THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Purpose

To establish guidelines for the professional appearance of personnel employed by the Department of Public Safety.

B. Policy

It is the policy of the Department that each employee’s personal grooming and dress shall be appropriate for the job. Every employee shall use and display Department equipment in a professional manner.

C. Rules and Regulations

1. Appearance (CALEA 26.1.1)

   a. Members will wear the designated uniform when reporting for duty, while on duty, and during any authorized special assignment, unless special authorization is given by competent authority not to do so. When the uniform is worn, care shall be taken to insure that it fits well, is neat, clean and properly pressed. Metal items will be polished and in presentable order.

   b. Members of the Department shall be neat in appearance and well-groomed while in uniform. Male members will be clean-shaven. A moustache will be allowed.

   c. While wearing the uniform, members shall maintain a military bearing,
avoiding mannerisms such as slouching, shuffling and keeping hands in pockets.

d. Under no conditions will a part of the official uniform be intermixed with the wearing of civilian clothes. *(CALEA 22.2.5)*

e. Male members of the Department, not wearing the official uniform, must wear a business suit or sport coat and slacks, both requiring shirt and tie, unless otherwise directed. *(CALEA 41.3.4)*

f. When necessary, the Director of Public Safety may prescribe other types of clothing in order to attain Departmental goals.

g. Female employees, wearing civilian clothing, will not wear skirts with a hemline extending an unreasonable distance above the kneecap, keeping in good taste and current fashions. Pants suits are permitted. *(CALEA 41.3.4)*

h. The following items of civilian clothing are not authorized when officers are in a duty status or attending training, unless otherwise directed. *(CALEA 41.3.4)*

1) Shorts
2) T-Shirts worn as outer shirt
3) Cutoffs, pants or shirt sleeves
4) Athletic attire
5) Tank tops

i. All officers will appear in court, official meetings, hearings, and other official functions dressed in full uniform or in suitable conservative attire. *(CALEA 22.2.5, 41.3.4)*

1) For males, conservative attire means a conservatively designed suit or sports jacket with a neck tie and dress slacks.

2) For females, conservative attire means a conservatively designed dress, or skirt and blouse, or pants suit.

j. The use of tobacco products is prohibited by any Public Safety employee while on duty. This includes officers in uniform and employees in plain clothes whether on or off campus.

1) This policy includes all employees whether certified, uncertified or civilian.
2) Tobacco products will include, but are not limited to, cigarettes, cigars, pipes, chewing tobacco, e-cigarettes and other smokeless tobacco products.

3) The use of any tobacco is strictly prohibited in all buildings, grounds and spaces either leased or owned by the Medical University, or within view of MUSC.

k. Body cleanliness, neat dress, good hygiene, proper hair length, clean shaven appearance, shined shoes, etc. shall be the responsibility of each officer. An officer’s appearance is subject to inspection by a supervisor.

l. All civilian employees and uniformed officers authorized civilian clothes will wear their Medical University of South Carolina Identification Badge, with photograph, on the outer most garment. The ID badge will be visible at all times. (CALEA 22.2.7)

m. All employees are prohibited from displaying any body art, tattoo(s), intentional scarring (branding), mutilation, or dental ornamentation while in uniform, on or off duty. Employees are required to conceal any of the above while in uniform with long sleeves, long pants, socks, skin-colored arm sleeves, skin tone patch or make-up.

n. Any officer, while in plain clothes, either on or off duty will have their firearm concealed.

D. Hair

1. The hair shall be neatly cut, trimmed, and clean at all times while on-duty and not interfere with the normal wearing of the standard uniform cap.

2. For male officers, the length of the hair shall not extend beyond the collar of the uniform shirt.

3. For female officers, hair styles may be worn at reasonable length commensurate with existing styles and in such a manner as not to interfere with or distract from their duties. Longer styles of hair should be pinned up so as to limit the possibility of it being grabbed in confrontational situations.

4. Hairstyles shall be conservative and not excessive in length. The hair cannot be worn in such a manner which allows it to hang over the forehead and be exposed under the regulation head gear.

5. In no event shall any hairstyle, or thickness of hair, interfere with the proper wearing of the uniform hat.
6. The hair shall not extend over the collar line or any part of the ear.

7. In no event shall ponytails or other styles of long hair, which may be grabbed by a suspect or defendant, be exposed.

8. Female officers may have long hair, but it must be pulled back away from the face and secured under the uniform hat, so that it does not touch the collar.

9. Items used to hold the hair must blend with the hair.

10. Decorative articles may not be worn in the hair.

11. Sideburns shall be neatly trimmed and may extend to the bottom of the earlobe, trimmed level therewith. Sideburns shall be squared off, not flared or tapered to a point, and shall not be connected to the mustache.

12. Mustaches must be neatly trimmed and shall not extend over the top of the upper lip; but, may extend outward or downward to the outer edge of the mouth.

13. Beards and goatees shall not be permitted without permission of the Director of Public Safety.

14. The back of the hair may be of a tapered or feather-edge style. No hair will be allowed to extend over the collar or be cut straight with scissor-like effect, showing no taper. The rear hair may be worn in a square-type style, provided the shabby bobbed-off appearance is not evident.

15. The hair on top of the head may be worn in a full manner, provided the regulation head gear is not hindered from sitting squarely on the head. The head gear cannot be supported solely by the hair, but must be supported by the head at some point. The hair must not be of a length which would extend from beneath the head gear in a shabby fashion (Male or Female).

16. A short, medium afro-style haircut is acceptable. The hair should not cover or touch the ears, or extend below the normal hairline. The hair should permit the regulation head gear to sit squarely on the head, and not rest solely on the hair. The head gear must rest on the head at some point.

17. The "Cornrow" hairstyle is discouraged; however, it may be worn provided it is kept clean and neat, and does not interfere with wearing head gear. In addition, ribbons or other flashy ornaments are not authorized. Regardless of the hair style worn, it must always present a professional appearance, consistent with the goals of this department.

18. Wigs or hair pieces may be worn. When worn, it will conform with hair
regulations (Male or Female).

19. Members of the Investigative and Communications Division are required to comply with all rules regarding hairstyles.

20. Facial hair will be acceptable as follows:
   a. a mustache can be worn but must be neatly trimmed and cannot extend below the upper lip;
   b. there shall be no handlebars on a mustache;
   c. the sides of a mustache shall not extend beyond the corners of the mouth.

21. The Director, or his designee, can grant exception to the above grooming requirements for medical reasons and/or for special investigative assignments.

E. Inside Dress (CALEA 22.2.5)

While assigned to administrative duty, or any other duty of an inside nature, sworn officers may be exempt from wearing such articles that are not necessary for that duty, upon approval from the Director of Public Safety. (CALEA 41.3.4)

F. Civilian Personnel (CALEA 22.2.5)

Office personnel, assigned to the Department, should dress in a business-like manner. All civilian employees will wear their Medical University of South Carolina Identification Badge, with photograph, on the outer most garment. The ID badge will be visible at all times. (CALEA 22.2.7) With prior approval from the Chief, jeans/work clothing may be worn for certain details.

G. Uniform / Equipment Issue and Maintenance (CALEA 22.2.5)

1. Each officer when hired will be issued the uniform clothing and equipment listed on Form A, attached.

2. All uniform clothing and equipment will be listed on attached form (Form A). The officer receiving the uniform clothing and equipment will sign for all items and the person issuing the equipment will also sign the form stating the items were issued. Additional issue of uniform clothing and equipment will be made only when old items are returned. They must be unserviceable or unable to be used.

3. Each officer will be expected to maintain equipment and keep it in good operating condition. Each officer will be expected to launder uniforms insuring a clean, neat, presentable, and professional appearance at all times. Deterioration of
uniforms beyond normal wear and tear may result in the employee being responsible for the repair or replacement of such uniforms or equipment.

4. Upon separation from the Department, each officer will be required to return all uniform clothing and equipment in a clean serviceable condition. If the officer fails to return any items, the cost of the item(s) can be passed on to the employee.

5. Employees will provide secure storage for all issued equipment to prevent unauthorized use of state property. Employees failing to provide proper security for issued equipment will be disciplined in accordance with the progressive discipline policy.

6. Standard Uniform Issue:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PUBLIC SAFETY OFFICER / STATE SECURITY OFFICER</th>
<th>PUBLIC SAFETY OFFICER BIKE PATROL</th>
<th>DISPATCHERS</th>
<th>SENIOR STAFF, INVESTIGATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADGE (LARGE)</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>RAIN JACKET</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BASEBALL CAP</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>WHISTLE AND LANYARD</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>METAL NAME TAG</td>
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<td>1</td>
<td>1</td>
<td>1</td>
</tr>
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<td>3</td>
<td>2</td>
</tr>
<tr>
<td>LONG SLEEVE SHIRT</td>
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<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NECK TIE</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>UNIFORM TROUSERS</td>
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<td>0</td>
<td>3*</td>
<td>2</td>
</tr>
<tr>
<td>DRESS COAT</td>
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<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>LIGHT WIND BREAKER</td>
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<td>1</td>
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<td>0</td>
</tr>
<tr>
<td>CYCLING STYLE JACKET</td>
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<td></td>
<td>1</td>
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<tr>
<td>CYCLING PANTS</td>
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<tr>
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<td></td>
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<td></td>
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<td>1</td>
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<tr>
<td>BOOTS OR ATHLETIC SHOE</td>
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</tr>
</tbody>
</table>

* WOMEN DISPATCHERS MAY SUBSTITUTE SKIRTS FOR TROUSERS
7. Form B, attached, will be used as a uniform clothing request form. This form will be required to request the issuance of clothing when present clothing is unserviceable. All information on this form must be complete. All unserviceable items must be returned. Returned items must be tagged with the officer’s name.

8. Form C, attached, will be used if any non-expendable equipment is lost, stolen, or destroyed. This form will be submitted immediately after the realization of the circumstances.

9. Form D, attached, will be used as a uniform clothing and equipment inventory form. This form is to be used when equipment is turned in for any reason.

H. Uniform / Equipment Specifications (CALEA 22.2.5)

1. Only those uniform articles issued or authorized by the Department are permitted to be worn.

2. No officer will alter, add to, remove, or in any way change parts or accessories of the Department’s uniforms or equipment without the Director’s permission.

3. All officers will carry their Department issued firearm while on duty. The carrying of a secondary or a back-up firearm is authorized, when approved by the Director or his designee, as detailed in Departmental Policy 57. (CALEA 41.3.4)

4. Officers may only carry ammunition which is approved by the Department and must be approved by a firearms instructor, as detailed in Departmental Policy 57.

5. A folding knife, with blade not exceeding four inches, may be worn on the duty belt in a case with a securable flap, or carried in the pants pocket. Straight blade knives are prohibited. (CALEA 41.3.4)

6. The Department issued expandable straight baton will be carried by all uniformed officers. All officers will be trained and certified to use this intermediate weapon. When the baton is holstered in the carrier, the baton will be collapsed.

7. Each officer will have in his/her possession, a notebook. This notebook is required and shall reflect pertinent information such as the date, what was discussed during briefing, supervisor's name, assigned post number, incidents that occurred in the officer's area, etc... Supervisors shall make periodic checks of notebooks to insure that they are kept up to date.

8. One pair of stud earings is allowed to be worn while employee is in uniform.

9. While on the premises of the Medical University, all employees are required to wear their official MUSC identification card clearly visible at all times and must
present their card upon request. The only exception to this would be for officers conducting undercover duties. (CALEA 22.2.7.a, b.)

I. Uniform Shirt (CALEA 22.2.5)

The Class “A” uniform will be the dress uniform for all officers not authorized the dress coat.

1. Short Sleeve
   a. Shirts will be clean and pressed, and will not be frayed or torn.
   b. Uniform shirts for all officers will be gray in color. All shirts will be of the style and type of material designated by the Director of Public Safety.
   c. No alterations will be allowed on the length of the sleeves on short-sleeve shirts.
   d. Pocket buttons will remain fastened at all times.
   e. All buttons, except the collar button on short-sleeve shirts, will be buttoned.
   f. Personal items will not be carried in the shirt pocket. Official credentials and necessary writing instruments are accepted.
   g. Undershirts can be crew-necked or v-necked. If crew-necked is worn, it must be white or black in color.
   h. Non-uniform articles will not show above the uniform collar, or protrude from the pockets. Writing instruments must be in good taste and consistent with the uniform and the Department image. No decorative attachments or portions of the instrument will protrude from the pocket.
   i. A dickie, turtle neck, black in color, with or without the letters MUSC in white on the left side of the collar, may be worn.

2. Long Sleeve
   a. Shirts will be clean and pressed, and will not be frayed or torn.
   b. Uniform shirts for all officers will be gray in color. All shirts will be of the style and type of material designated by the Director of Public Safety.
   c. Pocket buttons will remain fastened at all times.

POLICY AND PROCEDURE # 26
d. All buttons will be buttoned and a neck tie will be worn.

e. Personal items will not be carried in the shirt pocket. Official credentials and necessary writing instruments are accepted.

f. Undershirts can be crew-necked or v-necked. If crew-necked is worn, it must be white or black in color.

g. Non-uniform articles will not show above the uniform collar, or protrude from the pockets. Writing instruments must be in good taste and consistent with the uniform and the Department image. No decorative attachments or portions of the instrument will protrude from the pocket.

h. A dickie or turtle neck shirt, black in color, with or without the letters MUSC in white on the left side of the collar, may be worn.

J. Shirt Accessories (CALEA 22.2.5)

The only authorized shirt accessories are:

1. Badge

   a. The Department issued breast badge shall be worn on the left breast of the outermost garment being worn, unless an embroidered badge is on that garment.

   b. The badge silver in color for all officers/dispatchers, gold in color for all supervisory staff.

2. Name Plate

   Department-issued, metallic finished clutch-type, engraved with employee’s name. The name plate shall be worn centered, flush with and parallel to the seam of the top of the right breast pocket. The name will be discernible at all times. See Attachment #5. A name plate attachment reflecting the years of service is authorized. This attachment will be of like material and color as the name plate. When this attachment is worn it will be considered a part of the name plate and will serve as the bottom edge of the name plate for placement over the right pocket (See Attachment #5).

3. Collar Insignias

   a. The M.U.S.C. collar insignia is to be worn by all PSO’s and Dispatchers.
1) On the short sleeve shirt, this will place the insignia horizontal to, and 2 inch above the bottom edge of the collar, and centered (See Attachment #7 for example). Dispatcher insignias will specify function.

2) On the long sleeve shirt, this will place the insignia perpendicular to and 2 inch above the bottom edge of the collar, and centered (See Attachment #8 for example).

b. Rank Insignia

1) Short Sleeve Shirt
   a) Rank insignia will be worn on both collars, 1 inch up from the tip of the collar and centered on the short sleeve shirt, as indicated in Attachment #7.
   b) Rank insignia will be worn on both collars.

2) Long sleeve Shirt
   a) Rank insignia will be worn on both collars, 2 inch in from the outer edge of the collar and centered as indicated in Attachment #7.
   b) Rank insignia will be worn on both collars.

b. The rank insignia shall be placed on the sleeve flap, centered over the seam and centered on the sleeve flap. No insignia will be worn on the rain suit. The collar insignia is to be worn on the wind breaker, in the same manner as worn on the uniform shirt.

4. Awards
   a. All ribbons will be worn on the uniform shirts, 1/8-inch above the name plate. See Attachment #5. Ribbons will be worn in rows of no more than three, directly adjacent to each other, in order of precedence, lowest to highest. The lowest award will be on the bottom row closest to the outer edge of the pocket flap.

      1) Unless prescribed, the officer may wear: all awards; the highest 1, 2, or 3 awards, or no awards as desired.

   b. Police award recognition pins, awarded through a source of the Director’s
choice; certification pins awarded by the South Carolina Department of Public Safety, Criminal Justice Academy Training Division; or other pins as approved by the Director, may be worn pocket flap of the right pocket. See Attachment #5. *(CALEA 41.3.4)*

5. **Official Department Patch**

The official Department Patch shall be worn on both sleeves of all uniform shirts and jackets. It shall be centered below the epaulet, with the top of the patch 2-inch below the shoulder seam. All officers must wear the same department patch.

6. **Whistle and Whistle Chain**

All PSO’s and Corporals will wear a silver metallic whistle. All officers, in the rank of Sergeant and above, will wear a gold metallic whistle. The chain will be worn on the right shoulder, buttoned under the epaulet, falling down into the outside of the right pocket. The whistle will be placed in the right uniform shirt pocket. See Attachment #5.

7. **Neck Tie**

The neck tie will be of the material and color authorized and issued by the Department. The neck tie will be secured to the long sleeve shirt by use of the button holes sown into the ties, or by use of a tie tac/bar.

   a. The neck tie will be secured to the shirt at all times by use of one of the two methods set out above.

8. **Tie Tack/Bar**

The tie tac/bar is an optional item that is authorized for wear with the long sleeve shirt. The tie tac/bar may be purchased by the officer at the officer’s expense. The tie tac/bar must conform to the following standards: *(CALEA 41.3.4)*

   a. The tie tac/bar will be gold in color for Sergeant and above, silver in color for all other personnel;

   b. The tie bar may be plain, or have a South Carolina State Seal affixed to the bar;

   c. The tie tac may be plain or have a South Carolina State Seal affixed to the disk.

**K. Trousers (CALEA 22.2.5)**

**POLICY AND PROCEDURE # 26**
1. Trousers for all uniformed personnel will be navy blue in color with a 2-inch black stripe down the leg. All will be Department-issue. They will be clean, pressed and tailored to insure a good fit.

2. Trousers will be tailored so that the front crease breaks 1/4 of an inch when touching the shoe. All pockets will remain buttoned. Trousers will be replaced when necessary.

3. Bulky objects will not be carried in the pockets. No objects will protrude from the pockets.

L. Skirts (CALEA 22.2.5)

If desired, female dispatchers may wear a skirt. The skirt must be navy blue in color. The hemline must be consistent with current fashion and extend to a point just below the knee.

M. Belt (CALEA 22.2.5)

An under belt will be worn with trousers. (CALEA 41.3.4)

N. Head Gear (CALEA 22.2.5)

1. Campaign Hat
   a. The campaign hat will be worn with the “Class A” and dress uniform only. The campaign hat is not authorized for wear with the bike uniform. The campaign hat may be worn at all Special Events, when personal courtesy dictates, and when directed. At all other times, the wearing of head gear is optional.

   b. Hats will be worn squarely on the head with the lower edge of the sweatband located 1 inch above the eyebrows. No items will be worn on or with the campaign hat other than those prescribed by this policy. No ear muffs or any head/ear band items such as worn with the bike helmet are authorized for wear with the campaign hat.

   c. The hat badge will be worn on the hat.

   d. The chin strap will be worn to the rear of the officers’ head, securing the hat just below the base of the skull.

   e. The rain cover will be worn during inclement weather conditions. This item is necessary to preserve the shape and life of the uniform hat.
2. **Ball Cap**
   
a. All officers will be issued one ball cap. The cap will be plain in design with no lettering or insignias. The ball cap is authorized for wear with the rain coat or when on the firing range.

O. **Uniform Footwear (CALEA 22.2.5)**

1. Shoes will be plain toe, either vinyl or leather, and black in color.
   
a. Footwear authorized for medical reasons will be of a type and style approved by the Department. *(CALEA 41.3.4)*
      
      1) It is the individual officer’s responsibility to purchase his or her own footwear.
   
b. Each officer will be issued one pair of dress shoes and one pair of boots or athletic shoes.
      
      1) Dress shoes will be worn with the dress uniform by all officers not engaged in a patrol function.
      
      2) Boots or athletic shoes may be worn with the dress uniform by any officer involved in a patrol function, or for an approved medical condition.
      
      3) Boots or athletic shoes will be worn with the bike uniform unless otherwise approved by a doctor for a medical condition.
   
c. Black socks will be worn with dress uniform. If white socks must be worn for medical reasons, they will be worn under the black socks. Black or white socks may be worn with bike or uniform shorts. *(CALEA 41.3.4)*

P. **Dress Coat (CALEA 22.2.5)**

The dress coat is authorized for all Command Staff Officers and Honor Guard. The dress coat is authorized by the Director or Patrol Commander for official and formal functions.

1. The dress coat will be of the material and color authorized and issued by the Department.

2. A long sleeve white shirt will be worn with the dress coat.

3. For official functions the Department issued neck tie will be worn.

**POLICY AND PROCEDURE # 26**
4. For formal functions a bow tie will be worn.

5. Large rank insignia will be worn on the epaulet.
   
a. The rank insignia will be centered on the epaulets with the base of the
   insignia touching the top sewn of the sown portion.

6. The badge will be worn on the left Breast of the coat, utilizing the badge strap
   provided.

7. The name tags/badge will be worn on the right breast of the coat, centered and
   horizontal to the badge.

8. A single gold stripe will be affixed to each sleeve of the coat and department
   patches will be worn on each sleeve, consistent with the specifications of the long
   and short sleeve shirts.

9. Weapons, if carried, will be carried concealed.

10. No other items are authorized for wear with the dress coat.

Q. **Leather Gear (CALEA 22.2.5)**

   All Public Safety uniform personnel will wear a black, Leather Belt, 2 2 inches wide.
The Gun Belt will have upon it the following items (ALL ITEMS MUST BE BLACK
LEATHER):

1. **HOLSTER** One holster is to be worn on the right or left trouser seam. The butt
   of the firearm will be to the rear.

2. **MAGAZINE HOLDER** Each officer will carry a minimum of thirteen (13)
   rounds in each magazine on the belt in magazine holders. No more than two (2)
   magazine holders will be worn.

3. **HANDCUFF CASE WITH HANDCUFFS** will be carried in a Black Leather
   case and should be inserted into the case for immediate use. The case is to be
   worn directly behind the holster, to the rear of the side seam of the trousers. No
   more than two handcuff cases will be worn.

4. **FLASHLIGHT AND HOLDER**

5. **KEEPER STRAPS** From two to four black leather keeper straps will be used to
   attach the under belt to the garrison belt or outer belt.

**POLICY AND PROCEDURE # 26**
6. **WALKIE TALKIE HOLDER** Must be fastened to the gun belt. Holder may be of black leather.

7. **BLACK GLOVE PACK** One black leather glove pack containing vinyl gloves will be worn on the duty belt.

8. **KEYS/KEY HOLDER** May be worn on the gun belt.

9. **MBE STRAIGHT BATON AND CARRIER**, when the baton is holstered in the carrier, the baton will be collapsed. The Straight Baton will be issued once training has been verified by the Operations Support Commander. **(CALEA 1.3.9.e)**

10. **PAGER, CELL PHONE** May be worn on the gun belt. **(CALEA 41.3.4)**

11. A “**Leatherman Tool**”, or similar device, may be worn on the duty belt. This will be carried in a case compatible to the style and type of material of the duty belt. The case must be serviceable and clean at all times. The wearing of this item will not impede the quick access of any weapon or personal protective items carried on the duty belt. **(CALEA 41.3.4)**

12. **OC SPRAY CASE AND OC CANISTER** The OC canister will be issued once training has been verified by the Operations Support Commander. **(CALEA 1.3.9.e)**

13. **NO OTHER ACCESSORIES WILL BE PERMITTED ON GUN BELT**

**R. Inclement Weather Gear** **(CALEA 22.2.5)**

Optional, according to weather conditions.

1. Rain gear will consist of the Department-issued rain jacket. When worn, all but the top button will be snapped. Black rubber rain shoes or boots are optional. **(CALEA 41.3.4)**

2. During foul weather, the proper rain cover will be worn over the uniform hat to prevent water damage.

3. The winter jacket will be the department issued navy blue, bike style jacket with liner. A plain, black/navy blue watch cap may be worn during cold weather.
   a. The department patch will be worn on each arm, centered 4 3/4 inches below the shoulder seam.

**POLICY AND PROCEDURE # 26**
b. Rank insignias will be worn as outlined in Paragraph J(3)(b), above.

5. Gloves, if worn, shall be black leather or black fabric. (CALEA 41.3.4)

6. The department will issue a wind breaker to each officer.
   
   a. Rank insignias will be worn as outlined in Paragraph J(3)(b), above.

S. Excluded Items (CALEA 41.3.4)

The following items are excluded from usage by Department personnel:

1. Personal ornaments or excessive jewelry shall not be worn while in uniform, nor shall they be affixed to any part of the uniform, unless authorized by the Director of Public Safety.

2. No officer shall wear any type emblem, badge or pin without the approval of the Director of Public Safety.

3. No political material of any type shall be worn on the uniform.

4. Slapjacks, brass knuckles, saps, billy clubs, etc., are expressly prohibited.

5. The wearing of tie tacs/bars with handcuffs or firearms or similar devices is prohibited.

T. Firearm (Reference Policy and procedure #57 (Weapons)) (CALEA 22.2.5)

The Department-issued, or Department approved, firearm will be carried.

1. It will be secured in the holster at all times, when not being used in an official capacity.

2. A department firearm will be the duty weapon to be carried.

3. Use of personal handguns, on or off duty, will require Department certification and approval.

4. All department authorized firearms will be stored in an appropriate location which provides security from persons or from unauthorized or inadvertent use. The weapon will be locked with the Department issued locking device when not being used by the officer or when not in the possession of the officer. (CALEA 1.3.9.f)

U. Other Hardware (CALEA 22.2.5)

POLICY AND PROCEDURE # 26

16
Handcuffs with one key shall be required on person at all times, while carrying a weapon on or off duty.

V. Criminal Investigation Division Dress Code (CALEA 22.2.5)

1. Detectives may dress in Department uniform or dress slacks, collared shirt and tie for males, business attire for females, and keep themselves neat and clean. General appearance shall be business-like and presentable at all times when in public. This will apply to both male and female personnel.

2. Whenever a detective is out of the Headquarters Building in the public view, or appearing before any official body or court he/she shall do so either in uniform or in business attire with dress coat. When in plain clothes, his or her badge and gun must be concealed from the general public, unless they are on a crime scene or actively engaged in some type of law enforcement action.

3. No blue jeans will be worn on-duty, except by special permission from the Chief. (CALEA 41.3.4)

4. All members of the Investigation Section shall keep their hair cut in a conservative manner. A mustache may be worn, but will be kept trimmed and will not come below the corner of the mouth, or edge of the upper lip.

5. Investigative personnel will be required to carry their firearms and handcuffs whenever on-duty, unless prior approval is given not to do so. Weapon retention and officer safety are of the up most importance and are the responsibility of the individual officer. The officer will display his/her MUSC ID badge in a prominent location on their persons, clearly visible at all times. The only weapon authorized for carry will be the Department issued Glock Model 21, 45 Cal., or Glock Models 30S, .45 cal. may be carried on duty. (CALEA 1.3.9.a) (Reference Policy and procedure #57 (Weapons))

6. Investigators must carry Walkie Talkies when away from the office or vehicle, unless the nature of the investigation prohibits it.

W. Equipment/Clothing Uniformed Officers

1. It shall be the responsibility of each officer to wear the departmental uniform with pride and dignity. Each officer is expected to wear a complete uniform cleaned and pressed with proper creases and not in need of repair.

2. Officers will not wear the official uniform or articles of the uniform except when on duty or when traveling to and from work or on other occasions when representing the Department.
3. Articles of clothing not issued by the Department, but relative to employment as a commissioned police officer with the Medical University, may be considered as though a uniform. Any such items bearing a University Public Safety or the design of the University badge etc. should be submitted to the Director for approval of design and quality before purchase. If approved, the articles should only be worn in an official capacity, i.e., training, police sporting events, etc. They should not be worn socially or casually. (CALEA 41.3.4)

4. Shirts shall be worn with proper insignias including name plate, badge, and collar pins issued by the Department.

5. Issued or approved leather belts and holsters shall be properly maintained and/or polished.

6. Black socks shall be worn with the uniform unless prescribed otherwise by a doctor.

7. Officers shall wear black shoes issued or approved by the Department and shall wear black shoe laces.

X. Bicycle Uniforms (CALEA 22.2.5)

1. Summer Uniform: The summer uniform for Bicycle Officers will consist of a gray knit shirt with department patches, metal badge and department issued navy blue cycling shorts. Plain white socks may be worn with black shoes. The helmet must be black with POLICE in white lettering on the sides. A whistle on a lanyard, or clip, will be worn with the knit shirt in lieu of the shoulder chain with the knit shirt. If a coat is required with the summer uniform, only the windbreaker jacket may be worn.

2. Winter Uniform: The winter uniform for Bicycle officers will consist of the following: Blue winter cycling pants; A winter cycling jacket; and long sleeve shirt.

3. Helmets will be worn by all Bicycle Officers while riding. Cycling gloves are optional but recommended.

4. The bicycle uniform is appropriate for all duties unless the formal uniform is required by memo.

5. Cycling ear muffs, ear bands, and/or skull caps may be worn during periods of inclement weather. These items will be black or navy blue in color. (CALEA 41.3.4)
Y. Wearing of the Uniform

When wearing the uniform either on duty or to and from work, you represent the Medical University of South Carolina. Your behavior and actions will reflect your professionalism and in turn reflect upon the Medical University. Uniforms, nor any identifiable part of a uniform will not be worn off duty, except to and from work. This by no means suggest or implies that your actions while not in uniform should not comply to the highest of standards.

Attachments:
Attachment #1 - Form A
Attachment #2 - Form B
Attachment #3 - Form C
Attachment #4 - Form D
Attachment #5 - Right Pocket
Attachment #6 - Left Pocket
Attachment #7 - Collar Insignias, Short Sleeve
Attachment #8 - Collar Insignias, Long Sleeve
I certify that I have received the below listed clothing/equipment and that all items are serviceable and in good condition.

### Uniform Clothing

<table>
<thead>
<tr>
<th>Allowed/Received</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Trousers</td>
<td>1 Glock Model 21/36 Pistol/gun-lock</td>
</tr>
<tr>
<td>1 Ball Cap</td>
<td>SN# 21___________________</td>
</tr>
<tr>
<td>1 Whistle/Chain</td>
<td>SN# 36 ____________________</td>
</tr>
<tr>
<td>1 Bike Jacket</td>
<td>1 Handcuffs w/Key</td>
</tr>
<tr>
<td>1 Windbreaker</td>
<td>1 Belt, Duty</td>
</tr>
<tr>
<td>3 Shirts S/S</td>
<td>1 Cuff Case</td>
</tr>
<tr>
<td>1 Rain Jacket</td>
<td>1 Holster, Pistol</td>
</tr>
<tr>
<td>1 Shoes (Dress)</td>
<td>1 2 Magazines, Glock 36</td>
</tr>
<tr>
<td>1 Cap (Campaign)</td>
<td>1 3 Magazines w/Pouch, Glock 21</td>
</tr>
<tr>
<td>1 Cap Cover (Rain)</td>
<td>1 Badge, Breast #____</td>
</tr>
<tr>
<td>1 Bike Helmet</td>
<td>2 Nameplates</td>
</tr>
<tr>
<td>1 Body Armor</td>
<td>1 Flashlight</td>
</tr>
<tr>
<td>3 Bike Shirts</td>
<td>36 Ammunition Rounds</td>
</tr>
<tr>
<td>3 Bike/Patrol Shorts</td>
<td>1 Straight Baton w/Holder</td>
</tr>
<tr>
<td>3 Cycling Pants</td>
<td>1 Badge, Cap</td>
</tr>
<tr>
<td>1 Boots</td>
<td>1 Rubber Glove Holder</td>
</tr>
<tr>
<td>3 Shirts L/S</td>
<td>1 Set of Credentials</td>
</tr>
<tr>
<td>1 Tie</td>
<td>1 OC Spray Canister w/Holder</td>
</tr>
<tr>
<td>1 Dress Coat</td>
<td>1 Speedy Spanish</td>
</tr>
<tr>
<td>1 Criminal Law Book</td>
<td></td>
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</tbody>
</table>

### Equipment

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</tr>
</tbody>
</table>

DATE: ____________________________ RECEIVED BY: ____________________________

SIGNATURE

DATE: ____________________________ ISSUED BY: ____________________________

SIGNATURE

Attachment #1

POLICY AND PROCEDURE # 26
Medical University of South Carolina  
Department of Public Safety  
Uniform and Equipment Request Form / FORM B

________________________________________________________ ____________________________  
(Name of Officer)      (Rank)

I will need the below listed equipment. The equipment requested which is in my possession is unserviceable.

1. TROUSERS:  
   Quantity: ___________ Waist: __________ Length:

2. BIKE JACKET:  
   Chest Size: _________________  Length: Reg. Long X-Long  
   (Circle Length)

3. SHIRT S/S, L/S:  
   Quantity: _________________  Size: S - M - L - XL - XXL  
   (Circle Size)

4. SHOES:  
   Type: _________________  Size: ______________ Width: ______  
   (Clarino or Leather)

5. CAP:  
   Type: Cap  Size: ________

6. MISCELLANEOUS - (Circle Item Needed):  
   Other Items: ________
   A. Belt - size ______
   B. Rainsuit
   C. Cap Cover

7. Dress Coat  
   Quantity: _________________  Size: S - M - L - XL - XXL  
   (Circle Size)

8. Tie  
   Quantity: _________________

DATE: _______________________ REQUESTOR: _______________________

DATE: ________________________ SUPPLY COORDINATOR: _________________

Attachment #2
Medical University of South Carolina  
Department of Public Safety  
Lost - Stolen - Destroyed Non-Expendable Equipment / FORM C

STATE OF SOUTH CAROLINA

COUNTY OF ______________________

Personally appeared before me, (Name) __________________________, who, under oath, states that the ______________________________

Mfg., Make ____________________, Serial Number ____________________,

USC Number ____________________, which is charged to him/her is

now ________________________________.

(Lost, Stolen, Destroyed)

STATE CIRCUMSTANCES: ____________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

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_________________________________________________________________

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_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _______ DAY OF ______________________, 19 _____

___________________________  __________________________
NOTARY PUBLIC OF SOUTH CAROLINA   (Signature)
My Commission Expire ____________

___________________________
(Witness)  Attachment #3

POLICY AND PROCEDURE # 26
Medical University of South Carolina  
Department of Public Safety  
Uniform / Equipment Return Form / FORM D

NAME: ______________________________  RANK: ______________________________

I certify that I have turned in the below listed property and that all property is in good condition unless so stated. All equipment not in good condition is identified with an "X" on this inventory form.

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DATE: ____________________________ RECEIVED BY: ____________________________

SIGNATURE

DATE: ____________________________ TURNED IN BY: ____________________________

SIGNATURE

Attachment #4

POLICY AND PROCEDURE # 26

23
Right Pocket

Attachment #5
Insignias, Short Sleeve
Insignias, Long Sleeve

Attachment #8

POLICY AND PROCEDURE # 26