of the day when not assigned to bicycle patrol (e.g., court, bike mechanical, etc).
-

2. PRESCRIBED UNIFORM

- A. Uniform bicycle patrol officers will comply with the below listed prescribed uniforms and equipment. All uniforms and equipment will be available for inspection. No substitutions will be permitted.
 - 1. Winter Uniform
 - a. One (1) head cover (solid navy or black knitted material)
 - b. One (1) winter cycling vest with bolero (Ultrex), yellow and navy for Patrol Bureau personnel; medium blue over navy for the Narcotics Strike Force Personnel
 - c. One (1) pair cycling pants (Ultrex) navy
 - d. One (1) pair cycling pants (Supplex) navy

- e. One (1) pair insulated high-top boots, black
 - f. Three (3) navy colored sweatshirts
 - g. One (1) pair winter riding gloves (solid black or navy only, no ski gloves)
 - h. Three (3) black or navy-colored turtleneck shirts with PPD logo
2. Summer Uniform
- a. Two (2) pair summer shorts (Supplex), navy
 - b. Three (3) light blue short-sleeve staff shirts, including silk-screened badge and nameplate; three (3) navy blue short-sleeve staff shirts for Narcotics Strike Force personnel, including embroidered badge with number and name.
 - c. Three (3) pair socks (Kevlar optional) solid color, white or navy mid-calf
 - d. One (1) pair black leather cross-training sneaker (high top)
 - e. One (1) pair summer riding gloves
 - f. One (1) clear plastic raincoat
3. Duty Holster and Related Equipment
- a. One (1) nylon web belt, black
 - b. One (1) nylon web holster, black
 - c. One (1) nylon web handcuff case, black
 - d. One (1) nylon web speed loader/magazine holder, black
 - e. One (1) nylon web baton loop
4. Mountain Bike and Related Equipment
- a. One (1) Raleigh Police mountain bike (Other bikes purchased before the effective date of this directive AND previously approved by the Center City District will be approved. Any bikes purchased after the effective date of this directive will be as stated or departmentally approved by the Police Commissioner.)
 - b. One (1) cargo trunk, black nylon type, waterproof preferred

- c. One (1) Kryptonite lock (optional)
 - d. One (1) Advocet computer (optional)
 - e. One (1) water bottle and water bottle cage
 - f. One (1) Nicelite front light (other lights optional if approved)
 - g. One (1) mirror
 - h. One (1) helmet, bell image, white ONLY, with departmentally approved decals and insignia
 - i. Two (2) pair eye protection, tinted and clear
 - j. One (1) baseball hat with PPD emblem, navy
- B. All bicycles acquired become City property, and as such, will require property numbers.
- C. All other provisions of this directive (where appropriate) will apply and be strictly adhered to.
- D. This is a community-funded program. Commanding Officers will ensure strict accountability for any funds solicited and/or disbursed.
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3. REGULATION UNIFORMS

A. Regulation Uniform #1

Supplex cycling shorts; short-sleeve light blue staff shirt for Patrol Operations personnel or navy blue for Narcotics Strike Force personnel; black cross-training sneakers with socks, mid-calf, solid colored white or navy

B. Regulation Uniform #2

Supplex cycling pants; short-sleeve light blue staff shirt; black cross-training sneakers with socks, mid-calf, solid colored white or navy

C. Regulation Uniform #3

Supplex cycling pants; long sleeve navy blue sweatshirt; cycling vest with optional bolero (UltreX or Supplex); black cross-training sneakers or black high-top boots (optional).

D. Regulation Uniform #4

Ultrax cycling pants; long sleeve navy blue sweatshirt and/or black or navy PPD turtleneck; ultrax cycling vest and bolero; black high-top boots; winter riding gloves; head cover.

NOTE: Narcotics Strike Force Unit personnel may wear the black tactical windbreaker as an optional uniform between uniform #2 and #3 with the staff shirt (during times of unstable weather and widely varying temperature change) with approval of the officer's Commanding Officer. The windbreaker must have the officer's badge with badge number and name embroidered in the approved manner.

Lieutenants and above may substitute white shirts in place of blue in all sections.

E. Departmentally-approved bicycle helmets will be worn with all the above uniforms and whenever operating a bicycle. Baseball caps (Section 2-A-4-j) may be worn as cover when officer is not operating their bike.

BY COMMAND OF THE POLICE COMMISSIONER



APPENDIX “C”

Issued Date: 04-15-11	Effective Date: 04-15-11	Updated Date:
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SUBJECT: POLICE ON/OFF ROAD MOTORCYCLE PATROL

1. POLICY

- A. All personnel assigned to On/Off Road Motorcycle Patrol in all districts/units will maintain the prescribed uniform as well as any items distinctive to their particular assignment.
 - B. No uniform or equipment other than that described herein will be permitted while in an on/off road motorcycle patrol assignment.
 - C. Officers will wear the uniform of the day when not assigned to on/off road motorcycle Patrol (e.g., court, motorcycle mechanical, etc).
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2. PRESCRIBED UNIFORM

- A. On/off road motorcycle patrol officers will comply with the below listed prescribed uniforms and equipment. All uniforms and equipment will be available for inspection. No substitutions will be permitted.
 - 1. Winter Uniform
 - a. One (1) head cover (solid navy or black knitted material)
 - b. One (1) winter cycling vest with bolero (Ultrex), yellow and navy
 - c. One (1) pair cycling pants (Ultrex) navy
 - d. One (1) pair cycling pants (Supplex) navy
 - e. One (1) pair black 10” laced boots (to allow for pants to be bloused inside for safety)
 - f. Three (3) navy colored sweatshirts
 - g. One (1) pair black leather full-fingered gloves

- h. Three (3) black or navy-colored turtleneck shirts with PPD logo
2. Summer Uniform
- a. Two (2) pair cycling pants (Supplex), navy
 - b. Three (3) light blue short-sleeve staff shirts, including silk-screened badge and nameplate
 - c. Three (3) pairs of socks (Kevlar optional) solid color, white or navy mid-calf
 - d. One (1) pair black 10” laced boots (to allow for pants to be bloused inside for safety)
 - e. One (1) pair full-fingered summer riding gloves
3. Duty Holster and Related Equipment
- a. One (1) nylon web belt, black
 - b. One (1) nylon web holster, black
 - c. One (1) nylon web handcuff case, black
 - d. One (1) nylon web speed loader/magazine holder, black
 - e. One (1) nylon web baton loop
4. Other Related Equipment
- a. One (1) raingear (top and bottom), yellow for safety
 - b. One (1) helmet, Departmentally approved - in compliance with MVC §3525 (a)
 - c. Two (2) pairs of eye protection, tinted and clear – in compliance with MVC §3525 (b).
 - d. One (1) baseball hat with PPD emblem, navy
- B. All other provisions of this directive (where appropriate) will apply and be strictly adhered to.

3. REGULATION UNIFORMS

A. Regulation Uniform #1

Supplex cycling pants; short-sleeve light blue staff shirt; black 10” laced boots with socks, mid-calf, solid colored white or navy, full-fingered riding gloves.

B. Regulation Uniform #2

Supplex cycling pants; long sleeve navy blue sweatshirt; cycling vest with optional bolero (Ultrax or Supplex); laced 10” black boots, full-fingered riding gloves.

C. Regulation Uniform #3

Ultrax cycling pants; long sleeve navy blue sweatshirt and/or black or navy PPD turtleneck; ultrax cycling vest and bolero; laced 10” black boots, full-fingered riding gloves; head cover.

D. Departmentally-approved motorcycle helmets will be worn with all the above uniforms whenever operating a motorcycle. Baseball caps may be worn as cover when officer is not operating their motorcycle.

BY COMMAND OF THE POLICE COMMISSIONER



PHILADELPHIA POLICE DEPARTMENT DIRECTIVE 6.7

APPENDIX “D”

Issued Date: 05-13-10	Effective Date: 05-13-10	Updated Date:
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SUBJECT: POLICE ARMBANDS FOR DETECTIVES AND PLAINCLOTHES PERSONNEL

1. POLICY

A. Police armbands are issued by the Police Department to detectives and plainclothes personnel to be used as a means of identification.

2. PURPOSE

A. Description of armbands

1. 7 1/4” x 7” oval orange mesh outlined in black fabric with the Philadelphia Police Department insignia in the center. A black Velcro band is attached.

B. Use of armbands:

1. Armbands are to be worn on the left arm between the shoulder and elbow.
2. Armbands shall be utilized when:
 - a. Ordered by a supervisor because of incident conditions and/or necessity;
 - b. Pre-event planning indicates that arm bands identifying plainclothes police personnel may be required on an assignment or detail;
 - c. A detective or plainclothes officer determines that it is necessary for them to be recognizable to the public or other police personnel.
 - d. All police personnel are to be familiarized with the appearance and use of police armbands.

3. Issuance of armbands

- a. Armbands are issued by the Advanced Training Unit to personnel attending pre-promotional classes for Detective.

- b. Armbands may be issued to investigative and/or other plainclothes personnel at the discretion of the district/unit Commanding Officer.
 - c. Armbands issued are the property of the district/unit and will be returned to the district/unit upon transfer, reassignment, or retirement.
 - d. Personnel issued an armband will maintain and be responsible for the armband as Department-issued equipment. Additional armbands may be requested from the Police Warehouse, 660 East Erie Avenue, through a Memorandum and Material Issue Slip (71-S-91).
4. Lost or damaged armbands
- a. Personnel issued an armband will immediately prepare a memorandum to their Commanding Officer whenever an arm band is lost, stolen, or damaged in any way, giving all pertinent information concerning the loss or damage.

BY COMMAND OF THE POLICE COMMISSIONER
