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POLICE DEPARTMENT
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1789

UNIFORMS AND GROOMING STANDARDS
GENERAL ORDER NO: 3.2.00

Issue Date: November 28, 2016	Effective Date: March 1998
Revision Date: July 18, 2014	CALEA: 22.1.6, 41.3.4, 41.3.5, 41.3.6
Volume 3: Operations	Chapter 2: Uniforms and Equipment
Distribution: All Personnel	NYSLEAP: 41.1, 41.3
Issuing Authority: Chief Eric Hawkins	Page: 1 of 25

PURPOSE: The purpose of this policy is to establish rules and regulations governing the use and maintenance of authorized equipment, apparel, and uniforms, as well as acceptable grooming standards.

POLICY: It is the policy of the Albany Police Department to ensure that all personnel are properly attired and well groomed while representing the Department. Personnel shall consistently present themselves in a professional manner, and shall only use authorized equipment, apparel, and uniforms. Such equipment, apparel, and uniforms shall be maintained in a neat and clean fashion at all times.

DEFINITIONS: **Emergency Repair** – Emergency repair means that the employee requesting a uniform/equipment repair or replacement does not have a duplicate of the damaged item and cannot properly perform his/her duties until provided with a likewise replacement. Emergency repair requests will generally be remedied within a twenty-four (24) hour period.

Normal Repair – Normal repair means that the employee requesting a uniform/equipment repair or replacement does have a duplicate of the damaged item and can properly perform his/her duties for a short period of time without the damaged item. Normal repair requests will generally be remedied within five (5) business days.

I. UNIFORM STANDARDS

- A.** All personnel, except as noted, shall wear approved uniform apparel and equipment while on-duty or whenever representing the department, as outlined in this policy.
 1. Personnel entitled to a uniform allowance, as described in the employee's respective collective bargaining agreement, shall be entitled to such payment as directed.
- B.** Approved uniforms and equipment shall be furnished or authorized by the Albany Police Department. Uniforms shall be worn in the appropriate manner, as set forth in this policy.
- C.** Personnel may choose to purchase their own equipment and/or uniform items at their own expense. These personally owned items must meet the specifications set forth in this policy. The purpose of these guidelines is to ensure uniformity and prevent the use of unauthorized or substandard equipment.


- D.** Personnel are responsible for the proper maintenance, care, and safekeeping of

their uniforms and equipment.

- E. Whenever personnel appear in uniform, said uniforms shall be neat, clean, pressed, and worn in the prescribed manner. Only approved adornments shall be worn. While in formation, uniform jackets, and coats shall be appropriately buttoned or zipped.
- F. Personnel authorized to wear non-uniform clothing while on duty, shall at all times be neatly dressed, as set forth in this policy.
- G. Upon entering any department facility or area which is prohibited to the public, all department personnel shall have attached to their outermost garment either their shield or identification card in plain view, so as to be easily identified as authorized personnel.
- H. Personnel shall not alter uniforms, weapons, or equipment without express written permission from the Chief of Police.
 - 1. Authorized alterations to firearms can only be performed by an Albany Police Department Training Unit Firearms Instructor or other authorized personnel.
- I. Personnel shall not sell or give away any department uniforms or equipment without express written permission from the Chief of Police.
- J. Police uniforms shall not be worn in combination with any non-uniform clothing while on duty, except as authorized by the Chief of Police.
- K. Personnel, while off-duty shall not wear any distinguishable police uniforms or parts thereof, unless authorized by the Chief of Police.
- L. Non-sworn personnel shall not carry any weapon while on-duty.
- M. Non-sworn uniformed personnel shall assemble and wear only issued uniforms in the same manner, as set forth in this policy.
- N. Sworn personnel shall only wear the uniform class that is designated in operation orders and/or overtime detail postings.

II. UNIFORM DISTRIBUTION

- A. The department issues the following uniforms and equipment to all sworn personnel, upon appointment and entry into the Basic Course for Police Officers:
 - 1. (2) – Utility Trousers (Academy regulation);
 - 2. (2) – Utility Short-Sleeve Shirts (Academy regulation);
 - 3. (2) – Utility Long-Sleeve Shirts (Academy regulation);
 - 4. (2) – Physical Training T-Shirts;
 - 5. (1) – Physical Training Shorts;
 - 6. (1) – Physical Training Sweat Pants;
 - 7. (1) – Physical Training Sweat Shirt;
 - 8. (1) – Rain Gear Jacket;
 - 9. (1) – Rain Gear Pants;
 - 10. (1) – Tie with Tie Bar; and
 - 11. All other necessary equipment, as determined by the Chief of Police or his/her designee.
- B. The department issues the following uniforms and equipment to all sworn personnel, upon the successful graduation of the Basic Course for Police Officers:

1. (1) – Albany Police Department Shield and Mourning Band;
2. (1) – Albany Police Department Hat Piece;
3. (1) – Albany Police Department Identification Card;
4. (1) – Eight Point Uniform Hat;
5. (1) – Winter Hat;
6. (1) – Baseball Cap;
7. (2) – Uniform Trousers;
8. (1) – BDU Utility Pants;
9. (4) – Short-Sleeve Uniform Shirts;
10. (4) – Long-Sleeve Uniform Shirts;
11. (2) – Short Sleeve Polo Shirts;
12. (1) – Summer Blouse;
13. (1) – Spring Jacket;
14. (1) – Winter Coat;
15. (1) – Uniform Black Tie with Tie Bar;
16. (1) – Rain Coat and Hat Cover;
17. (1) – Set of Collar Brass;
18. (1) – Pair of White Gloves;
19. (1) – Riot Helmet;
20. (1) – Gas Mask and Holder;
21. (1) – Traffic Vest;
22. (1) – Baton with Thong;
23. (1) – Portable Radio Case;
24. (1) – Set of Ear Microphones;
25. (1) – Duty Weapon with Extra Ammunition (model and ammunition amount, as determined by the Chief of Police or his/her designee);
26. (1) – Set of Issued Leather Gear, which includes:
 - a. (1) - Duty Belt;
 - b. (1) - Holster;
 - c. (1) - Magazine/Cartridge Holder;
 - d. (1) - Handcuff Case;
 - e. (1) - OC Spray Case;
 - f. (1) - Mini-Mag Light Holder; and
 - g. (4) - Belt Keepers.
27. (1) - Bullet Proof Vest with Appropriate Liners
 - a. Officers are permitted to purchase and deploy the Point Blank  external vest carrier for uniform operations. The carriers shall only be worn in the following manner:
 - i. Carriers must be black in color.
 - ii. Carriers must bear a front placard that is embroidered with the officer's Albany Police Department shield and name tag.
 - a) The template on file at Rosen's Uniform is the only authorized template to be worn.
 - iii. Carriers must bear the back "POLICE" placard.
 - iv. No other placards or patches will be permitted on the carrier.
 - v. Carriers will be issued to new hires and as a replacement vest to current personnel.
28. All shoulder/insignia/external vest patches, shields, and name tags shall be attached by the vendor to all appropriate items when issued, as per the

applicable Agreement. No other insignia, patches, or embroidery is authorized.

C. Neighborhood Engagement Unit (NEU) – Officers assigned to an NEU beat shall be issued the following additional uniform equipment:

1. (2) – NEU Two-Tone Short Sleeve Shirts;
2. (2) – NEU Two-Tone Long Sleeve Shirts;
3. (2) – Cargo Style Bike Pants;
4. (2) – Cargo Style Bike Shorts;
5. (1) – NEU Two-Tone Spring Jacket;
6. (1) – Nylon Duty Belt with Nylon Accessories;
7. (1) – Inner Belt for Nylon Duty Belt;
8. (1) – Road Patrol Bicycle with Police Package, upon successful completion of a DCJS approved police bicycle course; and
9. (1) – Bicycle Helmet.



D. Community Service Officers (CSO) – Officers assigned to a CSO position shall be issued the following additional uniform equipment:

1. (2) – Short Sleeve Albany Police Polo Shirts;
2. (2) – Long Sleeve Albany Police Polo Shirts;
3. (2) – NEU Two-Tone Short Sleeve Shirts;
4. (1) – NEU Two-Tone Long Sleeve Shirt;
5. (1) – Cargo Style Bike Shorts;
6. (1) – Cargo Style Bike Pants;
7. (1) – NEU Two-Tone Spring Jacket;
8. (1) – Nylon Duty Belt with Nylon Accessories;
9. (1) – Inner Belt for Nylon Duty Belt;
10. (1) – Road Patrol Bicycle with Police Package, upon successful completion of a DCJS approved police bicycle course; and
11. (1) – Bicycle Helmet.



E. School Resource Officers (SRO) - Officers assigned to an SRO position shall be issued the following additional uniform equipment:

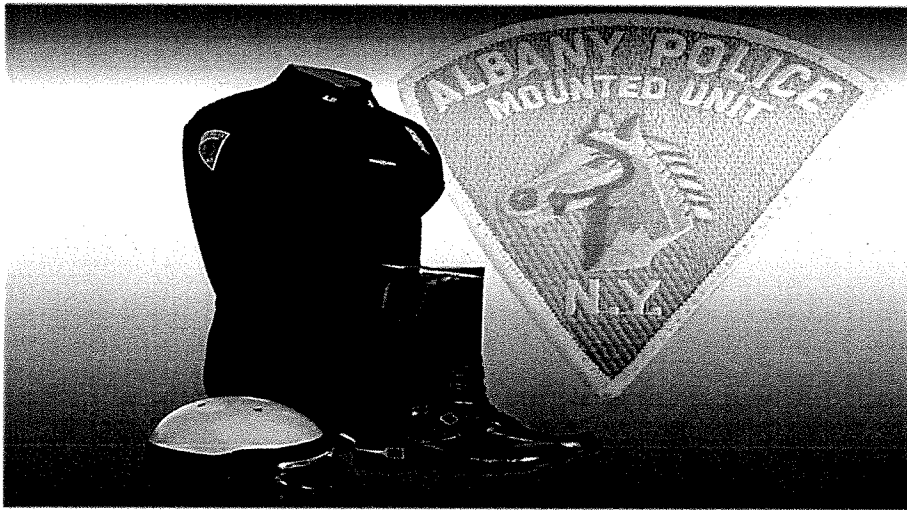
1. (2) – Short Sleeve Albany Police Polo Shirts;
2. (2) – Long Sleeve Albany Police Polo Shirts; and
3. (2) – Khaki Color BDU Pants.

F. TRAC (To Reach and Connect) - Officers assigned to a TRAC position shall be issued the following additional uniform equipment:

1. (2) – Short Sleeve Albany Police Polo Shirts;
2. (2) – Long Sleeve Albany Police Polo Shirts; and
3. (2) – Khaki Color BDU Pants.

G. Mounted Patrol – Officers assigned to a Mounted Patrol position shall be issued the following additional uniform equipment:

1. (1) - Riding Helmet;
2. (2) - Riding Pants;
3. (1) - Black Cape Raincoat;
4. (1) - Pair of Riding Boots;
5. (1) - Set of Mounted Unit Collar Brass;
6. (1) - Baseball Cap;
7. (1) - BDU Utility Pants;
8. (1) - Long-Sleeve Utility Shirt;
9. (1) - Short-Sleeve Utility Shirt;
10. (1) - Utility Jacket; and
11. Mounted Patrol Insignia Patches.



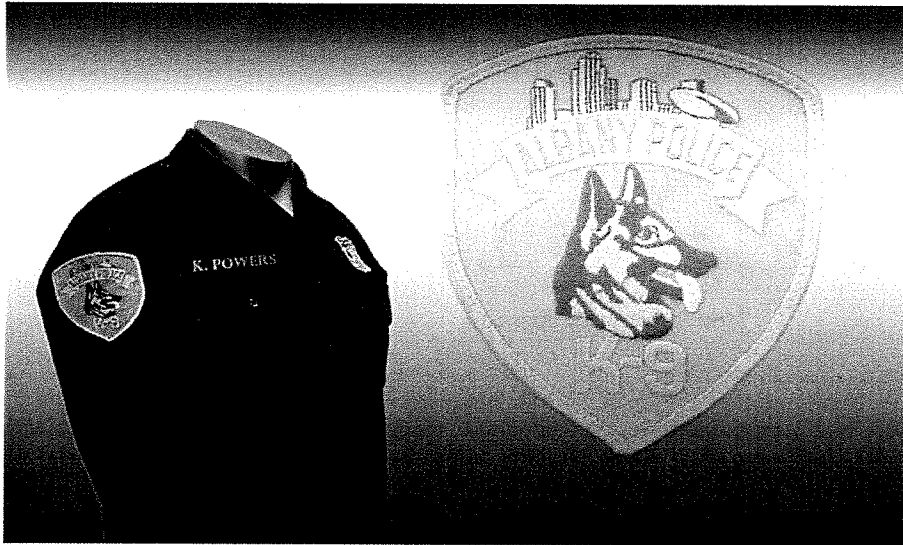
H. Traffic Safety Division – Officers assigned to the Traffic Safety Division who are required to ride a motorcycle shall be issued the following additional uniform equipment:

1. (1) - Crash Helmet;
2. (2) - Pairs of Riding Pants;
3. (1) - Yellow Rain Suit;
4. (1) - Pair of Riding Boots (or riding shoes and put-tees); and
5. Traffic Insignia Patches.



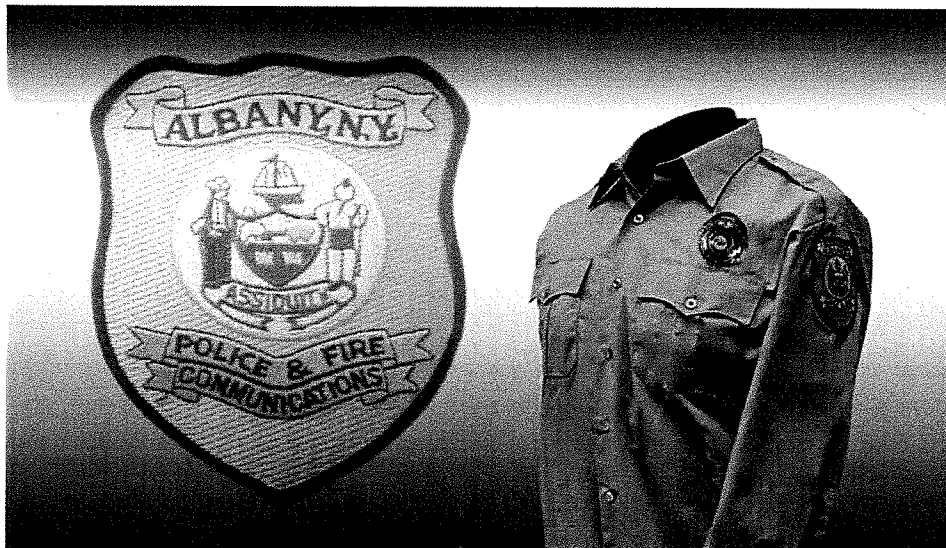
I. K-9 Unit – Officers assigned to a K-9 Unit position shall be issued the following additional uniform equipment:

1. (1) - Set of K-9 Collar Brass;
2. (2) - Pairs of Issued Boots;
3. (1) - Utility Hat;
4. (1) - Utility Long-Sleeve Shirt;
5. (1) - Utility Short-Sleeve Shirt;
6. (1) - Utility BDU Pants; and
7. (1) - Utility Jacket.



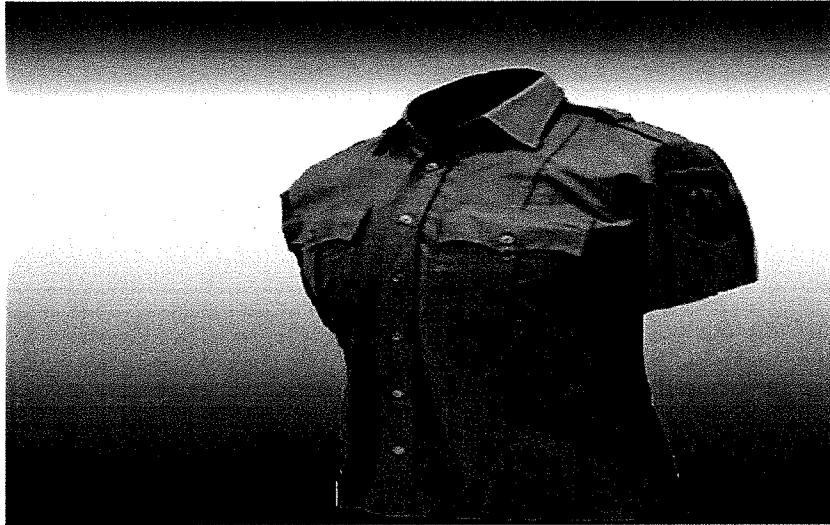
J. Telecommunications Specialist – Personnel assigned to a Telecommunications Specialist position shall be issued the following uniform equipment:

1. (1) – Albany Police Department Telecommunications Specialist Shield;
2. (1) – Albany Police Department Identification Card;
3. (2) – Black Uniform Trousers;
4. (2) – Blue Uniform Short-Sleeve Shirts;
5. (2) – Blue Uniform Long-Sleeve Shirts;
6. (1) – Gray Polo Shirt;
7. (1) – Uniform Tie and Tie Bar; and
8. (1) – Set of Collar Brass.



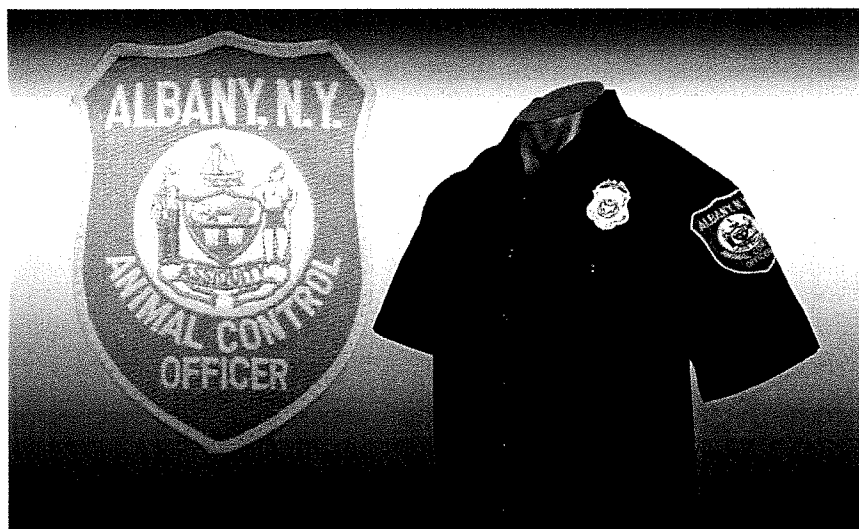
K. Matrons/Booking Clerks – Personnel assigned to a Matron/Booking Clerk position shall be issued the following equipment:

1. (1) – Albany Police Department Matron/Booking Clerk Shield;
2. (1) – Albany Police Department Identification Card;
3. (1) – Brown Uniform Hat;
4. (2) – Black Uniform Trousers;
5. (2) – Tan Uniform Short-Sleeve Shirts;
6. (2) – Tan Uniform Long-Sleeve Shirts;
7. (1) – Uniform Tie and Tie Bar;
8. (1) – Yellow Raincoat and Hat Cover; and
9. (1) – Brown Winter Overcoat.



L. Animal Control Officer (ACO) – Personnel assigned to an ACO position shall be issued the following equipment:

1. (1) – City of Albany Animal Control Officer Shield;
2. (1) – Albany Police Department Identification Card;
3. (2) – Black Uniform Trousers;
4. (2) – Blue Uniform Short-Sleeve Shirts;
5. (2) – Blue Uniform Long-Sleeve Shirts;
6. (1) – Spring Jacket; and
7. (1) – Winter Coat.



M. School Crossing Officers (SCO) – Personnel assigned to a SCO position shall be issued the following equipment:

1. Reflective School Crossing Vest; and
2. Albany Police Department Identification Card.

III. UNIFORM CLASSES

A. Full Dress Uniform:

1. Uniform Hat;
2. Summer Blouse;
3. Long Sleeve Uniform Shirt;
4. Tie and Tie Bar;
5. Collar Brass;
6. Uniform Trousers;
7. Polished Black Leather Uniform Shoes with Black/Dark Blue Socks;
8. Required Leather Gear;
9. White Uniform Gloves;
10. Raincoat and Cap Cover (weather dictating); and
11. Overcoat (weather dictating).



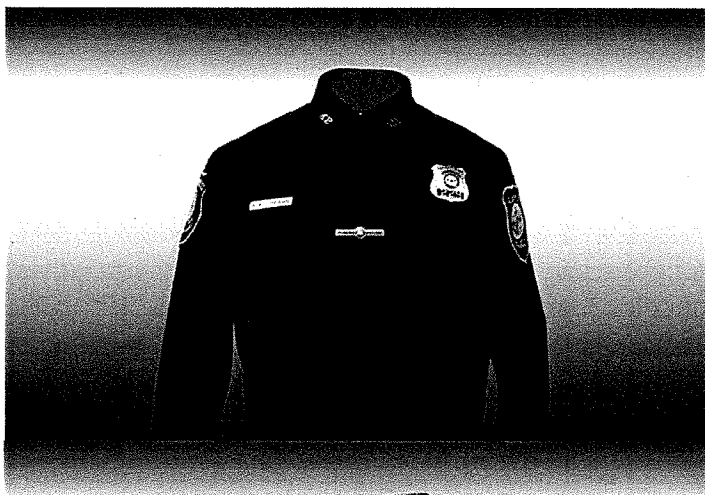
B. Class A Uniform – Summer:

1. Short Sleeve Uniform Shirt with Collar Brass and White or Black Undershirt;
2. Uniform Trousers (No BDUs);
3. Polished Black Leather Uniform Shoes with Black/Dark Blue Socks;
4. Required Leather Gear;
5. Uniform Hat;
6. Raincoat and Cap Cover (weather dictating); and
7. Spring Jacket (weather dictating).



C. Class A Uniform – Winter:

1. Long Sleeve Uniform Shirt;
2. Tie and Tie Bar;
3. Collar Brass;
4. Uniform Trousers (No BDUs);
5. Polished Black Leather Uniform Shoes with Black/Dark Blue Socks;
6. Required Leather Gear;
7. Uniform Hat;
8. Raincoat and Cap Cover (weather dictating);
9. Winter Jacket (weather dictating); and
10. Patrol Sweater (Only as shown below and as described on p. 14).



D. Patrol - Warm Weather Uniform:

1. Short Sleeve Polo Shirt;
2. BDU Utility Pants;
3. Point Blank [REDACTED] External Vest Cover (optional) with Department Issued Bullet Proof Vest, or Department Issued Bullet Proof Vest which shall be worn under the Officer's Uniform Shirt;
4. Black Uniform Shoes with Black/Dark Blue Socks;
5. Utility Baseball Style Hat;
6. Required Leather Gear; and
7. Spring Jacket (weather dictating).



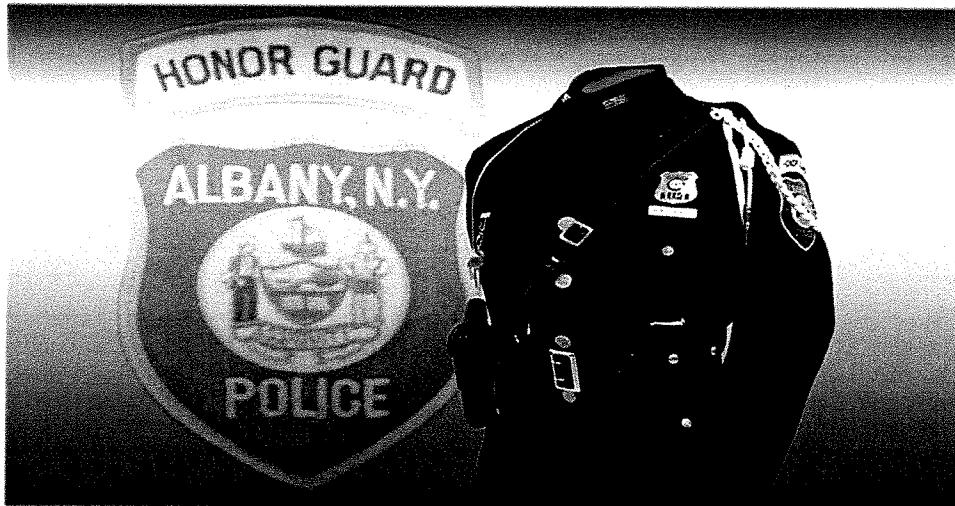
E. Patrol – Cold Weather Uniform:

1. Long Sleeve Uniform Shirt;
2. Approved Turtle Neck or Tie and Tie Bar;
3. Collar Brass;
4. BDU Utility Pants or Uniform Trousers;
5. Point Blank [REDACTED] External Vest Cover with Department Issued Bullet Proof Vest, or Department Issued Bullet Proof Vest which shall be worn under the Officer's Uniform Shirt;
6. Black Uniform Shoes with Black/Dark Blue Socks;
7. Required Leather Gear;
8. Winter Hat (weather dictating); and
9. Winter Coat (weather dictating).



F. Honor Guard:

1. Honor Guard Long Sleeve Shirt;
2. Honor Guard Collar Brass;
3. Honor Guard Summer Blouse with White Braid on the Left Shoulder, Except for Funeral Details;
4. Tie and Tie Bar;
5. Collar Brass;
6. Silver Whistle Seven (7) Chain over Right Side Pocket;
7. Name Tag over Left Side Pocket under Shield;
8. Issued Service Bars/Stars;
9. Honor Guard Leather Gear – Black Clarion Sam Browne Gun Belt worn over Blouse, with Duty Weapon, Handcuffs, and Ammunition in Magazine Pouch;
10. Honor Guard Trousers;
11. Honor Guard Shoes;
12. White Gloves; and
13. Eight (8) Point Uniform Hat.



G. Court Uniform: Uniformed personnel shall wear the following uniform while representing the department at any court proceeding, including conferences:

1. Long or Short Sleeve Uniform Shirt;
2. Tie and Tie Bar;
3. Collar Brass;
4. Uniform Trousers;
5. Black Uniform Shoes with Black/Blue Socks;
6. Required Leather Gear; and
7. Eight (8) Point Uniform Hat.

IV. UNIFORM PARTS

A. Separate uniform parts shall be worn according to the following:

1. Shield:

- a. The Albany Police Department shield shall be worn above the left

- pocket of the outermost garment;
- b. Black leather shield holder with approved insignia and/or awards may also be worn with the shield; and
- c. When so ordered, a mourning band shall be worn.

2. Name Tag:

- a. The Albany Police Department name tag shall be worn over the right pocket of the outermost garment.

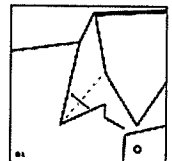
3. Uniform Hat:

- a. The eight (8) point hat, baseball hat, and winter hat shall be worn with the appropriate uniform class; and
- b. The eight (8) point hat shall be worn when instructed by the Chief of Police or his/her designee.

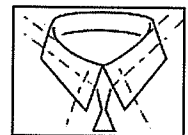
4. Collar Brass:

- a. Issued collar brass shall be worn on all full dress, court dress, and the class A uniform.
- b. The insignia (A.P.) shall be worn on the right side collar, and the assignment insignia (P.D.) shall be worn on the left side collar.

- i. Long Sleeve Shirt with Tie – While wearing the long sleeve class A shirt and tie/tie bar, the collar brass shall be affixed to the uniform so as to be parallel with the top of the collar.



- ii. Short Sleeve Shirt and Long Sleeve with Turtleneck – While wearing the short sleeve shirt or class A long sleeve uniform with turtleneck the collar brass shall be affixed to the uniform so as to be 45° with the top of the collar.



5. Tie and Tie Bar:

- a. Whenever the long-sleeve shirt is worn, the issued tie and tie bar shall be worn, except when wearing a turtleneck; and
- b. The issued tie bar shall be worn so that it is even with the breast buttons on the shirt.

6. Service Bars and Stars:

- a. Only worn on outer garments, except for rain gear;
- b. Bars and stars shall not be combined;
- c. Issued blue service bars shall be worn on the left sleeve only, and designated as follows:
 - i. Each bar shall designate five (5) years of service.
 - ii. Four (4) bars shall be the maximum number of service bars to be worn.

- d. Issued blue service stars shall be worn on the left sleeve only, and

designated as follows:

- i. The first star shall designate twenty-five (25) years of service.
- ii. Each additional star thereafter shall designate five (5) years of service.

7. Whistle/Whistle Chain:

- a. Silver whistles and whistle chains may be worn by Mounted Unit and Traffic Safety Officers; and
- b. They shall be worn on the right side of the uniform, with the top attached to the right shoulder button and the holder attached above the right pocket.

8. Additional Insignias/Patches:

- a. The Albany Police Department shoulder patch shall be affixed to the left sleeve of all shirts, jackets, and sweaters;
- b. The traffic wheel shall be affixed to the left sleeve, below the Albany Police Department shoulder patch;
- c. The Accreditation patch shall be affixed to the right shoulder, in the same manner as the Albany Police Department shoulder patch;
- d. The Mounted Unit patch shall be affixed to the right shoulder, in the same manner as the Albany Police Department shoulder patch;
- e. The K-9 patch shall be affixed to the right shoulder, in the same manner as the Albany Police Department shoulder patch; and
- f. The Honor Guard rocker shall be affixed above the shoulder patches on both sides of the uniform.

9. Uniform – November 1st through March 31st

- a. Personnel shall wear the following uniform styles from November 1st through March 31st:
 - i. Class A – Winter Uniform; or
 - ii. Patrol – Cold Weather Uniform.
- b. The patrol sweater shall be worn in the following manner:
 - i. Long Sleeve Uniform Shirt;
 - ii. Tie and Tie Bar;
 - iii. Collar Brass; and
 - iv. Patrol sweater worn as the outer most garment.
- c. No other uniform styles are authorized during these dates.

10. Uniform – April 1st through October 31st

- a. Personnel shall wear the following uniform styles from April 1st through October 31st:
 - i. Class A – Summer Uniform;

- ii. Class A – Winter Uniform;
- iii. Patrol – Warm Weather Uniform; or
- iv. Patrol – Cold Weather Uniforms.

- b. The combination, mixing, cross-matching, or supplementing of shirts, pants, or jackets between different uniforms is not allowed.

11. Polo Shirts:

- a. Department approved polo shirts shall be worn with the shield number embroidered on the left chest; and
- b. Name embroidered on the right chest.

12. Uniform Trousers:

- a. Navy Blue;
- b. Police Officers and Sergeants – ¼" Black Mohair Braid;
- c. Traffic Safety Officer – Silver Braid;
- d. Honor Guard – One (1) Inch Silver Braid; and
- e. Black Trouser Belt.

13. BDU Utility Pants:

- a. Navy Blue;
- b. Only allowed to be worn with the cold weather and warm weather uniforms. BDUs are not permissible with any variation of the Class A uniform; and
- c. Black Trouser Belt.

14. Summer Blouse:

- a. Worn Only for Dress Occasions;
- b. Buttoned While in Formation;
- c. Officer's Shield and Name Tag;
- d. Issued Blue Service Bars/Stars; and
- e. Issued Tie and Tie Bar.

15. Spring Jacket:

- a. Shall be Worn Between April 1st and October 31st;
- b. The Short-Sleeve Shirt with Open Collar may be Worn Underneath;
- c. Officer's Shield and Name Tag; and
- d. Issued Blue Service Bars/Stars.

16. Overcoat:

- a. Officer's Shield and Name Tag; and
- b. Issued Service Bars/Stars.

V. INSIGNIA

- A. The following insignia shall be worn as follows:

1. Sergeant:

- a. Sergeant Shield and Hat Piece;
- b. Sergeant Insignia on Both Sleeves of all Uniforms;
- c. Silver Rope on Hat;
- d. White Service Bars/Stars; and
- e. Silver Whistle/Whistle Chain for Appropriate Assignments.



2. Lieutenant:

- a. Lieutenant Shield and Hat Piece;
- b. Gold Lieutenant Insignia Worn on the Shoulder Epaulets, centered on the sewn seam of all shirts, jackets, and coats;
- c. White Uniform Shirt;
- d. Gold Rope and Piping on Hat;
- e. One (1) row ½" Gold Bullion three (3) inches above the sleeve cuff on both sides of outerwear;
- f. Gold Service Bars/Stars; and
- g. Gold Whistle/Whistle Chain for Appropriate Assignments.



3. Commander:

- a. Commander Shield and Hat Piece;
- b. Gold Commanders Insignia worn on the shoulder epaulets, centered on the sewn seam of all shirts, jackets, and coats;
- c. White Uniform Shirt;
- d. Gold Rope and Piping on Hat;
- e. Two (2) rows ½" Gold Bullion worn three (3) inches above sleeve cuff, ¼" apart on both sides of outwear; and
- f. Gold Service Bars/Stars.



4. Deputy Chief:

- a. Deputy Chief Shield and Hat Piece;
- b. Deputy Chief Insignia worn on the uniform shirt in place of collar

- brass;
- c. Deputy Chief Insignia worn on the shoulder epaulets, centered on the sewn seam of all shirts, jackets, and coats;
- d. White Uniform Shirt;
- e. Gold Braids, Piping and Visor Ornamentation, consisting of two (2) arcs of oak leaf on the Hat;
- f. Three (3) rows ½" Gold Bullion worn three (3) inches above sleeve cuff, ¼" apart on both sides of outwear; and
- g. Gold Service Bars/Stars.



5. Chief of Police:

- a. Chief Shield and Hat Piece;
- b. Chief Insignia worn on the Uniform Shirt in place of collar brass;
- c. Chief Insignia worn on the shoulder epaulets, centered on the sewn seam of all shirts, jackets, and coats;
- d. White Uniform Shirt;
- e. Gold Braids, Piping and Visor Ornamentation, consisting of two (2) arcs of oak leaf on the Hat;
- f. Four (4) rows ½" old bullion worn three (3) inches above sleeve cuff, ¼" apart on both sides of outwear; and
- g. Gold Service Bars/Stars.



VI. EQUIPMENT

A. Sworn personnel in uniformed positions shall wear or carry the following equipment, unless specifically excused by their commanding officer:

1. Duty weapon properly loaded with approved ammunition and carried in approved holster.
 - a. Duty weapon shall be the model determined by the Chief of Police depending upon assignment.
 - b. Holsters shall either be the issued holster or a substitute holster that is approved by the Chief of Police.
2. Issued ammunition:
 - a. [REDACTED] duty ammunition.
 - i. Ammunition shall be new factory ammunition approved for the duty weapon; and
 - ii. Carried in magazines located in ammunition case or pouch

matching the gun belt.

3. Black trouser belt shall be worn under the gun belt, if applicable.
 4. Set of handcuffs carried in a matching case, with key available for use.
 - a. Extra handcuffs may be carried.
 - b. All handcuffs shall have a double locking mechanism.
 5. Issued or approved baton.
 6. Black or navy blue socks with black boots.
 7. Bullet proof vest with appropriate liners.
 - a. Sworn personnel are required to wear their bullet proof vest during their tour of duty and while engaged in patrol or field operations. This requirement includes uniformed officers engaged in extra-duty secondary employment.
 - b. Sworn personnel engaged in pre-planned, high-risk, and/or tactical situations are required to wear their bullet proof vest during said operations. High-risk or tactical situations include any situation in which entry is made by force, or deemed as such by the briefing supervisor. Examples include, but are not limited to, planned search warrant execution, drug raids, initial crime scene response, and serving felony arrest warrants.
 8. Safety helmet with face shield, which shall be readily available.
 9. Albany Police Department portable radio carried in approved case.
 10. Pen with black ink.
 11. Flashlight in good working condition.
 12. Memo or notebook.
 13. A watch in good working condition.
 14. Set of foul weather gear, which shall be readily available.
 15. Book of UTT's, parking tickets, appearance tickets, and various report forms.
- B. Sworn personnel in plain clothes positions shall wear or carry the following equipment, unless specifically excused by a commanding officer:**
1. Duty weapon properly loaded with approved ammunition and carried in approved holster.
 - a. [REDACTED] holster (equipped with a manual strap and locking device).
 2. Set of handcuffs, with key available for use.
 - a. Extra handcuffs may be carried.
 - b. All handcuffs shall have a double locking mechanism.
 3. Bullet proof vest with appropriate liners.
 - a. Sworn personnel are required to wear their bullet proof vest during their tour of duty and while engaged in patrol or field operations. This requirement includes uniformed officers engaged in extra-duty secondary employment.

- b. Sworn personnel engaged in pre-planned, high-risk, and/or tactical situations are required to wear their Bullet Proof Vest during said operations. High-risk or tactical situations include any situation in which entry is made by force, or deemed as such by the briefing supervisor. Examples include, but are not limited to, planned search warrant execution, drug raids, initial crime scene response, and serving felony arrest warrants.
 4. Safety helmet with face shield, which shall be readily available.
 5. Albany Police Department portable radio carried in approved case.
 6. Pen with black ink.
 7. Flashlight in good working condition.
 8. Memo or notebook.
 9. A watch in good working condition.
- C. Should a medical problem prevent an employee from wearing specific uniform apparel and/or equipment, a physician's note and an IDC shall be submitted to the Chief of Police or his/her designee for approval.
- D. Optional Equipment - The following equipment may be worn/carried by sworn personnel in the following manner:
 1. Black Key Ring matching Gun Belt;
 2. Black Flashlight Holder matching Gun Belt;
 3. Black Leather Shield Holder with approved Insignia Awards;
 4. Silver Whistle with Silver Whistle Chain (Traffic/Mounted only);
 5. Knife;
 6. Pair of Black or Navy Blue Gloves;
 7. Pair of Black or Navy Blue Earmuffs;
 8. Sunglasses (conservative in color and design);
 9. Department approved Navy Blue Turtle Neck;
 10. Albany Police Department Issued Shotgun for Certified Officers; as described in GO 1.3.05 – Use of Force – Lethal Weapons;
 11. Albany Police Department Issued Rifle for Certified Officers; as described in GO 1.3.05 – Use of Force – Lethal Weapons;
 12. Briefcase or Equipment Bag;
 13. Authorized Batons – as described in GO 1.3.00 – Use of Force – Less Lethal Weapons.
 - a. Cocobolo batons or composite batons are issued equipment by this department, as authorized per current directives.
 - b. Expandable batons can be purchased at the officer's expense and may be utilized by department personnel who have successfully completed, a department approved, expandable baton training; as authorized per current directives.
 - c. Certificates of completion for certified officers shall be maintained by the Training Unit.
 14. Albany Police Department Conducted Energy Weapons (CEWs) are issued for department personnel who have successfully completed, a department approved, CEW training; as described in GO 1.3.00 – Use of Force – Less Lethal Weapons.

- a. Certificates of completion for certified officers shall be maintained by the Training Unit.

VII. PROPER BUSINESS ATTIRE

- A. Proper business attire is defined as clothing normally worn to conduct business, is not offensive to the public, and is kept within the professional standards of this department. Clothing shall be neat, clean, pressed, and in good repair.

1. Males:

- a. Suit or sport coat, sweater, or vest with dress slacks;
- b. Dress shirt, suitable for tie with top collar buttoned;
- c. Tie, worn at all times;
- d. Dress shoes (shined);
- e. Socks; and
- f. During the summer months, depending on the assignment, a suit/sport coat and tie may be dispensed with the collar left unbuttoned.

2. Females:

- a. Dress, skirt, and blouse or slacks and blouse;
- b. Stockings or socks;
- c. Dress shoes (shined); and
- d. Excessive make-up and jewelry shall be prohibited.

VIII. GROOMING STANDARDS

- A. All employees of this department, while performing their duties, shall present themselves in a neat, clean, and a well-groomed manner, as set forth in this policy; unless specifically excused by their commanding officer.

1. Male Employees:

- a. Hair must be neat, clean, and combed;
- b. Hair shall not be worn longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture;
- c. The bulk or length of the hair shall not interfere with the normal wearing of all standard headgear;
- d. Wigs or hair pieces are permitted if they conform to the above standards for natural hair;
- e. Sideburns shall be neatly trimmed, rectangular in shape and shall not extend below the ear;
- f. Officers shall be clean shaven, except that they may wear mustaches which do not extend below the upper lip line; and
- g. Beard, goatees, etc., are not permitted except when required due to a medical problem with a written excuse from the employee's physician.

- i. Such record shall be submitted to the Chief of Police for his/her approval and kept on file for the duration of such medical condition; and

- ii. Once authorized, such facial hair shall be kept neat and trimmed and be reflective of a professional image.

2. Female Employees:

- a. Hair must be clean, neat, and combed;
- b. Hair shall not be worn longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture;
- c. The bulk or the length of the hair shall not interfere with the normal wearing of all standard headgear; and
- d. Wigs or hair pieces are permitted if they conform to the above standards for natural hair.

3. Jewelry:

- a. All jewelry worn shall be of a conservative nature and shall not be a safety hazard or prohibit the use of other equipment;
- b. Necklaces, nose pins, pendant watches shall not be worn; and
- c. No employees in uniform shall wear earrings.

4. Nails:

- a. Fingernails shall be kept clean and neatly trimmed; and
- b. Nail polish should be of a conservative color.

5. Make-up:

- a. Make-up may be worn if it is of a conservative application and does not detract from a professional appearance.

IX. UNIFORM REPAIR/REPLACEMENT

- A.** Employees in need of new uniforms and/or equipment due to loss, damage, wear, or other conditions that preclude the employee from properly wearing the uniform or equipment, shall follow the below steps:

1. Complete an Albany Police Department Uniform Repair/Request Form, APD Form # [REDACTED] shown on page 24 of this order.

- a. Employees who submit a request for replacement due to loss shall also complete a Standardized Incident Report (SIR) and an Intra-departmental Correspondence (IDC) explaining the circumstances surrounding such loss.
- b. Any loss of departmental property may result in disciplinary action against the employee.

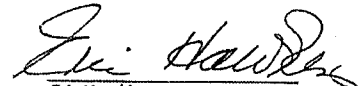
2. Employees shall submit the completed form(s) along with the item(s) to be repaired or replaced to their immediate supervisor for approval.

- a. The inspecting supervisor shall review the Uniform Repair/Request Form and inspect the items being submitted for repair or replacement, if not lost.
- b. The inspecting supervisor shall ensure that the request being made

is necessary and that the time frame being requested (emergency repair or normal repair) is accurate.

- c. The supervisor shall approve or deny the request based on the inspection of the uniform item(s) and sign the completed form.
 - d. By signing the Uniform Repair/Request Form the supervisor acknowledges that they have reviewed the request and inspected the items.
 - e. If the request is denied, the form shall be forwarded to the quartermaster at Headquarters via intra-departmental mail for record keeping purposes.
3. Upon supervisor approval, the Uniform Repair/Request Form shall be attached (stapled) to the uniform item(s) being submitted for repair or replacement. The uniform items, and attached form, shall then be placed in the uniform repair receptacle located behind the front desk area of each station.
 - a. Supervisors shall routinely inspect and remove any uniform items from the uniform repair receptacles and ensure that they are transported and delivered to the Quartermaster at Headquarters. This should likely occur during daily routine mail delivers already en-route to Headquarters.
4. Upon delivery, the Quartermaster shall inspect the uniform item(s) and determine if the item(s) can be repaired or will need to be replaced.
5. In the event of an emergency replacement request, the Quartermaster shall:
 - a. Attempt to immediately replace the item from the department's uniform stock. This replacement may be permanent or temporary depending upon the viability for repair and cost of the original item;
 - b. Arrange for an immediate garment alteration if the item is not a suitable fit for the employee;
 - c. Arrange for the immediate repair of the item, if unable to supply a replacement;
 - d. Arrange for an immediate purchase of a replacement item from an authorized uniform supply store, if unable to replace the item from the department's stock and repair of the item is not viable;
 - e. Complete an Albany Police Department Uniform Replacement Notification Form, APD Form # [REDACTED] shown on page 25 of this order, and forward the completed form to the employee's commanding officer. This form shall serve as notification for the requesting employee to report to an authorized uniform supply store for a fitting or alteration, when necessary; and
 - f. In the event a uniform emergency occurs during weekend or non-business hours, and no other arrangements can be made at the command level, the shift lieutenant shall notify the Administrative Services Bureau (ASB) lieutenant of the equipment need. The ASB lieutenant shall then attempt to make arrangements to remedy the situation.
6. In the event of non-emergency uniform replacement requests, the Quartermaster shall:

- a. Attempt to replace the item from the department's uniform stock. This replacement may be permanent or temporary depending upon the viability for repair and cost of the original item;
 - b. Arrange for a garment alteration, if the item is not a suitable fit for the employee;
 - c. Arrange for the repair of the item, if unable to supply a replacement;
 - d. Arrange for the purchase of a replacement item from an authorized uniform supply store, if unable to replace the item from the department's stock and repair of the item is not viable; and
 - e. Complete an Albany Police Department Uniform Replacement Notification Form, APD Form # [REDACTED] shown on page 25 of this order, and forward the completed form to the employee's commanding officer. This form shall serve as notification for the requesting employee to report to an authorized uniform supply store for a fitting or alteration, when necessary.
7. The Quartermaster shall take delivery of all repaired or replaced item(s) from the uniform supply store and ensure the order or repair was properly fulfilled.
8. The Quartermaster shall complete an Albany Police Department Uniform Replacement Notification Form, APD Form # [REDACTED] shown on page 25 of this order, and forward the repaired or replaced item, along with the notification form, to the employee's unit/station commander.
9. The unit/station commander shall ensure that the uniform item(s) is delivered to the appropriate employee.
10. If the replacement of an item is temporary, the employee requesting the repair/replacement shall be informed by the Quartermaster that the item is only temporary. This shall be completed on an Albany Police Department Uniform Replacement Notification Form, APD Form # [REDACTED] shown on page 25 of this order, which shall be forwarded to the requesting employee.
 - a. The employee shall receive further notice from the Quartermaster when the original item has been repaired or replaced.
 - b. The employee is required to return the temporary item to the Quartermaster, prior to receiving the repaired or new item.
 - c. In the event that the damage to the item makes the item irreplaceable, the Quartermaster shall properly dispose of the item.


Eric Hawkins
Chief of Police



ALBANY, NEW YORK
POLICE DEPARTMENT
185 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210



1789

NAME: _____ DATE: _____

RANK: _____ ASSIGNMENT/SHIFT: _____

REPLACEMENT TYPE: ☐ EMERGENCY ☐ NORMAL

PLEASE LIST UNIFORM ITEM, SIZE AND REASON FOR REQUEST:
(E.G. WORN, DAMAGED, LOST, TOO LARGE, OR SMALL, SPLIT SEAM)

_____	SIZE _____
_____	SIZE _____
_____	SIZE _____
_____	SIZE _____
_____	SIZE _____

**This form MUST be submitted through the chain of command for approval.
SUPERVISOR MUST INSPECT UNIFORM ITEM(S) TO BE REPLACED OR REPAIRED PER IDC # 06-13
*Quartermaster will check used inventory for good condition items before ordering new items**

SUPERVISOR APPROVING REQUEST: _____ DATE: _____

UNIT COMMANDER APPROVAL: _____ DATE: _____

**Upon Quartermasters approval, employees notified will have a two week period to report to Rosen's for fitting. Failure to do so will result in cancellation of uniform order.*

QUARTERMASTER USE ONLY

Date of last replacement: _____

☐ PERMANENT REPLACEMENT

☐ TEMPORARY REPLACEMENT

STATION CLERK NOTIFIED: _____

ROSENS NOTIFIED ON _____

Old item returned: _____

Condition of old item: _____

DATE RECEIVED _____

FITTING REQUIRED Y N

ALTERATIONS Y N

ACCESS ☐ EXCEL ☐



(FOR CLERKMASTER USE ONLY)