UNIFORMS AND PERSONAL APPEARANCE

2.01 PURPOSE

The purpose of this regulation is to ensure consistency of uniform dress throughout the Department.

2.02 GENERAL INSTRUCTIONS

A. Authority:

1. Area/Troop Commanders and Bureau/Office Directors shall determine the uniform of the day consistent with the provisions of this regulation, unless otherwise directed by the appropriate Deputy Commissioner or the Commissioner.

2. Area/Troop Commanders may designate the uniform of the day for any special circumstances, regardless of the season (e.g., use of long-sleeve uniform shirts for a funeral or other special detail during the summer months, removal of neckties and/or other accouterments for a crowd-control detail).

3. Supervisors shall have the authority and responsibility for enforcing/implementing the provisions contained herein in accordance with AR 4-9, Employee Discipline, and AR 5-9, Roll Call and Staff Meetings. If a conflict exists between a member and a supervisor concerning the provisions of this regulation, the member shall be guided by FR 1-2, Duty Requirements, Section 2.03, Lawful Orders.

B. Requirements and Restrictions: Members wearing the uniform shall adhere to the manner of dress as prescribed and illustrated herein.

1. Members shall wear the prescribed uniform at all times when on duty, except those members:

   a. Performing Station duty or Communications-Desk Unit duty are not required to wear the headgear and holster belt, but shall wear the issued light-bearing paddle holster and be armed with the issued pistol, unless the member is on restricted
status or has failed to qualify on the Department Pistol Combat Course (DPCC).

b. Authorized to perform Communications-Desk Unit duty or Station duty due to work- or non-work-related medical conditions, and are not required or authorized to wear the uniform (or carry the issued pistol) due to their condition.

c. Authorized to wear civilian attire in accordance with this regulation.

2. Members in uniform shall not wear or carry articles unless authorized by the Commissioner; however, miscellaneous articles such as pens, sunglasses, and combs may be carried in the pockets or on the uniform if not readily visible.

a. Sunglasses may be worn while on duty. Frames, lenses, and retaining devices shall not be extreme in size or shape, and shall be of a non-fluorescent color compatible with the uniform. Retaining devices shall fit securely against the back of the head, and shall not interfere with the issued headgear.

b. Corrective eyewear standards shall be the same as those for sunglasses.

3. Uniforms shall not be intermixed, nor shall civilian clothes be worn with uniform clothing unless authorized by the appropriate Area/Troop Commander, Bureau/Office Director, or Department directive(s).

4. All buttons and snaps shall be fastened.

5. Unauthorized modification or alteration of the uniform is prohibited.

6. Members working together in public view shall be similarly attired.

2.03 UNIFORM WEARING DATES

A. Summer: May 1 to September 30, inclusive.
B. Winter: November 1 to March 31, inclusive.

C. Optional: From April 1 to April 30, and from October 1 to October 31, either the summer or the winter uniform may be worn as authorized by the appropriate Area/Troop Commander, Bureau/Office Director, or the Commissioner.

D. All-Season: The all-season uniform issued to Commissioned Officers may be worn year-round.

2.04 COMMISSIONED OFFICERS’ UNIFORM

A. Year-Round Items: Cruiser jacket; sweater; trouser belt; holster belt; beltkeepers; magazine pouch and magazines; handcuffs and case; pistol, pistol-mounted tactical flashlight, and light-bearing pistol holster; expandable baton and scabbard; Oleoresin Capsicum (OC) spray and pouch; 
th handheld flashlight and scabbard; nameplate; necktie and tie tack; collar ornaments (coat of arms and rank insignia); gloves; raingear; soft body armor; hard body armor; utility trousers; high-visibility safety vest; service insignia; rubber boots; insulated boots; non-insulated boots; shoes; and socks.

B. All Season: The all-season uniform includes the year-round items, plus the grey long- or short-sleeve uniform shirt, all-season blouse, officers’ all-season trousers, and officers’ cap with large coat of arms.

C. Summer: The summer uniform includes the year-round items, plus the grey short-sleeve uniform shirt, straw campaign hat with leather strap, and officers’ summer trousers.

D. Winter: The winter uniform includes the year-round items, plus the grey long-sleeve uniform shirt, felt campaign hat with leather hatband and chin strap, fur cap with large coat of arms, knit cap with Department patch, and officers’ winter trousers.

E. Classes of Uniforms:

1. Class A: The Class A uniform shall be worn for ceremonies or other designated formal occasions. It includes a white long-sleeve dress shirt with button cuffs and straight-pointed collar (no button-down or tab collars), all-season blouse, officers’ all-season trousers, trouser belt, officers’ cap, and low-cut shoes.
NOTE: Commissioned Officers in Class A uniform may carry the issued pistol and light-bearing paddle holster, or an authorized personal weapon and holster, worn under the all-season blouse.

2. Class B: The Class B uniform includes a grey long- or short-sleeve uniform shirt with collar ornaments, all-season blouse, officers’ all-season trousers, trouser belt, officers’ cap, and low-cut shoes. The holster belt, light-bearing pistol holster, magazine pouch, and handcuff case, or the light-bearing paddle holster shall be worn as appropriate or designated for the occasion/assignment.

3. Class C: The Class C uniform includes a grey long- or short-sleeve uniform shirt with collar ornaments, holster belt with beltkeepers and related accessories, officers’ summer or winter trousers, and campaign hat with small gold coat of arms. The officers’ cap, insulated/non-insulated boots, sweater, and cruiser jacket are optional and shall be worn as appropriate or designated for the occasion/assignment.

2.05 ENLISTED MEMBERS’ UNIFORM

A. Year-Round Items: Cruiser jacket; sweater; trouser belt; holster belt; beltkeepers; magazine pouch and magazines; handcuffs and case; pistol, pistol-mounted tactical flashlight, and light-bearing pistol holster; conducted electrical weapon (CEW) and CEW holster; expandable baton and scabbard; OC spray and pouch; handheld flashlight and scabbard; nameplate; necktie and tie tack; coat of arms; gloves; raingear; soft body armor; hard body armor; utility trousers; high-visibility safety vest; rank insignia; service insignia; rubber boots; insulated boots; non-insulated boots; shoes; and socks.

B. Summer: The summer uniform includes the year-round items, plus the grey short-sleeve uniform shirt, straw campaign hat with leather strap, and summer trousers.

C. Winter: The winter uniform includes the year-round items, plus the grey long-sleeve uniform shirt, felt campaign hat with leather hatband and chin strap, fur cap with large coat of arms, knit cap with Department patch, and winter trousers.
2.06 ENFORCEMENT OFFICERS' UNIFORMS

A. Motor Carrier Enforcement Officers and Motor Carrier Enforcement Supervisors:

1. Issued items: Official Identification Card, badge and case, black long-sleeve uniform shirts, utility cap, cruiser jacket, sweater, raincoat, high-visibility safety vest, soft body armor, black special duty uniform (SDU) trousers, socks, insulated boots, trouser belt, utility belt and beltkeepers, expandable baton and scabbard, OC spray and pouch, handcuffs and case, coveralls, gloves, nameplates, Mourning Pin, and flashlight.

2. Insignia: Motor Carrier Enforcement Officers (MCEOs) shall be issued a specialist insignia, and Motor Carrier Enforcement Supervisors (MCESs) shall be issued a supervisor insignia.

3. Requirements and restrictions: MCESs and MCEOs wearing the uniform shall adhere to the manner of dress as prescribed in AR 8-2, Commercial Vehicle Enforcement Program.

B. Liquor Enforcement Officers and Enforcement Officer 3s:

1. Issued items: Bureau of Liquor Control Enforcement (BLCE) Official Identification Card; badge and case; blue short-sleeve uniform shirts; blue long-sleeve uniform shirts; utility cap; raid jacket; raincoat; black Pennsylvania State Police (PSP) embroidered undershirt; black SDU trousers; socks; boots; trouser belt; utility belt and beltkeepers; pistol, pistol-mounted tactical flashlight, and light-bearing pistol holster; magazine pouch and magazines; expandable baton and scabbard; mini flashlight and holder; OC spray and pouch; handcuffs and case; leather pancake holster; fanny pack; soft body armor with tactical carrier; coveralls; gloves; knit cap with LCE patch; nameplates; Mourning Pin; and large report holder.

2. Insignia: Enforcement Officer 3s (EO3s) shall be issued a supervisory insignia.

3. Requirements and restrictions: Liquor Enforcement Officers (LEOs) and EO3s wearing the uniform shall adhere to the manner of dress as prescribed in the
BLCE Procedures Manual. Protocols governing the carry and maintenance of the issued pistol and pistol-mounted tactical flashlight shall be the same as that provided for members in Section 2.08I of this regulation.

2.07 SPECIALIZED DUTY ATTIRE

A. General: Members shall be exempt from the provisions of this regulation while performing specialized duties, and shall be attired in appropriate uniform dress or civilian attire, as set forth by the appropriate Commander or Director, with the approval of the appropriate Deputy Commissioner or the Commissioner.

B. Members Assigned to Bureaus/Offices: To ensure a state of preparedness, uniforms shall fit properly and issued equipment shall be readily available in the event members assigned to Bureaus/Offices are mobilized. Members assigned to Bureaus/Offices shall report for work in uniform a minimum of one day per month. Members are not required to wear the headgear and holster belt; however, these items shall be immediately available when the uniform is worn.

**EXCEPTION:** Members whose grooming, by virtue of their specific duty assignment, does not comply with the provisions of this regulation, or whose identity would be compromised (e.g., undercover assignment), are exempt from this requirement.

2.08 ISSUED CLOTHING AND EQUIPMENT

A. Badges:

1. Upon graduating from the Academy, each member shall receive an official gold Pennsylvania State Police badge.

2. Newly-promoted Commissioned Officers will, in addition to being assigned a badge for each new rank, be permitted to retain their badge(s) from their previous rank(s).

B. Belts:

1. Trouser belt: The trouser belt shall be worn through the loops of the trousers.
2. Holster belt: The holster belt shall be worn over the trouser belt. The four beltkeepers shall be used to secure the holster belt to the trouser belt.

a. Members are required to carry all holster-belt equipment issued by the Department, provided they have received appropriate training; however,

(1) The expandable baton shall either be carried on the holster belt or in another readily accessible location (e.g., equipment bag, coat pocket).

(2) Only the holster, magazine pouch, and handcuff case shall be worn by members of the Ceremonial Unit when wearing the Sam Browne shoulder strap.

b. Placement of equipment:

(1) Beginning at the belt buckle on the strong-hand side, the following equipment shall be placed on the holster belt, in the following order:

(a) Magazine pouch and magazines.

(b) Pistol and light-bearing pistol holster.

(c) Expandable baton and scabbard, if carried on the holster belt.

NOTE: The magazine pouch may be worn either vertically or horizontally and shall be worn on the strong-hand side of the belt buckle.

(2) Beginning at the belt buckle on the off-hand side, the following equipment shall be placed, in any order, on the holster belt:

(a) CEW and CEW holster.

(b) Portable radio and holder.

(c) OC spray and pouch.
(d)  Handcuffs and case.

(e)  ASP Triad USB flashlight and scabbard.

NOTE: It is recommended that the CEW and CEW holster be the first item on the off-hand side of the belt buckle. However, any item(s) placed in front of the CEW and CEW holster shall not interfere with its access and deployment.

(3)  Members shall endeavor to keep the area between the rear beltkeepers free of any equipment. Items placed in this area will increase the chance of serious injury from an impact in that area.

c.  The use and carry of approved personally owned items/equipment on the holster belt is optional. The restrictions set forth in this regulation governing the style and color of personally owned items/equipment shall be adhered to.

d.  Each member assigned on a full- or part-time basis to the Bureau of Emergency and Special Operations, Special Services Division, Tactical Mounted Section shall be issued a secondary holster specially designed to provide adequate retention capability and accessibility while the member is seated upon a horse. Each member assigned to the Tactical Mounted Section shall also be issued a complete second set of leather gear to be used with the specialized holster. The specialized holster and additional leather gear shall only be worn by affected members when performing Tactical Mounted Section duties, and shall not be worn during normal patrol functions or other assignments.

C.  Cruiser Jacket:

1.  Wear: The cruiser jacket may be worn year-round. Fabric chevrons, medals, insignias, and ribbon bars shall not be attached to the cruiser jacket, with the exception of rank insignia, which shall be worn on the epaulets of
the jacket in accordance with the provisions of this regulation.

2. Care: The cruiser jacket shall be maintained in accordance with the care instructions sewn inside the jacket liner.

3. Reflectorized areas: The cruiser jacket has areas of reflectorized material to enhance officer safety. In situations where increased officer visibility is desired, the reflectorized material shall be exposed. However, the reflectorized material on the cruiser jacket shall not be used as a substitute for the high-visibility safety vest in situations where the high-visibility safety vest is required.

D. Sweater:

1. Wear: The sweater may be worn year-round with the summer, winter, or all-season uniform. The sweater may be worn in lieu of, or in addition to, the cruiser jacket. It shall be worn over the uniform shirt and tie, and tucked into the trousers.

2. Care: The sweater shall be maintained in accordance with the care instructions sewn inside the sweater.

E. Gloves:

Lined leather gloves are primarily intended to be worn in cold weather; however, members may utilize them in warm weather conditions, as necessary, while engaged in searches of prisoners, buildings, vehicles, etc.

F. Headgear:

1. Wearing of headgear: Headgear shall be worn at all times when outdoors, unless otherwise directed.

2. Summer hat: The straw campaign hat with leather strap shall be worn only with the summer uniform. Commissioned Officers may wear the straw campaign hat with leather strap, except when they are assigned to a detail with enlisted (i.e., noncommissioned) members. The leather strap shall be worn around the rear of the head and not tucked under the hat.
3. Winter hat: The felt campaign hat with leather hatband and chin strap shall be worn only with the winter uniform. Commissioned Officers may wear the felt campaign hat with leather hatband and chin strap, except when they are assigned to a detail with enlisted (i.e., noncommissioned) members. The chin strap shall be worn extending across the point of the chin, and not tucked under the hat.

4. Officers’ cap: The officers’ cap with large coat of arms shall be worn only by Commissioned Officers. The officers’ cap shall be worn when assigned to a detail with enlisted (i.e., noncommissioned) members.

5. Knit cap:
   a. Wear: The knit cap with Department patch may be worn with the winter uniform in lieu of the felt campaign hat, as necessary, during periods of prolonged exposure to extreme cold, wind, and/or other inclement winter weather/environmental conditions, or as otherwise directed by the appropriate Commander, Director, or higher authority. The knit cap shall not serve as a routine alternative to the felt campaign hat, and shall not be worn in the absence of extreme/inclement winter weather conditions, or during periods of brief/incidental exposure to such conditions. In no instance shall the knit cap be worn indoors or utilized in conjunction with the summer uniform or the Commissioned Officers’ Class A or Class B uniform. The knit cap shall not be worn during off-duty hours.

   NOTE: Members who are issued both the knit cap and the fur cap with large coat of arms may continue to wear the fur cap in lieu of the felt campaign hat or knit cap, as weather/environmental conditions dictate, or as otherwise directed by the appropriate Commander, Director, or higher authority.

   b. Care: The knit cap shall be maintained in accordance with the care instructions contained in Appendage D.
6. **Helmets:** State Police helmets shall be worn at such times as the appropriate Area/Troop Commander, Bureau/Office Director, or higher authority may designate.

7. **Utility cap:** The baseball-style utility cap issued to members of the Aviation Section may be worn for flight duties. The baseball-style utility cap issued to all members may be worn in conjunction with the coveralls, or as otherwise directed by the appropriate Area/Troop Commander or Bureau/Office Director. The baseball-style utility cap shall not be worn during off-duty hours.

8. **Cloth crush cap:** The soft cloth crush cap may be worn by members authorized to perform motorcycle patrol operations. The crush cap shall only be worn with the motorcycle-patrol-duty uniform. The small coat of arms shall be affixed in the front-center portion of the crush cap, between the black-spun band and the top of the cap.

G. **Nameplate:**

The nameplate shall be worn centered on the flap of the right chest pocket on the uniform shirt and the Commissioned Officers' all-season blouse, with the top of the nameplate parallel with and touching the lower seam on the top of the pocket flap. It shall also be worn on the tab provided on the cruiser jacket and on the area provided on the sweater.

H. **Necktie:**

The necktie shall be worn outside the shirt and securely fastened directly above the top button of the shirt. The tie tack shall be attached to the shirt directly above the fourth button from the top of the shirt and used to hold the lower portion of the tie to the shirt. Tie tacks issued as part of the Meritorious Service Award, commemorating years of service with the Department, may be worn if issued.

I. **Pistol and Pistol-Mounted Tactical Flashlight:**

1. **Carry:**

   a. Members authorized to carry/use the issued pistol shall carry the pistol with the pistol-mounted tactical flashlight attached and properly secured
to the pistol when wearing the holster belt and light-bearing pistol holster or any specialized light-bearing pistol holster for the issued pistol.

b. The pistol-mounted tactical flashlight may be temporarily removed from the issued pistol at the discretion of the member when tactically or administratively necessary (e.g., cleaning/maintenance of the issued pistol, tactical situation where removal of the pistol-mounted tactical flashlight is prudent or warranted).

NOTE: Absent exigent circumstances, the pistol shall be unloaded when installing/removing the pistol-mounted tactical flashlight.

2. Maintenance and care:

a. Members shall ensure the issued pistol is maintained in a properly cleaned and lubricated condition.

b. Members shall use the issued cleaning/lubricating materials to clean/maintain the issued pistol. Metal polishes or abrasive liquids or materials shall not be used on the pistol.

c. If necessary, members may utilize a brass brush or toothbrush to facilitate cleaning of the issued pistol. Steel brushes or steel wool shall not be used to clean the pistol.

d. Members shall check the functionality of the pistol-mounted tactical flashlight prior to the beginning of each shift the light is carried to ensure it is serviceable. The batteries in the pistol-mounted tactical flashlight shall be replaced as necessary.

e. If gunfire residue accumulates on the lens of the pistol-mounted tactical flashlight, the lens surface shall be cleaned by gently rubbing it with a clean, dry pencil eraser, and wiping it with a soft, dry cloth to remove any loose debris.
J. Handheld Flashlight:

1. Members shall carry and utilize the ASP Triad USB flashlight and scabbard. Members shall also carry/maintain the associated USB charging cord, car charger attachment, and CR123 batteries in a readily accessible location when carrying the issued ASP Triad USB flashlight. Members shall ensure their issued ASP Triad USB flashlight is fully charged prior to each assigned shift. Should the charge expire at a critical or inopportune time, the issued CR123 batteries shall be utilized as an immediate back-up power source until the next opportunity to recharge the flashlight.

2. In addition to the ASP Triad USB flashlight, members may carry the previously issued Mag-Lite D-cell flashlight as a back-up light source while on duty.

NOTE: The Department will no longer issue parts or provide service for the Mag-Lite D-cell flashlight.

K. Insulated and non-Insulated Boots:

The insulated or non-insulated boots may be worn in lieu of the shoes year-round, unless otherwise directed.

L. Raingear:

The raincoat and hat cover shall be worn in inclement weather, as conditions dictate. The raincoat shall be worn with the green side out in normal duty situations in inclement weather. The raincoat shall be worn with the black side out for formal occasions in inclement weather.

NOTE: The hat cover may be worn to protect the hat when conditions do not require the use of the raincoat (e.g., light, intermittent rain; snow flurries).

M. High-Visibility Safety Vest:

1. Wear: In accordance with Federal Highway Administration, 23 CFR, Part 634, members, MCEOs, and MCESSs shall wear the high-visibility safety vest as the outermost garment while outside of their vehicle performing or assisting with any of the following duties: removing debris; directing traffic; investigating crashes;
conducting traffic safety checkpoints; conducting Motor Carrier Safety Assistance Program inspections; conducting sobriety checkpoints; or handling lane closures, obstructed roadways, and/or disasters. Members may wear the high-visibility safety vest during traffic stops and motorist assists at their discretion; however, consideration should be given to the fact that in situations with an armed subject in nighttime conditions, the high-visibility safety vest may jeopardize members’ concealment and safety by illuminating their torso.

2. Care: The high-visibility safety vest shall be maintained in accordance with the instructions sewn inside the vest. Members, MCEOs, and MCESs shall periodically inspect their high-visibility safety vest for signs of reflective deterioration or evidence of rips, cuts, or tears in the material, and request replacement when appropriate.

N. Utility Trousers:

Each member will be issued one pair of utility trousers. The utility trousers may be worn with the summer or winter uniform, in lieu of the summer or winter trousers, on an as-needed basis, at the direction of the appropriate Commander, Director, or higher authority, for unique duty assignments where the use of the summer or winter trousers is impractical and/or the summer or winter trousers would be exposed to elements that may cause permanent damage to the attire. Examples of such duty assignments include, but are not limited to, rough-terrain searches, warrant-service details, responses to natural or man-made disasters, and other special tasks where the use of the utility trousers is advantageous due to the unique operational nature of the work being performed. The utility trousers shall not serve as a routine alternative to the summer or winter trousers, and shall only be worn with proper authorization as operational needs and circumstances dictate. In no instance shall the utility trousers be worn in lieu of the summer or winter trousers for routine patrol duties, formal occasions, public-relations events, or with the Commissioned Officers’ Class A or Class B uniform.

O. Coveralls:

Coveralls are intended for use as an outer garment on an as-needed basis, and shall only be utilized when performing duties which are likely to cause soiling or damage to the
issued uniform or civilian attire (e.g., part-time Motor Carrier Inspectors [MCIs] conducting commercial vehicle inspections while performing patrol duties in the regular duty uniform, members conducting school bus inspections). Coveralls shall not be used in a commonplace manner over or in lieu of the regular duty uniform, and shall not be worn by MCEOs, MCESs, and full-time MCIs.

2.09 PERSONAL EQUIPMENT

The following personal equipment may be worn/carried as conditions/needs dictate:

A. Gloves: Personally owned gloves shall conform to the following guidelines if they are to be worn with the uniform:

1. Be black in color.
2. Be made of smooth or semi-smooth leather or material having a similar appearance.
3. Completely cover the fingers, palms, and back of the hands.
4. Not display any readily visible trademark, logo, or insignia.
5. Not be of the “gauntlet” type. However, an exception shall be made for members assigned to motorcycle patrol while performing motorcycle-patrol duties.
6. Not be weighted in any manner.
7. Not interfere in any manner with the operation of any equipment, including issued and authorized personal weapons, which members may be required to use in the performance of their duties.
8. Be properly maintained to ensure a professional appearance.
9. May be equipped with fixed or removable liners.
10. May be coated, treated, or constructed to prevent fluids or sharp objects from passing through the gloves.
B. Large Flashlight Belt Hanger: Large black metal or plastic ring flashlight belt hanger to be worn on the holster belt.

C. Miniature/Tactical Flashlight and Carrier: Miniature/tactical black flashlight with a smooth, black leather or polymer belt carrier to be worn on the holster belt as a secondary/back-up light source to the issued ASP Triad USB flashlight.

D. Dual Handcuff Case: Members choosing to carry an extra set of personally owned handcuffs may purchase a dual handcuff case to be worn on the holster belt in lieu of the issued handcuff case. The dual handcuff case shall be black in color and similar in appearance to the issued handcuff case.

2.10 RANK INSIGNIA, SERVICE INSIGNIA, AND COAT OF ARMS

A. Commissioned Officer Rank Insignia:

<table>
<thead>
<tr>
<th></th>
<th>Lieutenant</th>
<th>Captain</th>
<th>Major</th>
<th>Lt. Colonel</th>
<th>Colonel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoulder or Collar Insignia</td>
<td>One Silver Bar</td>
<td>Two Silver Bars</td>
<td>Gold Oak Leaf</td>
<td>Silver Oak Leaf</td>
<td>Silver Eagle</td>
</tr>
<tr>
<td>Coat of Arms (Collar)</td>
<td>Gold</td>
<td>Gold</td>
<td>Gold</td>
<td>Gold</td>
<td>Gold</td>
</tr>
<tr>
<td>Coat of Arms (Coat Lapel)</td>
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<td>Gold</td>
<td>Gold</td>
<td>Gold</td>
<td>Gold</td>
</tr>
<tr>
<td>All-Season Blouse Sleeve</td>
<td>Plain Gold Stripe</td>
<td>One ½” Gold Stripe</td>
<td>Two ½” Gold Stripes</td>
<td>Three ½” Gold Stripes</td>
<td>Four ½” Gold Stripes</td>
</tr>
<tr>
<td>Trousers</td>
<td>Thin Gold Stripe on Black Stripe</td>
<td>Thin Gold Stripe on Black Stripe</td>
<td>One ½” Gold Stripe</td>
<td>One ½” Gold Stripe</td>
<td>One ½” Gold Stripe</td>
</tr>
<tr>
<td>Officers’ Cap Visor</td>
<td>Plain Gold Braid</td>
<td>Gold Braid</td>
<td>Gold Braid</td>
<td>Gold Braid</td>
<td>Gold Braid</td>
</tr>
</tbody>
</table>
B. Noncommissioned Officer Rank Insignia and Trooper First Class Status Insignia:

1. Sergeant: A three-stripe gold fabric chevron shall be sewn on each uniform shirt sleeve and each coverall sleeve. A three-stripe silver chevron pin shall be placed on each epaulet of the cruiser jacket and sweater, and on both sides of the collar on the raincoat.

2. Corporal: A two-stripe gold fabric chevron shall be sewn on each uniform shirt sleeve and each coverall sleeve. A two-stripe silver chevron pin shall be placed on each epaulet of the cruiser jacket and sweater, and on both sides of the collar on the raincoat.

3. Trooper First Class: A single-stripe gold fabric chevron shall be sewn on each uniform shirt sleeve and each coverall sleeve. A single-stripe silver chevron pin shall be placed on each epaulet of the cruiser jacket and sweater, and on both sides of the collar on the raincoat.

C. Placement of Rank Insignia:

1. Commissioned Officers' rank insignia shall be centered on the cross-stitching of each epaulet of the all-season blouse and cruiser jacket, parallel to the shoulder seams. On the sweater and other outer garments with no cross-stitching, the insignia shall be centered on the epaulets of each shoulder, one and one-half inches inward from and parallel to the shoulder seams. Rank insignia shall also be worn on the right side of the shirt collar, except on white shirts, parallel to and centered one-half inch from the front edge of the collar (refer to Appendix A). On the raincoat, rank insignia shall be worn on the right side of the collar, parallel to and centered one-half inch from the front edge of the collar.

2. Noncommissioned Officers' gold fabric chevrons shall be worn on each sleeve of the uniform shirt and coveralls, centered directly below the shoulder emblem. The top point of each chevron shall be one-quarter inch from the bottom of the shoulder emblem. The silver chevron pin, depicting rank, shall be centered with the point facing inward on the cross-stitching of each epaulet of the cruiser jacket (refer to Appendix A). On the sweater and other outer garments with no cross-stitching, the
silver chevron pin, depicting rank, shall be centered on the epaulets of each shoulder, with the point facing inward, one and one-half inches inward from the shoulder seams. On the raincoat, the silver chevron pin, depicting rank, shall be worn on both sides of the collar, parallel to and centered one-half inch from the front edge of the collar.

D. Service Insignia and Coat Sleeve Striping:

1. Sleeve striping on the Commissioned Officers’ all-season blouse shall be placed three inches from the bottom edge of the sleeve, with each additional stripe placed one-half inch above the previous stripe.

2. Commissioned Officers who have served the following number of years shall receive the corresponding service insignia:
   
   a. Six years – Three gold bars.
   b. Eight years – Four gold bars.
   c. Ten years – One large gold star.
   d. Twelve years – Small gold star and one gold bar.
   e. Fourteen years – Small gold star and two gold bars.
   f. Sixteen years – Small gold star and three gold bars.
   g. Eighteen years – Small gold star and four gold bars.
   h. Twenty years – Two large gold stars.
   i. Twenty-five years – Two large gold stars and one small gold star.
   j. Thirty years – Three large gold stars.
   k. Thirty-five years – Three large gold stars and one small gold star.
3. Placement of service insignia:
   
a. Lieutenants: The service insignia shall be positioned on the outside center of the left sleeve cuff, five inches from the bottom edge of the all-season blouse.

b. Other Commissioned Officers: The service insignia shall be positioned one-half inch above the top gold stripe, on the outside center of the left sleeve of the all-season blouse.

E. Coat-of-Arms Insignia:

1. Members shall wear a small coat of arms on the straw and felt campaign hats. Commissioned Officers shall wear a small gold coat of arms on each lapel of the all-season blouse. Commissioned Officers shall also wear a small gold coat of arms on the left side of the shirt collar (except on white shirts) and raincoat, parallel to and centered one-half inch from the front edge of the collar. The angle shall be such that it mirrors the angle of the rank insignia on the right collar (refer to Appendage A).

2. The large coat of arms shall be worn only on the fur cap and the officers’ cap.

2.11 INSIGNIA FOR SPECIALIZED DUTY POSITIONS

A. Requirements:

1. Members shall wear only one specialized duty insignia. The insignia worn shall be the one that most accurately identifies the member’s current specialized duty function.

2. When a member is placed in an inactive status for a specialized duty, they may continue to wear the awarded specialized duty insignia.

3. When a member is removed from a specialized duty for reasons of misconduct or incompetence, they shall return their specialized duty insignia to the appropriate Commander or Director.
B. Placement: Department insignia awarded in recognition of specialized duties shall be worn on the upper-left chest portion of the uniform shirt, centered one-quarter inch above the left pocket. If medals or ribbon bars are also worn, the specialized duty insignia shall be worn centered one-quarter inch above the medals or bars (refer to Appendage A for placement of specialized duty insignia, and Appendage B for depictions of current insignia for specialized duty positions).

2.12 INSIGNIA FOR SEMIANNUAL PISTOL QUALIFICATION

A. Eligibility: Appropriate insignia shall be awarded to members who achieve a master rating on the DPCC during semiannual pistol qualifications.

B. Wear: The insignia may only be worn by a member for the pistol qualification period(s) in which they have achieved a master rating. In the event the member does not achieve a master rating in any subsequent qualification period(s), they shall not wear the insignia for the duration of that qualification period(s).

C. Placement: Department insignia awarded in recognition of semiannual pistol qualifications shall be worn on the upper right chest portion of the uniform shirt or the Commissioned Officers’ all-season blouse, centered one-quarter inch above the right pocket (refer to Appendage A).

2.13 DISPLAY OF AWARDS ON UNIFORM

A. Department Awards:

1. Medals and ribbon bars: Department awards may be worn on all occasions requiring uniform wear. Members shall wear Department awards in appropriate seniority order on the upper left chest portion of the uniform shirt or the Commissioned Officers’ all-season blouse, parallel to and centered one-quarter inch above the left pocket. When viewing the uniform shirt or all-season blouse from the front, ribbon order shall proceed from right to left, bottom to top, from least senior to most senior award. Department awards shall be worn in the following manner (refer to Appendages A and C for depictions):
a. One ribbon: Worn centered above the pocket.

b. Two ribbons: Worn in one row, on a two-ribbon bar, centered above the pocket.

c. Three ribbons: Worn in one row, on a three-ribbon bar, centered above the pocket.

d. Four or more ribbons: Worn in rows of three, on the appropriate multiple-ribbon bars, with rows of less than three centered above the previous row, above the pocket.

2. Meritorious Service Award: The tie tack commemorating years of service with the Department may be worn by members with the uniform or civilian attire. The lapel pin commemorating years of service with the Department may be worn only with civilian clothes.

B. Federal Awards: Members may wear medals and ribbon bars for military service in conjunction with Department awards or insignias; however, Department awards shall be worn in rank order above the military awards.

EXCEPTION: Members wearing the Medal of Honor shall center it above all other decorations, awards, and/or insignias.

2.14 MOURNING PIN

A. Wear: The Department Mourning Pin is authorized to be worn by all personnel. The Mourning Pin shall be worn in the following circumstances:

1. When a Department member or employee is killed in the line of duty under honorable circumstances. In such cases, the Mourning Pin shall be worn beginning with the date of death, or at the direction of the Commissioner. It shall be removed upon completion of the funeral/memorial service for the member or employee, or at the direction of the Commissioner.

2. When attending the funeral/memorial service of a law enforcement officer of another law enforcement agency who was killed in the line of duty.
3. With the approval of the Troop Commander or Bureau/Office Director for Department personnel under their command who die from circumstances not associated with line-of-duty actions. In such cases, the Mourning Pin shall be worn beginning with the date of death, and shall be removed upon completion of the funeral/memorial service for the member or employee.

4. When any law enforcement officer serving in the Commonwealth of Pennsylvania dies in the line of duty under honorable circumstances. In such cases, the Mourning Pin shall be worn from the time of death until the conclusion of the funeral/memorial service for the law enforcement officer.

5. In observance of State Police Memorial Day and National Peace Officers Memorial Day.

B. Placement: The Mourning Pin shall be worn centered on the flap of the left chest pocket of the uniform shirt or Commissioned Officers' all-season blouse, positioned in the same general manner as the nameplate. The Mourning Pin is also authorized to be worn on an outer uniform garment such as the cruiser jacket or sweater; however, it shall not be worn on the issued raincoat as it will compromise the integrity of the water-resistant material. When worn on an outer uniform garment or with civilian attire, the Mourning Pin shall be positioned on the left lapel or otherwise on the left chest area (refer to Appendage A for placement of the Mourning Pin, and Appendage C for a depiction of the Mourning Pin).

2.15 OTHER INSIGNIA

Members may wear an insignia that is not part of the Department’s current insignia program, provided the insignia was previously authorized or permission to wear the insignia is granted by the Commissioner.

2.16 UNIFORM MAINTENANCE, ALTERATION, AND REPLACEMENT

A. Storage: At the conclusion of each wearing season, the appropriate uniform attire shall be properly cleaned, pressed, and stored in garment bags or protective plastic bags. The appropriate campaign hat shall be placed in a hat box or hat
press. Any leather equipment which is not needed shall be polished and stored. If any issued weapon is stored, it shall be unloaded and properly cleaned, lubricated, and packaged to prevent corrosion.

B. Alteration:

1. The Department will pay for the following alterations on the initial issue of all uniform trousers and the Commissioned Officers’ all-season blouse:
   a. Trousers: Hemming the length of the legs and, if necessary, adjustment of the waist.
   b. All-season blouse: The all-season blouse may be altered/tailored, as necessary, to present a professional appearance when worn.

   NOTE: For the purposes of this regulation, the term “initial issue” shall be defined as those uniform items first issued, or those uniform items subsequently issued to replace unserviceable items.

2. Alterations to other uniform items are not authorized for payment/reimbursement by the Department.

3. Commanders/Directors shall ensure compliance with the provisions of this regulation governing alteration of uniform attire. Approval for exceptions to address unusual circumstances shall be at the discretion of the appropriate Troop Commander or Bureau/Office Director.

C. Rank and Service Insignia: The Department will pay for the addition or change of rank and/or service insignia on uniforms.

D. Replacement:

1. Serviceable item:
   a. Members will not be issued a new clothing item when it has been determined by the Central Supply Section or the appropriate Procurement and Supply (P&S) Unit that the clothing item which a member wishes to turn in is serviceable and/or can be altered to facilitate continued use
by the member. Any such alterations shall be done at the member’s expense.

b. Members being promoted to the rank of Lieutenant shall not be issued new summer or winter trousers if their existing summer and winter trousers are considered serviceable. Instead, Commissioned Officers’ black/gold striping shall be obtained from the Central Supply Section or the appropriate P&S Unit to replace the black striping on the trousers. This provision is also applicable to newly promoted Majors, who shall acquire gold striping to replace the black/gold striping on the summer, winter, and all-season trousers if their existing trousers are considered serviceable.

2. Unserviceable item: Whenever any item of the uniform becomes unserviceable, the affected member shall return the unserviceable item(s) and requisition a replacement from the Central Supply Section or the appropriate P&S Unit, as applicable.

2.17 CIVILIAN ATTIRE

Requirements: Members while on duty may wear civilian attire when directed or authorized to do so by proper authority. Appropriate civilian attire shall be consistent with that type of attire traditionally associated with conservative business and professional standards, and shall conform to the following criteria:

A. Males: A conservative business suit or sport coat with dress slacks, collared button-up dress shirt, and necktie. Male members attired in civilian clothing shall wear dress shoes or other conservative shoes, properly shined.

B. Females: A dress blouse or sweater with dress slacks or a skirt, a dress, or a suit. Dress and skirt length shall be conservative in nature and appropriate for business and professional dress. Female members attired in civilian clothing shall wear dress or other conservative shoes. Female members shall not wear high- or “spike-” heel shoes of a height which would reasonably limit their ability to run.
PERSONAL APPEARANCE AND GROOMING STANDARDS

A standard of reasonableness and professional appearance shall apply to the following, and extend to any other matter involving personal appearance that is not specifically addressed by this regulation.

A. Hairstyle: Members’ hair shall be kept in a neat manner, and shall not be cut/styled/dyed in a manner which could reasonably be expected to destroy public respect and/or confidence in the member and/or the Department. Acceptability of the style shall be judged by the following standards:

1. Males: Hair shall be neatly groomed. Hair shall present a tapered appearance and, when combed, shall not fall over the ears or eyebrows or touch the collar, except for the closely cut hair at the back of the neck. In all cases, the bulk or length of hair shall not interfere with the normal wear of all standard Department headgear. Sideburns shall be neatly trimmed, and the base shall be a clean-shaven horizontal line. Sideburns shall not extend downward beyond the middle of the earlobe, and shall be of an even width (not flared). Wigs or hairpieces may only be worn to cover natural baldness or physical disfigurement, and must conform to the previously stated haircut criteria.

2. Females: Hair shall be neatly groomed and worn in a manner so that it does not extend beyond the bottom of the uniform collar. Hair shall be secured to the head in such a manner as to prevent it from hanging or swinging freely. The bulk or length of hair shall not interfere with the normal wear of all standard Department headgear. Wigs or hairpieces may be worn, but must conform to the previously stated restrictions. Adornments shall be functional and of a conservative nature.

B. Beards and Mustaches: Members shall be clean shaven. Beards and/or mustaches shall be permitted for members only when required by duty assignment.

C. Cosmetics: While on duty in any attire, cosmetics may be worn by female members only. An exception will be made for male members as necessary to cover scars or disfigurement. Cosmetics shall be kept to subdued tones.
D. Jewelry:

1. Body piercing and earrings:
   a. The wearing of earrings is prohibited while in uniform.
   b. While in civilian attire, only female members may wear earrings. Earrings shall be conservative and professional in appearance, and limited to one pair worn on the earlobe only. Ear cuffs shall not be worn.
   c. No member while on duty shall be permitted to wear facial or other visible pierced body jewelry.

2. Necklaces:
   a. Necklaces may be worn by members while on duty and in uniform. However, the necklace(s) must be completely concealed when wearing the uniform.
   b. Only female members in civilian attire may wear visible necklaces that would be appropriate for conservative business and professional dress. Necklaces must also be of a type and style that would easily break away if grabbed or pulled, and could not be used as a weapon to injure the member or others.

3. Bracelets:
   a. A medical-alert-type bracelet and/or an M.I.A. bracelet are the only bracelets that a member is authorized to wear while in uniform. If worn, the bracelet(s) shall be snug fitting so as not to interfere with the performance of duty.
   b. Members in civilian attire may wear bracelets that would be appropriate for conservative business and professional dress, or as medically necessary. Bracelets must also be of a type or style which would break away if grabbed or pulled, and could not be used as a weapon to injure the member or others.
4. Rings:

   a. A maximum of two conservative rings may be worn by a member while in uniform. The size and shape of the ring(s) shall not hinder or obstruct a member’s performance of duty. The ring(s) shall not extend beyond the area between the knuckle and the next finger joint. The ring(s) shall not extend laterally from the finger to cover any portion of an adjacent finger(s). A wedding ring and engagement ring worn on the same finger shall be considered one ring.

   b. While in civilian attire, members shall restrict the size and number of rings worn to that which would be appropriate for conservative business and professional dress. The ring(s) shall conform to the previously stated criteria.

   c. Members shall not wear a ring(s) on the trigger finger of either hand while on duty in any attire.

E. Fingernails: Fingernails shall be neatly trimmed, no longer than one-half inch past the tips of the fingers, and free of any adornment(s). Fingernail polish may be worn only by female members, and shall be un-tinted while in uniform. While in civilian attire, female members shall be restricted to fingernail polish of a subdued shade which would be appropriate for conservative business and professional dress.

F. Tattoos: Members may be permitted to have non-facial tattoos or replicas, which are visible to the public while on duty, as long as they are not objectionable or demeaning to the image of the Pennsylvania State Police. Prior to obtaining a tattoo or replica which would be visible to the public, the member shall submit Department Correspondence, Form SP 3-201, along with a photograph, sketch, or drawing of the desired image, through channels, to the Tattoo and Replica Review Committee. The Tattoo and Replica Review Committee shall consist of the Deputy Commissioner of Administration and Professional Responsibility, or designee; Director, Personnel Services Office; and two Pennsylvania State Troopers Association/Fraternal Order of Police representatives. The Department Correspondence shall include the dimensions of the tattoo (width and length of the proposed tattoo in inches), as well as the exact location of the body on which the tattoo would be
The committee shall review the request to either grant or deny permission for the tattoo. The decision of the committee shall then be sent to the requesting member from the Deputy Commissioner of Administration and Professional Responsibility, through channels. No member shall get a tattoo which will be visible to the public without permission.

2.19 Exceptions

Members may deviate from the standards contained in this regulation to accomplish a duty assignment, with the approval of their supervisor.

2.20 Noncompliance and Subsequent Violations

Upon notification by a supervisor, failure to comply with the provisions of this regulation shall constitute a subsequent violation of this regulation.

2.21 Uniforms for Honorably Discharged Members and Enforcement Officers

It is the policy of the Department to allow each member retiring with an Honorable Discharge certificate, Form SP 3-337, and each enforcement officer retiring with a Certificate of Appreciation, Form SP 1-507, to retain one complete set of his/her duty uniform as follows:

A. Members retiring with an Honorable Discharge certificate at the rank of Trooper, Corporal, or Sergeant shall be permitted to retain one of the following uniforms, but not both:

1. The summer uniform consisting of one short-sleeve uniform shirt, one pair of summer trousers, trouser belt, and straw campaign hat with leather strap and coat-of-arms insignia.

2. The winter uniform consisting of one long-sleeve uniform shirt; one pair of winter trousers; trouser belt; and felt campaign hat with leather hatband, chin strap, and coat-of-arms insignia.
B. Commissioned Officers retiring with an Honorable Discharge certificate shall be permitted to retain one Class B uniform consisting of one grey, long- or short-sleeve uniform shirt with collar ornaments; one all-season blouse; one pair of officers’ all-season trousers; trouser belt; and officers’ cap. Commissioned Officers may also retain the felt or straw campaign hat with coat-of-arms insignia, and one pair of either the officers’ winter or summer trousers.

C. Enforcement officers retiring with a Certificate of Appreciation shall be permitted to retain one long- or short-sleeve uniform shirt, one pair of SDU trousers, and one trouser belt.

D. The following items may also be retained by each member or enforcement officer retiring with an Honorable Discharge certificate or Certificate of Appreciation:

1. All patches/insignia worn on their uniforms, with the exception of any patches/insignia sewn on any uniform attire not being retained.

2. Light-bearing paddle holster, if the member or enforcement officer purchases their issued pistol in accordance with Section 2.23 of this regulation.

E. Packaging of Retained Uniform Attire:

1. Eligible members and enforcement officers electing to retain a uniform upon retirement shall separate and package the applicable chosen uniform attire, insignia, and headgear when turning in their other assigned equipment, clearly noting on the package their name, rank, and retirement contact information.

2. The P&S Officer, Central Supply Section personnel, or other member or employee receiving the packaged uniform items shall maintain the package, pending documentation of receipt of an Honorable Discharge certificate or Certificate of Appreciation, as applicable.

3. The retired member or enforcement officer shall present their Honorable Discharge certificate or Certificate of Appreciation to claim the uniform package.
2.22 RETIREMENT BADGES FOR MEMBERS AND ENFORCEMENT OFFICERS

A. Members and enforcement officers shall relinquish their issued badge to their Troop Commander or Bureau/Office Director upon retirement. The retired member’s or enforcement officer’s badge shall be held by the Troop Commander or Bureau/Office Director pending the issuance of an Honorable Discharge certificate or Certificate of Appreciation, as applicable.

B. Refer to AR 4-13, Awards and Special Recognition, for specific procedures concerning the presentation of the badge to the retiree.

2.23 SIG SAUER P227 SERVICE WEAPON BUY-BACK PROGRAM

A. General: Members who are retiring and receiving an Honorable Discharge certificate, and LEOs or EO3s who are retiring and receiving a Certificate of Appreciation have the opportunity to purchase their issued Sig Sauer P227 pistol. No more than one Sig Sauer P227 pistol may be purchased by each eligible retiring member, LEO, or EO3. The buy-back program is not available to other retirees or civilians. Should a member, LEO, or EO3 wish to sell or transfer their issued Sig Sauer P227 pistol to another retiree or civilian after purchasing the weapon, it shall be done separate from the buy-back program in accordance with applicable state and federal firearms laws and regulations.

B. Pricing: The cost to eligible retiring members, LEOs, and EO3s to purchase their issued Sig Sauer P227 pistol will be the Department’s original purchase price of $619.00 minus ten percent of the original purchase price per fiscal year (FY) for each of the first five years following the Department’s initial procurement of Sig Sauer P227 pistols in FY 2014-15. The cost of the pistol at five years and thereafter shall be 50 percent of the Department’s original FY 2014-15 purchase price. The issued Sig Sauer P227 pistol shall be purchased with the pistol-mounted tactical flashlight. The pistol-mounted tactical flashlight shall be valued at $50.00 in FY 2014-15, and depreciated at a rate of ten percent of its original value per FY for each of the first five years. The cost of the pistol-mounted tactical flashlight at five years and thereafter shall be 50 percent of its original FY 2014-15 value. Members, LEOs, and EO3s purchasing their issued Sig Sauer P227 pistol and pistol-mounted tactical flashlight will also be responsible for
sales tax and any other applicable fees that may be required. Appendage E contains the annual price list for the Department’s **Sig Sauer P227** Service Weapon Buy-Back Program.

### C. Procedures:

1. Upon retiring, a member, LEO, or EO3 wishing to purchase their issued **Sig Sauer P227** pistol shall turn in their pistol, magazines, and pistol-mounted tactical flashlight, along with a check made payable to the “Commonwealth of Pennsylvania” for the cost of the weapon and flashlight, as well as the applicable sales tax, to the location where their clothing equipment record is maintained. This may be the Troop P&S Unit; the Bureau of Training and Education P&S Unit; or the Bureau of Staff Services, P&S Division/Central Supply Section, as applicable.

2. The Troop/Bureau P&S Unit/Central Supply Section shall prepare Department Correspondence to include the information below, and forward it to the Bureau of Staff Services, P&S Division, along with the member’s, LEO’s, or EO3’s check, for processing through the Department of General Services, State Surplus Property Division.

   a. Member’s, LEO’s, or EO3’s name.

   b. Date of retirement.

   c. **Sig Sauer P227** pistol serial number.

   d. Check number.

   e. Name and address of the licensed firearms dealer where the weapon transfer from the Commonwealth to the member, LEO, or EO3 will occur.

3. Upon receiving approval from the Department of General Services, State Surplus Property Division to surplus the pistol and related accessories, the Troop/Bureau P&S Unit/Central Supply Section shall transport the pistol, magazines, and pistol-mounted tactical flashlight to the appropriate Pennsylvania licensed firearms dealer to effect the transfer from the Commonwealth of Pennsylvania to the retiring member, LEO, or EO3.
An Invoice—Transfer and Receipt of State Property, Form SP 3-417, shall be utilized to document the transfer of the pistol and related accessories to the licensed firearms dealer and to acquire their signature acknowledging receipt of the pistol and related accessories. A copy of the signed Invoice—Transfer and Receipt of State Property shall be forwarded to the P&S Division, Bureau of Staff Services.

4. The Troop/Bureau P&S Unit/Central Supply Section shall update the retiring member’s, LEO’s, or EO3’s weapon status in the Handgun Inventory System by placing it in the sold category, Category 11.

5. The retiring member, LEO, or EO3 shall be required to appear at the designated licensed firearms dealer and complete the Federal Firearms Transaction Record, Part I, Over-the-Counter, ATF, Form 4473, and the Pennsylvania State Police Application/Record of Sale, Form SP 4-113. Section F of the Pennsylvania State Police Application/Record of Sale will not require a signature from the transferor/seller, and shall instead contain the following entry: “Pennsylvania State Police Weapon Buy-Back—No Signature Required.” The member, LEO, or EO3 shall be responsible for paying the licensed firearms dealer for any fees incurred in transferring the weapon.

D. **Surplus:** Surplus Sig Sauer P227 pistols may be available for purchase by Department personnel at the discretion of the appropriate Deputy Commissioner.