


Uniforms and Civilian Attire

1024.1 POLICY HEADER

Original Effective Date:	Revised Date:
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

1024.2 PURPOSE AND SCOPE

This policy provides guidelines for Mt. Lebanon Police Department-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of department uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Department.

This policy addresses the wearing and maintenance of department uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Department.

Other related topics are addressed in the Badges, Patches and Identification, Department-Owned and Personal Property, and Personal Appearance Standards policies.

1024.3 POLICY

The Mt. Lebanon Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement. The Department may provide other department members with uniforms at the direction of the Chief of Police.

Uniforms and equipment issued to department members shall be returned to the Department upon termination or resignation, according to the Mt. Lebanon Police Department [Equipment Return Checklist](#).

1024.4 UNIFORMS

The Chief of Police or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all members as needed. Uniforms shall be worn as described therein and as specified in this policy.

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The following shall apply to those assigned to wear department-issued uniforms:

- (a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.
- (b) Officers in a non-uniformed assignment shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Uniforms shall be worn in compliance with any applicable department specifications.
- (d) Members shall wear only the uniforms specified for their ranks and assignments.
- (e) Civilian attire shall not be worn in combination with any distinguishable part of a uniform.
- (f) Uniforms are only to be worn while on-duty, for court, at official department functions or events, while in transit to or from work, or when authorized by the Chief of Police or the authorized designee.
 - 1. When the uniform is worn while in transit, a non-uniform outer garment shall be worn over the uniform shirt to avoid bringing attention to the member while he/she is off-duty.
- (g) Members are not to purchase or drink alcoholic beverages while wearing any part of department-issued uniforms, including the uniform pants.
- (h) All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

1024.4.1 ACCESSORIES

Members shall adhere to the following when wearing department uniforms:

- (a) Sunglasses of conservative size, color and design may be worn with the uniform. Sunglasses shall be removed while indoors.
- (b) Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy.

1024.4.2 INSIGNIA, PATCHES AND BADGE

Only the following elements may be affixed to department uniforms unless an exception is authorized by the Chief of Police:

- (a) Shoulder patch - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets.
- (b) Badge - The department-issued badge, or an authorized sewn-on cloth replica, must be worn and visible at all times while in uniform.
- (c) Nameplate - The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform.

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1. When a jacket is worn, the nameplate, or an authorized sewn-on cloth nameplate, shall be affixed to the jacket in the same manner as the uniform.
- (d) Rank insignia - The designated insignia indicating the member's rank must be worn at all times while in uniform.
- (e) Service insignia - The designated insignia indicating the member's length of service may be worn on long-sleeve shirts and jackets. The insignia shall be machine stitched to the left sleeve of the uniform. One silver hash mark shall be worn for each 5 years, or a star for 10 years, of full time sworn law enforcement service.
- (f) Assignment insignias - Assignment insignias (e.g., Critical Incident Response Team CIRT (CIRT), Field Training Officer (FTO)) may be worn as designated by the Chief of Police.
- (g) American flag pin - An American flag pin may be worn, centered above the nameplate above the uniform shirt right side pocket flap.
- (h) Award/commendation insignia - Insignia representing an award or commendation received under the Commendations and Awards Policy, or other recognition authorized by the Chief of Police, may be worn, centered above the nameplate. If more than one award is worn, or an American flag pin is worn, the insignia shall be equally spaced in one or two horizontal rows centered above the nameplate in a manner that provides a balanced appearance.

1024.4.3 MOURNING BAND

Uniformed members shall wear a black mourning band across the department badge whenever a law enforcement officer is killed in the line of duty or as directed by the Chief of Police. The following mourning periods will be observed:

- (a) Mt. Lebanon Police Department officer - From the time of death until midnight on the 14th day after the death.
- (b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out-of-region fallen officer.
- (d) National Peace Officers' Memorial Day (May 15) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police.

1024.5 UNIFORM CLASSES

The Chief of Police or the authorized designee shall determine the uniform to be worn by each department member or any deviations that may be authorized.

Uniforms are classified as follows:

- (a) Dress Uniform - Ceremonial Dress Uniform to be worn by designated department members on special occasions, such as funerals, graduations, ceremonies, or as a directed by the Chief of Police or the authorized designee.

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- (b) Class A - Uniform to be worn by designated department members on special occasions, such as funerals, graduations, ceremonies, or as directed by the Chief of Police or the authorized designee.
- (c) Class B - Standard issue uniform to be worn daily by designated department members.
- (d) Class C - General utility uniform to be worn by designated Department members.
- (e) Specialized assignment - Specific uniforms to be worn by members in special assignments or divisions.

1024.5.1 DRESS UNIFORM

The Dress Uniform consists of the following:

- (a) Dress hat
- (b) Navy dress blouse with:
 - 1. Silver "P" buttons
 - 2. One emblem per sleeve
 - 3. Two utility hooks (back side of blouse)
 - 4. Badge Tab
 - 5. Row of braid on lower sleeve:
 - (a) Three rows of braid – silver for the Chief of Police
 - (b) Two rows of braid - silver for the Deputy Chiefs of Police
 - (c) One row of braid - silver for Lieutenant
 - (d) One row of braid — silver/blue/silver for Officers and Corporal
 - 6. Corporal stripes – one on each sleeve, if needed
- (c) White long-sleeve shirt polyester shirt with no patches
- (d) Uniform Necktie
- (e) Tie tack or tie bar
- (f) Navy dress pants without a braid
- (g) Sam Brown belt - Basket weave duty belt with the silver buckle
- (h) Holster - Basket weave, Sig 226
- (i) Magazine Pouch – Basket weave double mag pouch
- (j) Cuff Case – Basket weave
- (k) Shoulder Strap – Basket weave
- (l) Sliding D-Ring - Basket weave
- (m) Dark blue or black socks
- (n) Black high-gloss dress shoes

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1. Boots with pointed toes are not permitted.

(o) White Gloves

1024.5.2 CLASS A UNIFORM

The Class A uniform consists of the following:

(a) Long- or short-sleeve shirt

1. The long-sleeve shirt will include a break away tie and tie bar.
2. Contain all traditional jewelry items with no embroidery.

(b) Trousers

1. Traditional four pocket pants.
2. Hidden side seam pockets are permitted with authorized uniforms.

(c) Black belt

1. Belts shall be equipped as needed for the member's assignment.

(d) Dark blue or black socks

(e) Black polished dress shoes

1. Approved black unpolished shoes may be worn.
2. Boots with pointed toes are not permitted.
3. Decorative stitching or adornment is not permitted.

(f) Weather-appropriate items

1. Hat:

- (a) Duty Hat
- (b) Watch Cap
- (c) Baseball Cap
- (d) Trooper Winter Hat

2. Dark blue or black mock turtleneck may be worn under the long-sleeve uniform shirt

3. Jacket

4. Rain gear

The shirt and pants will be the same brand/style to ensure conformity in color and appearance.

1024.5.3 CLASS B UNIFORM

The Class B uniform consists of the following:

(a) Long- or short-sleeve shirt with the collar open and no tie

1. A black crew neck t-shirt must be worn under the uniform shirt.

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2. All shirt buttons must remain buttoned except for the top button at the neck.
3. Long sleeves must be buttoned at the cuff.
- (b) Trousers or skirt
- (c) Black belt
 1. Belts shall be equipped as needed for the member's assignment.
- (d) Dark blue or black socks
- (e) Black polished dress shoes
 1. Approved black unpolished shoes may be worn.
 2. Boots with pointed toes are not permitted.
 3. Decorative stitching or adornment is not permitted.
- (f) Weather-appropriate items
 1. Hat
 - (a) Duty Hat
 - (b) Watch Cap
 - (c) Baseball Cap
 - (d) Trooper Winter Hat
 2. Dark blue or black mock turtleneck may be worn under the long-sleeve uniform shirt
 3. Jacket
 4. Rain gear

1024.5.4 CLASS C UNIFORM

The Chief of Police or the authorized designee will establish the specifications, regulations and conditions for wearing the Class C uniform.

1024.5.5 SPECIALIZED ASSIGNMENT UNIFORM

The Chief of Police or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments, such as canine handlers, the (CIRT), bicycle patrol, motor carrier safety officers and other specific assignments.

1024.6 CIVILIAN ATTIRE

There are assignments within the Department that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary.

- (a) Civilian attire shall fit properly, be clean and free of stains, and not be damaged or excessively worn.

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- (b) Members assigned to administrative, investigative and support positions shall wear business-appropriate clothing that is conservative in style.
- (c) Variations from this policy are allowed at the discretion of the Chief of Police or the authorized designee when the member's assignment or current task is not conducive to wearing such clothing.
- (d) No item of civilian attire may be worn while on-duty that would adversely affect the reputation of the Mt. Lebanon Police Department or the morale of the members.
- (e) The following items shall not be worn while on-duty or when representing the Department in any official capacity:
 - 1. Clothing that reveals cleavage, the back, chest, stomach or buttocks
 - 2. T-shirt alone or exposed undergarments
 - 3. Swimsuits, tank tops, tube tops or halter tops
 - 4. Sweatshirts, sweatpants or similar exercise clothing
 - 5. Spandex-type pants or transparent clothing
 - 6. Denim pants of any color
 - 7. Shorts
 - 8. Open-toed shoes
 - 9. Clothing, buttons or pins displaying racial, sexual, discriminatory, gang-related or obscene language

1024.7 OPTIONAL EQUIPMENT

Any items that are allowed by the Mt. Lebanon Police Department but that have been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the department.

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be managed as follows:

- (a) When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.
- (b) When the item is no longer functional because of damage in the course of the member's duties, it shall be replaced in accordance with the Department-Owned and Personal Property Policy.

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1024.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Mt. Lebanon Police Department members may not wear any uniform item, accessory or attachment unless specifically authorized by the Chief of Police or the authorized designee.

Department members may not use or carry any safety item, tool or other piece of equipment unless specifically authorized by the Chief of Police or the authorized designee.

Attachments

Form 274 - Equipment Return Checklist.pdf



Mt. Lebanon Police Department

UNIFORM & EQUIPMENT

RETURN CHECKLIST



Officer: _____

Employee #: _____

Administrator: _____

Date: _____

Instructions: Officers *only* need to turn in the below listed *sensitive items* from their original initial issue of uniforms and equipment. All the sensitive items listed below *must* be turned into the Mt. Lebanon Police Department, upon resignation/dismissal/retirement, *prior* to your final day of employment. These items are to be turned in to a Command Level Officer from Police Administration or their designee, who will then inventory and complete the checklist.

ITEM	√	ITEM	√
Duty Pistol w/Case and 3 Mags		ID Cards -MLPD, MPOETC & School IDs (3)	
TASER w/ Cartridge (1) & Battery		NARCAN Kit	
O.C. Spray		Any / All Keys & FOBs	
Baton		MLPD Policy Book(s)	
Radio w/ Charger & Battery		Issued Phone (if applicable)	
Gas Mask w/ Cartridge (2)		Department Camera	
Hand Cuffs		Body Camera w/Magnets & Charging Cable	
Ballistic Vest		Badges (Wallet, Uniform & Hat)	
Plate Carrier		Helmet	

Comments:

“I, the undersigned, do hereby state that all the above listed sensitive items, belonging to the Mt. Lebanon Police Department, have been turned-in prior to my resignation/dismissal/retirement.”

Officer Signature

Date

Witness Signature

Date