


HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL		
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Chapter: One – Organization and Management		Section: Eight – Disciplinary Procedures
Chief of Police: <i>John F. Viola</i>		

SUBJECT: CODE OF CONDUCT AND PERSONAL APPEARANCE

I. PURPOSE

The purpose of this Directive is to describe required and prohibited conduct by all members of the Haverford Township Police Department. This Directive also establishes guidelines regarding the wearing of uniforms, the personal appearance of all police personnel and the carrying or use of authorized equipment and accessories, to include body armor.

II. POLICY

It is the policy of this Department to set standards of conduct that will best promote fair, impartial, and lawful execution of the duties of the Department. Employees will comply with all policies and rules governing their conduct. All sworn officers will also conduct their lives and duties to promote confidence in the Department. Employee appearance helps to promote confidence in the Department and as such mandatory appearance guidelines shall be followed. Also employees shall use or carry only Department authorized equipment and accessories.
(PLEAC 1.8.1 a, b)

III. CODE OF CONDUCT

- A. All personnel are expected to adhere to, and will be accountable for, the standards of conduct outlined in the Department’s Code of Conduct and the Code of Discipline, as well as all other departmental policies and procedures.

1. These codes as well as all departmental written policies and procedures are contained in the Department's Operation Manual. This manual has been made available and distributed in accordance with Directive # 1.4.3 Written Directive System.

IV. APPEARANCE

A. **Uniform** - A policeman's uniform identifies him as a representative of this Department and is the first impression acknowledged by the public. The uniform will be worn in a military manner, kept in good condition, clean and pressed. Uniforms will be worn according to the following regulations:

1. Uniform hat shall be worn in a military manner at all times except while in a vehicle.
2. Shirt collars, cuffs and pockets shall be buttoned at all times.
3. Issued ties (four-in-hand or clip) will be secured at the neck and worn with a conservative, gold color tie bar. It will be worn centered on tie between the two breast pockets. (Class "A")
4. Badge, Department issued only, will be worn on the outermost garment over the left breast. (Raincoats excluded.)
 - a) All commendation medals will be worn above the badge, one medal over another, with the highest honor award being on the top. (Class "A")
5. Nameplates/date of service bar will be worn on the outermost garment over the right breast immediately above the top seam of right breast pocket. (Raincoats excluded)
6. Firearms qualification/specialty badge will be worn immediately above nameplate. Commendation awards will be centered immediately above the badge. No qualification badges, awards badges or service pins will be worn with the Class "B" uniform.
7. Pens if displayed must be gold color or black in color.
8. Department authorized leather goods will be clean, polished and worn as directed.
9. Firearms:

- a) **Handguns** – Only the issued service firearm shall be worn and used. It shall not be modified in any manner. The grips shall not be substituted except by authority of the Chief of Police
 - b) **Other Firearms** – Shotguns, rifles, automatic and semi-automatic weapons owned by the Department shall be the only firearms carried and used on authorized assignments.
 - c) **Ammunition** – Only Department issued ammunition shall be loaded in the firearms or carried on the person.
10. Trousers will be clean and pressed.
 11. Socks will be black or dark blue in color.
 12. Shoes or boots will be black, leather, military type, plain toe, polished and in good repair. Buckle type shoes, loafers and sneakers are not permitted unless determined by the Department to be part of the duty uniform. Leather boots will be kept under the trouser leg at all times when wearing the Class “A” uniform. Trouser legs of the Class “B” BDU style uniform may be bloused at the option of the officer. Officers blousing trousers must wear military style boots at least 8 inches high.
 13. A black belt shall be worn with uniform trousers.
 14. Outer garments will be buttoned or zippered at all times.
 15. State seals will be worn on lower portion of collar of lightweight jacket. Seal will be worn parallel with collar point, 5/8" from each seam.
 16. Raincoats will be department issued only.
 - a) The Fluorescent all-weather jacket or raincoat shall only be worn during periods of inclement weather, or at the direction of the Chief of Police or his designee.
 17. Speaker mike will be worn on epaulet of outermost garment.
 18. Scarves, gloves, earmuffs or the issued knit cap may be worn in cold weather.

B. Other Equipment and Accessories

1. Only equipment issued by the Department shall be carried or used.
2. Only those accessories such as a baton holder, radio case, handcuff case, and ammunition holder issued by the Department shall be carried or used. Officer's personal mini-flashlights and multi-purpose tools and their holders may be worn on the uniform belt. Department issued cell phones may be worn on the uniform belt, personal cell phones may also be worn if the phone and case are subdued and conform in color to the other belt accessories.

C. Uniform of the Day

1. Class "A" Uniform – The Class "A" Uniform options are listed below. This uniform may be worn all year. The Class A Uniform shall be the uniform of the day on Law Enforcement Memorial Day (May 15th), Memorial Day, and 9/11 for any officer working an AM shift.
 - a) Coat, uniform long sleeve shirt, tie, uniform trousers and uniform hat.
 - b) Uniform long sleeve shirt, tie, uniform trousers, uniform hat.
 - c) Issued wool knit hats may be worn during inclement weather only and may only be worn outdoors. This hat is authorized to be worn when the officer will be outdoors for a prolonged period of time. This hat is not to be used as a replacement for the normal uniform hat.
 - d) Between the dates of December 1 and March 15 the winter coat shall be available to be worn. It shall be in the police vehicle while the officer is on duty.
2. Class "A" Summer Uniform (Command Staff) – The effective dates for this uniform are from May 1st to October 31st. The month of April will be a transitional month. During this transitional month command officers may wear either blue or white short-sleeve shirt at their discretion. The summer uniform shall be worn as follows:

- a) Uniform short-sleeve shirt with pins and uniform trousers and uniform hat.
3. Class “A” Ceremonial Uniform – This uniform shall be worn at the direction of the Chief of Police or his designee. The uniform will be worn in a military manner, kept in good condition, clean and pressed, and maintained for proper fit. This uniform is listed below.
- a) Ceremonial Coat, uniform long sleeve shirt, tie, uniform trousers and uniform hat.
 - b) Badge, commendations, and name plate on Ceremonial Coat and collar pins on uniform shirt.
4. Wearing of the Class “A” Uniform – This uniform shall be worn as outlined below:
- a) The Class “A” uniform shall be worn at all formal functions including funeral services, or as ordered by the Chief of Police or his designee.
 - b) Supervisors shall ensure that officers maintain and wear the Class “A” uniform as outlined in this Directive.
5. Class “B” Winter Uniform – The effective dates for this uniform will be from November 1st to April 30th. The month of October will be a transitional month. During this transitional month officers may wear either long or short sleeve shirts at their discretion. This uniform of the day has several options which are:
- a) Black uniform coat, uniform long sleeve shirt, uniform trousers and uniform hat.
 - b) Lightweight uniform jacket, uniform long sleeve shirt, uniform trousers and uniform hat.
 - (1) The uniform turtleneck may be worn under the uniform long sleeve shirt in either of the above two options.

- c) Issued wool knit hats may be worn during inclement weather only and may only be worn outdoors. This hat is authorized to be worn when the officer will be outdoors for a prolonged period of time. This hat is not to be used as a replacement for the normal uniform hat.
 - d) Between the dates of December 1 and March 15 the black uniform coat shall be available to be worn. It shall be in the police vehicle while the officer is on duty.
 - e) Black leather military style boots, a minimum of 8” in height shall be worn when trouser legs are bloused. The boots shall be kept clean and polished.
 - f) The bloused trouser legs shall be optional; however black leather style boots shall be worn whether trouser legs are worn bloused or not bloused.
 - g) All buttons, with the exception of the top or collar button shall be buttoned.
 - h) No commendations, award or service pins shall be worn on the Class “B” uniform.
 - i) The uniform hat issued with the BDU style uniform shall be the style hat authorized to be worn with the Class “B” uniform, or the issued knit cap with the same applicable guidelines as outlined in IV C 4 subsection c of this directive.
6. Class “B”– Summer Uniform – This issued uniform shall be the uniform worn on a daily basis. As with the Class “A” uniforms the BDU uniform shall be kept clean and pressed when being worn. The effective dates for this uniform are from May 1st to October 31st. The month of April will be a transitional month. During this transitional month officers may wear either short sleeve or long sleeve shirts at their discretion.
- a) Black uniform coat, uniform short sleeve shirt, uniform trousers and uniform hat.
 - b) Lightweight uniform jacket, uniform short sleeve shirt, uniform trousers and uniform hat.

- c) Black leather military style boots, a minimum of 8” in height shall be worn when trouser legs are bloused. The boots shall be kept clean and polished.
- d) The bloused trouser legs shall be optional; however black leather style boots shall be worn whether trouser legs are worn bloused or not bloused.
- e) All buttons, with the exception of the top or collar button shall be buttoned.
- f) No commendations, award or service pins shall be worn on the Class “B” uniform.
- g) The uniform hat issued with the BDU style uniform shall be the style hat authorized to be worn with the Class “B” uniform, or the issued knit cap with the same applicable guidelines as outlined in IV C 4 subsection c of this directive.

D. Detectives

- 1. Personnel assigned to the Investigations Unit, while on duty, are required to wear a business suit, or sport coat, slacks and tie. Exception: sworn personnel working in a capacity or assignment, which dictates otherwise, then on approval of Division Commanding Officer.

E. Body Armor

- 1. Body Armor is issued to all sworn personnel and will be considered part of the required uniform of the day. All officers except those on special assignment, desk duty or medical reasons will wear this equipment. Request for an exception to this directive will be submitted through the chain of Command to the Chief of Police for approval.
- 2. All officers who have received an exception from wearing body armor while on duty shall ensure that they have immediate access to their body armor in the event of the need for this equipment.
- 3. Body Armor may be worn either under the uniform shirt or on the outside of the uniform shirt. This Body Armor must be used with a

Department issued carrier only. External carriers, for wear on the outside of the shirt, must be department issued.

(PLEAC 2.1.3)

4. Appropriate body armor shall be worn by all officers in pre-planned, high-risk incidents and operations. Appropriate body armor may include the wearing of body armor with higher levels of protection than that provided by the normal duty body armor.

(PLEAC 2.1.4)

F. Civilian Clothes

1. Personnel working in civilian attire shall maintain a well-groomed, neat appearance at all times. Civilian attire should be conservative and business like, as to reflect credit to the Department.

- a) Divisional Commanders may authorize sworn and civilian personnel to wear Department issued golf style shirts.

G. Hair

1. Male Officers – All male officers when reporting for duty shall be clean shaven with hair properly trimmed and combed according to the following:

- a) Hair shall be trimmed so as not to touch the collar except the closely cut hair in the back of the neck. Hair shall not cover the ears and shall be neatly combed. Hair shall not interfere with the proper wearing of the uniform hat.

- b) Sideburns shall be neatly trimmed and straight and shall not extend past the ear lobe. Sideburns shall be even in width, not to exceed one inch, not fully flared, and shall end with a clean-shaven horizontal line.

- c) Mustaches shall be short and neatly trimmed at all times. No portion of the mustache may extend more than one quarter inch below the corner of the mouth and shall be trimmed to present a full appearance. Handlebar mustaches are not permitted.

- d) Beards and goatees shall not be permitted, except personnel on special or undercover investigations when deemed necessary, or otherwise approved by the Chief of Police.

- (1) Detectives may wear neatly trimmed goatees.
 - (2) In the event a Detective must wear the Department uniform the goatee must be removed.
2. Female Officers – All female officers shall wear a hairstyle that permits the proper wearing of the uniform hat. Hair shall be kept trimmed or styled so as not to extend below the collar of the uniform shirt.
3. Hair Ornaments – No decoration shall be worn in the hair while on duty. Items used to hold the hair in place shall be concealed as much as possible and shall be of a color and style that blend with the hair.
4. Makeup – Makeup, if worn, shall be subdued and natural looking.

H. Jewelry

1. Pins, necklaces, insignia or buttons which are not specifically issued by the Department or authorized for wear shall not be worn or attached to any portion of the uniform so that they are or may become visible to the public.
2. No earrings or other body piercing of any type shall be worn. A wristwatch and no more than two finger rings may be worn.

I. Tattoo(s)/Body Art

1. Tattooing or Body Art of any kind shall not be visible while on duty and in uniform or other required attire.
 - a) Uniformed employees with existing Tattoo(s) or body Art that are visible will be required to wear long-sleeve shirts or pants (bicycle officers) while on duty. Alternative means of covering existing tattoos may be authorized by the Chief of Police.
 - b) Any uniformed employee that receives a Tattoo(s) or Body Art that can not be covered as listed above (face, head, neck, chest, and hands) will be subject to disciplinary action up to and including dismissal.

J. Uniforms and Equipment Responsibilities

1. All Personnel

- a) Uniforms and equipment issued to police personnel are the property of Haverford Township. While being worn or utilized, the following regulations shall be followed:
 - (1) Items of issue that are damaged or otherwise made unserviceable during the performance of police duties shall be replaced by the Department.
 - (2) Items that are lost, damaged or otherwise made unserviceable, through carelessness or neglect, shall be replaced at the expense of the officer.
 - (3) Upon leaving active service with the Department, all issued uniforms and equipment shall be returned to the Department, regardless of condition. Any final pay shall be held until this provision is complied with.
 - (a) Issued equipment shall also refer to the return of the MPOETC Card, the Haverford Township Police Identification Card.
 - (b) All uniforms and equipment shall be returned to the Supervisor of the Special Operations Unit before termination of employment.

2. Special Operations

- a) Shall ensure that new officers receive all required Department owned uniforms and equipment and maintain a record of equipment issued to each officer.
- b) Shall issue all weapons, ammunition, and related leather gear to all Department personnel.
- c) Shall issue all ASP batons and holders to all Department personnel.
- d) Shall issue all body armor to all Department personnel.
- e) Shall issue all MPOETC Cards to all Department personnel.

- f) Shall ensure that all Department owned equipment is returned by any officer leaving the employment of the Police Department.
 - g) Shall store and/or recycle any returned equipment.
 - h) Shall ensure the returned Haverford Township Police Department Identification Card is returned to the Chief of Police.
 - i) Shall ensure the returned MPOETC Card is forwarded to the Pennsylvania Municipal Police Officers' Education and Training Commission.
 - j) Shall forward to the Chief of Police a memorandum stating that all equipment owned by the Department has been returned by the officer leaving the employment of the Department.
3. Supervisory Personnel
- a) Supervisors shall inspect all subordinates prior to and during the tour of duty, to ensure that no unauthorized equipment or uniforms are utilized by officers under his/her supervision. Supervisors shall ensure compliance with uniform and equipment regulations established in this Directive.

K. Required Uniforms and Equipment

- 1. All sworn members of the Haverford Township Police Department shall maintain and keep in good condition all issued uniforms and equipment. See Appendage # 1
- 2. All non-uniformed members shall also maintain and keep in good condition all additional equipment and clothing issued or required in their assignment. See Appendage # 2
- 3. Only uniforms or equipment issued or approved by the Chief of Police shall be worn or utilized by members of the department.

BY ORDER OF THE CHIEF OF POLICE

Appendage # 1

Required Uniforms and Equipment

The following listed uniforms and equipment shall be maintained by all uniformed sworn officers of the Department. Non-uniformed sworn officers shall maintain everything except the class “B” uniforms:

SUPPLIED BY THE DEPARTMENT

1. Haverford Township Police Department Badge
2. Haverford Township Police Department identification card
3. Body Armor with carrier
4. One duty firearm
5. Three magazines and ammunition
6. Uniform shirts – two class “A” long sleeve shirt and four each class “B” short sleeve and long sleeve shirt
7. Uniform trousers – two class “A” and four class “B”
8. One external uniform vest carrier
9. One navy blue tie
10. One uniform crushed hat with frontispiece
11. One two season jacket
12. One raincoat
13. One name and years of service plate
14. One gun belt and holster
15. Four belt keepers
16. One dual magazine pouch
17. One pair handcuffs with gun belt case and key
18. One ASP baton and holder
19. One Oleoresin Capsicum (OC) spray canister and holder
20. One Miranda warning card
21. One clipboard and one citation holder
22. Any other department issued equipment or texts

SUPPLIED BY THE OFFICER

23. Black in color leather military type shoes or boots with a plain toe
24. Black or dark blue socks
25. Black in color sturdy underbelt
26. Ballpoint pen, black
27. Notebook
28. Watch

Appendage # 2

Required Uniforms and Equipment

In addition to the uniform and equipment requirements of all sworn officers, non-uniformed sworn personnel shall also maintain the following items:

SUPPLIED BY THE DEPARTMENT

1. Any Department issued compact firearm
2. Three magazines for the compact firearm
3. Holster for the compact firearm
4. Single magazine pouch for the compact firearm
5. Plain clothes handcuff case
6. External tactical body armor carrier

SUPPLIED BY THE OFFICER

7. Conservative, businesslike suits, sport coats, slacks, shirts, ties, socks and shoes
8. Dress raincoat