



Temple University Department of Public Safety

POLICIES AND PROCEDURES

Subject: Uniforms and Personal Appearance		Number of Pages: 17
Standard Reference: CALEA: 22.1.8, 41.3.5		
Issue Date: 10/04/2025	Expiration Date: Until Amended or Rescinded	Distribution List: All Personnel
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PURPOSE:

The purpose of this Uniform and Personal Appearance Policy is to establish clear standards for the professional appearance and proper wearing of departmental uniforms by all members of the Temple University Department of Public Safety. This policy aims to ensure that officers present a consistent, professional image that aligns with the department's mission, values, and the expectations of the community we serve. By maintaining high standards of appearance, we reinforce public trust and confidence in our agency.

POLICY:

It is the policy of the Temple University Department of Public Safety that all personnel, both on and off duty when in uniform, maintain a professional and well-groomed appearance that reflects the dignity of their office and the standards of our agency. The uniform of the Temple University Department of Public Safety is a symbol of public trust and the authority granted to us by the community. As such, it must be worn with pride, and respect, and in strict compliance with the guidelines set forth in this policy.

All members of the department, regardless of rank or assignment, are expected to adhere to these uniform and appearance standards. Supervisors at all levels are responsible for ensuring compliance with this policy and setting an example through their own appearance and conduct.

This policy covers all aspects of the official uniform, accessories, grooming standards, and personal appearance while on duty or representing the department in an official capacity. It also provides guidance on appropriate attire for non-uniformed personnel and for officers in special assignments or plainclothes duties.

Exceptions to this policy may be granted only by the Vice President/Chief of Police or their designee, and only in circumstances where deviation is necessary for the performance of specific duties or for

medical reasons.

Nothing in this policy is intended to discriminate against any employee based on race, gender, religion, or other protected characteristics. However, the department reserves the right to restrict certain appearance choices that may interfere with job performance, safety, or the professional image of the agency.

Violations of this policy may result in disciplinary action, as it directly impacts the department's ability to effectively serve and maintain the trust of our community.

PROCEDURES

I. Uniform And Personal Appearance

A. General

1. All uniformed personnel (police, security officers, and communications center personnel) of the department shall maintain a regulation uniform in good order. All uniformed personnel shall appear neatly and well-groomed while in uniform. All articles of uniform shall conform to this written directive.
2. All employees shall wear the uniform on duty as prescribed by this written directive for the employee's current assignment. However, commanding officers may prescribe other clothing as required by the nature of the duty to which a particular employee is assigned.
3. Regardless of assignment personnel are required to maintain the prescribed uniform. Personnel assigned to special assignments (e.g. bicycle patrol, K9) must have the basic prescribed uniform, as well as any items and equipment distinctive to their particular assignment.
4. An employee who is under suspension shall not wear their uniform or any part of the uniform.
5. No member of the Temple University Department of Public Safety is permitted to sell, give, exchange, or trade any police or security officer uniform or equipment to any person without the expressed written permission of the Vice President/Chief of Police.
6. No member of the Temple University Department of Public Safety will accept or solicit restitution for any uniform or equipment damaged in the performance of duty.
7. Unless listed in this policy, no other device, badge, button, pins, insignia, or item except those specifically authorized by the Vice President/Chief of Police will be worn or displayed on the official uniform.
 - a) TUDPS unit pins/emblems shall only be worn during an assignment or while working in an official capacity (i.e. Dignitary Protection assignments).

8. Members and employees permitted to wear civilian clothing while on duty shall wear clothing that is suitable for a business environment and neat in appearance. Commanding officers may prescribe other types of clothing when necessary to meet a particular police objective.
9. Employees shall not wear the official uniform or any part of the official uniform while off duty, for the purpose of appearing at meetings, for interviews, or for television appearances, without the express permission of the Vice President/Chief of Police.
10. Employees shall wear department-issued uniforms as prescribed and shall not modify, alter, or customize uniforms in any way that affects their appearance, formality, or professionalism, unless such modifications are expressly authorized by department policy or approved in writing by a supervisor.
 - a) Tailoring for proper fit is permitted, provided such alterations do not change the overall appearance, design, color, or structure of the uniform.

B. Issuance of Uniforms and Equipment for New Hires

1. For all new hires of the department, the [Issued and Returned Equipment form](#) will be utilized to ensure that the appropriate uniforms and equipment are issued. Upon receipt of these items, the new employee is required to sign the form, acknowledging that they have received the issued items.
2. It is the responsibility of the employee issuing the equipment to ensure that the form is completed accurately and signed by the new hire.

C. Sworn Officers Uniforms

1. Uniform-of-the-day shall be based on the prevailing weather. If the prevailing weather necessitates a uniform change, the Commanding Officer of Patrol will direct a uniform change by an e-mail message sent out to all supervisors and commanders. The message will be read out at all roll calls for three consecutive days.
2. Patrol
 - a) Sworn personnel shall be issued the uniform and equipment outlined in the Initial Uniform and Equipment Guide.
 - b) Sworn personnel shall wear the regulation uniform-of-the-day as outlined in the [Uniform Regulation Guide](#).
3. Bicycle Patrol
 - a) Personnel assigned to Bicycle Patrol shall be issued the uniform and equipment outlined in the Initial Uniform and Equipment Guide.
 - b) Personnel assigned to Bicycle Patrol may wear department-approved and issued tactical style athletic shoes or sneakers.
 - c) Only those personnel assigned to Bicycle Patrol shall wear the regulation

uniform-of-the-day as outlined in the [Uniform Regulation Guide](#).

- d)** Departmentally approved and issued bicycle helmets will be worn with all of the above uniforms whenever operating a bicycle. The issued baseball cap may be worn as the cover when the officer is not operating his/her bicycle.
- e)** All personnel assigned to Bicycle Patrol will maintain the prescribed uniform as well as any other items distinctive to their particular assignment.
- f)** Officers will wear the uniform-of-the-day when not assigned to bicycle patrol.
- g)** Officers are prohibited from attending court proceedings or operating marked patrol vehicles while wearing bicycle uniform shorts.
 - (1)** Exceptions may be granted by the ranking shift supervisor or the commanding officer.

4. Non-Uniform Sworn Personnel

- a)** Unless assigned otherwise, on-duty personnel and personnel attending Criminal Court or Magisterial District Court proceedings shall wear business attire.
- b)** Business attire:
 - (1)** For men, business attire consists of a suit or a sport coat paired with slacks or trousers, a button-down dress shirt, and a necktie.
 - (2)** For women, business attire includes a suit or a combination of a blazer or jacket with dress pants, accompanied by a blouse or a button-down shirt.
 - (3)** All attire should be professional, well-fitted, and conservative in appearance, ensuring a polished and business-appropriate look.
- c)** Business Casual:
 - (1)** Business Casual refers to dress or casual (i.e., khaki) type pants, button-down or collared polo shirts, and dress or casual shoes. At no time are jeans, collarless shirts, or sneakers acceptable.
- d)** Detective Attire
 - (1)** Detectives shall wear business attire unless directed to wear business casual.
 - (2)** Detectives must have appropriate business attire readily available at all times to ensure professionalism when required.

5. Uniform for Personnel Attending Training

- a) Personnel attending training sessions shall attend the training session in attire suitable for the type of training being offered. The four (4) types of dress for training are generally; uniform, business, business casual, and physical training.

- (1) Uniform, business, and business casual attire are defined above.

- (2) Physical training attire refers to clothing suitable for physical activities such as running, defensive tactics, firearms, and tactical training. Athletic attire and BDUs are appropriate clothing for this activity.

D. Non-Sworn: Security Officer Issued Uniforms and Equipment

1. Non-Sworn Security Officers shall be issued the uniform and equipment outlined in the Initial Uniform and Equipment Guide.
2. Security Officers shall wear the regulation uniform-of-the-day as outlined in the [Uniform Regulation Guide](#).

E. Non-Sworn: Communication Center Personnel

1. Non-Sworn Communications Center Personnel shall be issued the uniform and equipment outlined in the Initial Uniform and Equipment Guide.

F. Non-Sworn: Administrative Personnel

1. Non-Sworn Administrative Personnel shall follow the uniform and personal appearance guidelines outlined in the University's employee handbook.

G. Limited/restricted duty status

1. Personnel will adhere to a business casual dress code appropriate to their assignment. The Vice President/Chief of Police or designee may approve modifications to this requirement as needed.

H. Badge

1. The badge shall be kept clean and worn on the left side of the outermost garment, excluding raincoats.
2. Mourning bands are worn after a line of duty death of a police officer, during police memorial ceremonies, or when directed by the Vice President/Chief of Police or their designee. All mourning bands shall be solid black in color, without lettering, symbols, or ornamentation, and shall be worn over the metal badge for the time periods listed below:
 - a) For a death within Temple University Department of Public Safety, bands will be worn for 30 days.
 - b) For a death outside Temple University Department of Public Safety, bands will be worn from the time of death until midnight on the day of the funeral as directed by the Vice President/Chief of Police or designee.

- c) While attending the funeral of a law enforcement officer.
- d) On National Police Officers Memorial Day (May 15th), bands may be worn all day.

I. Nameplates

- 1. Nameplates or velcro name patches will be worn on the outermost garments, excluding raincoats. On garments not having breast pockets, they are to be on the right side on a horizontal plane with the badge.

J. Hats

- 1. The uniform hat will fit squarely on the head so that the top is flat and not tipped to either the back or the side. The front brim will rest on the forehead, approximately one and one-half inches (1.5”) above the eyebrows. It is required that all officers wear their hats when out of their patrol vehicle and/or in view of the public under the following circumstances:
 - a) While directing traffic, working a traffic post, working high visibility assignments (such as parades, athletic events, etc.), answering routine police calls, and/or
 - b) Under circumstances where it is deemed appropriate by the Vice President/Chief of Police or their designee.

K. Service Markers

- 1. Service markers may be worn 4 ½” from the end of the left sleeve on the patrol jacket and long-sleeve shirts.
- 2. Sworn law enforcement personnel may include their prior police services rendered at other public safety jurisdictions when determining appropriate service markers. Sworn and non-sworn service time in public safety shall not be combined when determining appropriate service markers.
 - a) 5 through 9 years - one hash mark
 - b) 10 through 14 years - two hash marks
 - c) 15 through 19 years - three hash marks
 - d) 20 years or more - gold star

L. Rank Insignia

- 1. The Rank Insignia are:
 - a) Vice President/Chief of Police - Four Gold Stars
 - b) Executive Deputy Director - Two Gold Stars

- c) Deputy Director - One Gold Star
- d) Captain - Double Gold Bars
- e) Lieutenant - Single Bars
- f) Sergeant - Three Stripes (Chevrons)

2. Position of Rank Insignia

a) Sergeant Stripes

(1) Sewn midway between the elbow and shoulder directly below the uniform patch on shirts, the honor guard blouse coat, patrol jacket, and tactical sweater. The stripes on each sleeve will be parallel to each other.

b) Lieutenant and above rank insignias

(1) Worn on both shoulder loops, approximately 5/8th of an inch from each shoulder seam.

M. Commendation Ribbons Worn by Sworn and Security Personnel

1. Ribbons

a) Ribbons will be worn in the color designations indicated and centered above the badge as follows:

(1) Valor - Purple-closest to the heart

(2) Bravery - Red-to the left of valor

(3) Heroism - Green-to the left of bravery

(4) Merit - Blue-to the left of heroism

(5) Military Service - Blue/Gold/Green-to the left of merit

(6) Commendatory Citation - Gold/Blue Ribbon-to the left of military service

b) When worn with the patrol jacket, ribbons will be placed above the nameplate.

c) When ribbons for all six (6) categories are worn, the valor ribbon will be centered above the other five ribbons (bravery followed by heroism, merit, military service, and commendatory citation)

2. Subsequent commendations for the same category will be designated by stars:

a) 3/16" star - 1 additional commendation

b) 5/16" star - 5 additional commendations

c) Oak Leaf Cluster - 20 additional commendations

3. Stars and oak leaf clusters will be displayed on the ribbons in an orderly fashion.
4. Firearms proficiency awards will be worn above all other badges or ribbons.

N. Footwear

1. Footwear will be black, smooth polished leather, closed at the toe and heel, and in good repair. Heel height will not exceed one and one-half inches (1.5”) at the forward edge of the heel. If an Oxford-style shoe is worn, laces and eyelets will be black.
2. Loafers, tennis shoes, sneakers, shoes with buckles, and shoes with ankle straps will not be worn unless authorized by the Vice President/Chief of Police or their designee.
3. Shoes and duty boots should be shined and maintained at all times.
4. In cold or inclement weather, black-in-color insulated boots with a plain design and not capable of being shined may be worn outdoors.
5. Socks or other footwear will be black or navy in color. When boots are worn, sweat socks of any color may be worn, provided they are not visible.

O. Duty Gear

1. Only authorized duty gear shall be worn. Duty gear will be kept serviceable and in good condition. Officers shall have all issued equipment attached to the duty belt while on duty, including handcuff case, baton case, pepper spray holder, magazine pouch, flashlight holder, and taser holster, along with gloves pouch.
2. Duty Gear shall be worn over a black pants belt or on the MOLLE carrier as outlined in Section IV.F.3 below.
3. Firearm holsters will be worn appropriate to the shooting hand.

P. Body Armor (41.3.5)

1. The Department shall provide soft body armor to every sworn member of the agency. All armor will comply with at least the current minimum protective standards prescribed by the National Institute of Justice .06 standard.
2. While on duty, including during extra-duty employment, officers will only wear the current armor that has been provided to them by the Department.
3. Modular Lightweight Load-carrying Equipment (MOLLE) Style Body Armor
 - a) MOLLE allows an officer to remove issued equipment from the duty belt and evenly distribute it on the external vest carrier.
 - b) Officers who utilize a MOLLE carrier have the option to wear all department-issued equipment, **EXCEPT** for their firearm and Taser, on

their MOLLE Carrier.

4. Mandatory Wearing of Body Armor

- a)** Officers shall wear their issued soft body armor at all times while on duty and in uniform, including during extra-duty employment, unless exempted as outlined below:
 - (1)** On-duty officers who are not in uniform, working in an undercover capacity, or on a plain clothes assignment.
 - (2)** Personnel assigned to administrative duties that generally require them to remain in police headquarters may elect not to wear body armor.
 - (3)** Detectives are not required to wear body armor while on duty.
 - b)** Personnel not required to wear body armor as listed above shall have it available for use if the situation presents itself.
 - c)** **ALL** personnel involved in pre-planned high-risk situations shall wear body armor. Examples include, but are not limited to:
 - (1)** Suspects with a history of weapons offenses or physical assaults;
 - (2)** Search warrant executions;
 - (3)** Crowd control;
 - (4)** Barricade/Hostage situations; or
 - (5)** Any other situation deemed necessary by the Vice President/Chief of Police.
- 5.** Officers shall wear body armor while engaging in firearms qualification and/or firearms proficiency testing.
- 6.** Each officer is responsible for the proper storage, cleaning, and maintenance of his assigned body armor as recommended by the manufacturer.
- a)** Officers are responsible for reporting any damage or deficiency in their body armor, in writing, to the Vice President/Chief of Police through their chain of command.

Q. Other Uniform Clothing Items for Campus Police and Security Officers

- 1.** Undershirts are optional but must match the color of the uniform shirt being worn if exposed. A worn undershirt will not contain numbers, writings, insignia or anything that can be seen through or on any part of the undershirt while on duty.

R. Identification

1. Sworn personnel must carry their police identification card, MPOETC certification card, and badge with them at all times while on duty. In addition, while on duty, employees shall carry a valid driver's license. Employees shall notify their supervisor of any problems associated with their driver's license. (CALEA 22.1.8 a)
 - a) Members shall wear or carry their department identification and/or badge while off duty if they possess a department-authorized firearm.
2. Non-sworn personnel must carry their Temple University-issued identification card with them at all times while on duty. (CALEA 22.1.8 a)
3. When requested by a member of the public, employees shall present their official agency identification for viewing in a courteous and professional manner. (CALEA 22.1.8 a)
4. When communicating over the telephone in an official capacity, employees shall identify themselves by name, rank (if applicable), and department. (CALEA 22.1.8 c)
5. The University shall issue official identification cards to all personnel. These cards shall include, at minimum, the employee's photograph, name, and department affiliation. (CALEA 22.1.8 a)

S. Uniform Maintenance

1. Replacement or Repair of Department-Issued Items

a) General Responsibility

- (1) All personnel are responsible for the proper care and authorized use of their uniforms and equipment. All items should be maintained in operational-ready order.

b) Reporting Damaged, Lost, or Stolen Items

- (1) Employees must immediately report any damaged, lost, or stolen department-issued items to their supervisor via email. This email should be forwarded to the Captain of Patrol through the chain of command. The email should include:

(a) Description of the item(s);

(b) Circumstances of the damage, loss, or theft;

(c) Date and time of the incident; and

(d) Any relevant report numbers (for theft or damage during an incident)

2. Captain of Patrol Review

- a) The supervisor will review the report and determine if the damage, loss, or theft occurred due to officer negligence.

(1) If negligence is suspected, the supervisor will initiate an internal investigation.

(2) If no negligence is suspected, the supervisor will approve the replacement or repair.

3. Replacement or Repair Process

a) For approved replacements or repairs, the supervisor will forward the request to the appropriate department or personnel processing.

b) The officer will be notified when and where to obtain the replacement item or have the item repaired.

4. Cost Responsibility

a) The department will cover the cost of replacement or repair for items damaged in the line of duty or lost/stolen without officer negligence.

b) If negligence is determined, the officer may be required to cover the cost of replacement or repair.

5. Recovery of Lost or Stolen Items

a) If a lost or stolen item is recovered after being replaced, the officer must immediately return it to the department.

b) Employees may not keep or use recovered items that have been replaced.

6. Badges and Identification Cards

a) Lost or stolen badges and identification cards must be reported immediately to the employee's supervisor, due to their sensitive nature.

b) After a supervisor has been notified that an officer's Badge or Identification Card is lost or stolen, they shall immediately notify the Vice President/Chief of Police through their appropriate chain of command.

c) In addition to the email report, officers must file a police report in the jurisdiction where the loss or theft occurred.

7. Documentation

a) All reports, approvals, and outcomes of investigations will be documented and kept on file by the Office of Professional Standards & Advocacy.

II. Personal Appearance

A. Sworn Officers

1. Male Officers

a) Hair

- (1) All male personnel shall wear a hairstyle that permits 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.

b) Facial Hair

- (1) Personnel shall keep all facial hair clean and neatly trimmed.
- (2) Employees are permitted to wear beards and mustaches, provided they are neatly maintained and do not detract from a professional appearance. Facial hair must not exceed one-quarter of an inch (¼) in length, with no portion significantly longer than the rest. Facial hair is permitted in the under-chin area but should not extend down the neck. ([Refer to sample photos](#))
 - (a) Employees are encouraged to begin growing out their beards during their off time so as not to present an unshaven look while on duty.
- (3) Beards must be worn with a mustache.
- (4) Goatees are not permitted.
- (5) Mustaches shall not exceed more than one-quarter of an inch below the corner of the mouth. Mustache ends will not be waxed or twisted.
- (6) Sideburns shall be kept neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below the middle of the ear, shall be of even width (not flared), and shall end with a clean-shaven, horizontal line.
- (7) The Vice President/Chief of Police, or any member of the Command Staff, will have the authority to deem an employee's facial hair appropriate or inappropriate.

- c) Fingernails shall be clean and trimmed, not extending beyond the tips of the fingers. If worn, fingernail polish shall be clear.

2. Female Officers

- a) All female personnel shall wear a hairstyle that permits 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.
- b) No decoration shall be worn in the hair. Items used to hold the hair in place shall be concealed as much as possible and shall be of a color and style that blends with the hair.

c) Makeup, if worn, shall be subdued and natural looking.

1) Cosmetics shall be applied in good taste so that colors blend with natural skin tones and enhance natural features. Exaggerated cosmetic styles are inappropriate with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and complement the uniform. False eyelashes shall not be worn when in uniform.

d) Fingernails shall be clean and trimmed, not extending beyond the tips of the fingers. If fingernail polish is worn, it shall be clear or match the employee's skin tone. Nail decorations, such as rhinestones, are prohibited.

3. Jewelry and Apparel

a) Police officers on duty shall not wear loose-fitting jewelry that may be grasped during a struggle, inflict injury, or inhibit mobility. Officers are permitted to wear up to two rings.

b) No visible body piercing jewelry shall be worn while on duty, except for one small stud earring per ear. This includes, but is not limited to, jewelry for nose, eyebrow, and tongue piercings.

4. Tattoos or Similar Markings

a) Intentional, non-medical body modifications that cannot be concealed or eliminated, such as split tongues, gauged piercings, tongue piercings, and facial implants, are prohibited.

b) Tattoos, brandings, or intentional scarring above the neck (face, ears, and scalp) are strictly prohibited.

c) Tattoos, brandings, or intentional scarring on any other part of the body are subject to command review and must be capable of being covered while on duty.

d) Tattoos that are not immediately recognizable or discernible as tattoos that are used for cosmetic purposes only and do not conflict with this directive are exempt from this policy (i.e., tattooed eyebrows, eyeliner, etc.).

e) Tattoos, brandings, or intentional scarring that are gang-related; that convey sexual, racial, religious, ethnic, or related intolerances; that promote a partisan political statement or expression; or that portray derogatory or offensive characterizations contrary to the values of this Department are prohibited.

f) The Vice President/Chief of Police or their designee is the final authority regarding the appropriateness of any tattoo(s) brandings, or intentional

scarring.

B. Non-Sworn Security Personnel and Dispatchers

1. Non-sworn security personnel and dispatchers are expected to maintain a professional and well-groomed appearance.
2. Hair shall be neat, well-maintained, and professional. Hair colors and accessories shall not be distracting or interfere with job duties.
3. Male Personnel
 - a) Male security personnel and dispatchers shall follow the grooming standards outlined for sworn officers above in Section II.A.1.
4. Female Personnel
 - a) Makeup shall be professional. False eyelashes and other cosmetic enhancements are permitted as long as they maintain a professional appearance.
 - b) Fingernails should be clean, well-maintained, and professional. Nail polish and decorations are permitted as long as they do not interfere with job duties.
5. Jewelry and Apparel
 - a) Security personnel and dispatchers shall not wear loose-fitting jewelry that may be grasped during a struggle, inflict injury, or inhibit mobility. Officers are permitted to wear up to two rings.
 - b) No visible body piercing jewelry shall be worn while on duty, except for one small stud earring per ear. This includes, but is not limited to, jewelry for nose, eyebrow, and tongue piercings.
6. Tattoos or Similar Markings
 - a) Security personnel and dispatchers shall adhere to the standards outlined for sworn personnel in section II.A.4 of this policy.
7. The Vice President/Chief of Police or their designee retains the authority to determine the appropriateness of an employee's overall appearance if concerns arise.

C. All Other Non-Sworn Personnel

1. All other non-sworn personnel shall follow the personal appearance standards established in the University's employee handbook.

III. Roll Call Inspection

A. Supervisors are responsible for regularly observing officers' uniforms and ensuring compliance with department uniform standards. This ongoing oversight shall occur during normal shift operations and interactions.

B. Mandatory Daily Roll Call Inspections

1. Supervisors shall conduct informal daily observations of officer uniforms, appearance, and grooming compliance.
2. Any noted discrepancies or violations shall be addressed promptly with the officer.

C. Formal Roll Call Inspections

1. Formal roll call inspections may be conducted as deemed necessary by supervisors.
2. These inspections are not required on a daily basis but may be implemented at the supervisor's discretion.
3. Reasons for formal inspections may include, but are not limited to:
 - a) Observed patterns of non-compliance;
 - b) Special events or details;
 - c) Periodic departmental reviews.

D. Inspection Criteria

1. Uniforms shall be clean, pressed, and in good repair.
2. All required insignia, badges, and equipment shall be present and properly placed.
3. Grooming standards shall be met as per department policy.

E. Non-Compliance

1. First offense shall be addressed verbally and corrected immediately.
2. Second and repeated or significant violations shall be documented with a corrective memo and may result in disciplinary action.

IV. Locker Assignment and Use

A. The department will assign each employee (police officers, security personnel, and dispatch personnel) a personal locker for storing equipment and personal items.

B. Locker assignments and combinations will be managed by the Director of Information Services.

C. Employees shall not store the following in their lockers:

1. Evidence or confiscated property;
 2. Contraband or unauthorized weapons;
 3. Perishable food items; and/or
 4. Alcoholic beverages or illegal substances.
- D.** Employees are responsible for keeping their lockers clean and orderly. No permanent alterations, stickers, or markings are permitted on lockers.
- E.** Only department-issued locks may be used on lockers.
- F.** The department reserves the right to inspect lockers at any time. Routine inspections may be conducted by supervisors for cleanliness and policy compliance.
- G.** Employees do not have an expectation of privacy in department-issued lockers.
- H. Security**
1. Employees must ensure their lockers are secured at all times when not in use.
 2. Combinations should not be shared with other personnel.
 3. Any issues with locker security should be reported to a supervisor immediately.
- I. Termination of Employment**
1. Upon separation from the department, employees must remove all personal items and return department-issued equipment.
 2. Failure to clear out a locker may result in the contents being removed and disposed of by the department.
- J.** The department is not responsible for personal items lost, damaged, or stolen from lockers. Officers should not store valuable personal property in their lockers.

V. Return of Department-Issued Equipment

- A.** Upon termination of employment, whether through resignation, retirement, or dismissal, officers are required to return all department-issued equipment. This process ensures accountability for department property and helps maintain the security and integrity of the agency.
- B. Equipment Return Procedure:**
1. The departing employee is encouraged to schedule an appointment with their immediate supervisor or their designee to return all issued items. However, if the departure is last-minute or unplanned, the on-duty supervisor will collect the items.
 2. A comprehensive inventory will be conducted.
 - a) During the collection process, the supervisor will utilize the [Issued and Returned Equipment form](#) to ensure all items are returned and will have

the employee sign the form.

- (1)** If the employee refuses to sign, the supervisor shall note the refusal by writing "refused" on the form.
 - b)** Additionally, the supervisor will document the return and the condition of each item by utilizing a body-worn camera. The departing employee shall be notified that the camera has been activated to record the process.
 - c)** Following the return of the equipment and documentation by the immediate supervisor, a secondary inspection of all equipment will be conducted by members of the Tactical and Professional Development Unit. All specialized equipment (i.e. Tasers, Firearms, etc.) will be inspected by the department armorer or appropriate personnel.
 - d)** Any missing or damaged equipment may result in financial responsibility for the departing officer or employee.
- C.** Department-issued electronic devices (such as smartphones or laptops) must be returned to the supervisor and then sent to Information Services (IS) for data wiping and reassignment.
- D.** Any confidential information or documents in the employee's possession must also be returned or securely destroyed as directed by department policy.
- E.** The employee's locker must be cleared of all personal belongings. Any department property found in the locker will be added to the return inventory.
- F.** Employees are reminded that failure to return department-issued equipment may result in legal action. Additionally, the cost of any unreturned equipment will be deducted from the employee's final paycheck. The timely and complete return of equipment is crucial for departmental operations and budgeting. Employees are expected to cooperate fully with this process as part of their professional responsibilities to the department and the community they have served.