



SPRINGFIELD TOWNSHIP POLICE DEPARTMENT
Wyndmoor, Pennsylvania

Policy 1-19

Policy Title: Code of Conduct & Appearance Guidelines

Date of Issue: December 1, 2022

Rescinds: None

By Authority of:

Chief of Police

I. Purpose

The purpose of this policy is to describe required and prohibited conduct by all members of the Springfield Township Police Department, and to explain the mandatory appearance guidelines.

II. Policy

It is the policy of the Springfield Township Police Department to set standards of conduct that will best promote the fair, impartial, and lawful execution of the duties of the department. All employees shall comply with all policies and rules governing their conduct. All sworn officers shall also conduct their lives and duties to promote confidence in the department. Mandatory appearance guidelines shall also be followed.

III. Procedures

A. All personnel shall be issued manuals which govern their conduct while in the employment of Springfield Township. The department policy manual is available via email and in printed form. All personnel shall become familiar with and conform to these policies. The original, signed policies are maintained by the Office of the Chief of Police. The following specific rules and regulations shall apply:

1. Officers and employees shall not use their official position, official identification cards or badges for:
 - a. Private or financial gain of themselves or another
 - b. Avoiding consequences of illegal acts

2. Officers and employees shall not authorize the use of their names, photographs, or official titles which identify them as officers, in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief of Police.
3. Officers and employees shall not illegally possess controlled substances.
4. Officers and employees shall not consume intoxicating beverages while in uniform or on duty except in the performance of duty and while acting under proper and specific orders from the Chief of Police.
5. Officers and employees shall not appear for duty, or be on duty, while under the influence of intoxicants or controlled substances to any degree whatsoever, or with an odor of intoxicants on their breath.
6. Officers and employees shall not read for pleasure, play games, watch television or movies, or otherwise engage in entertainment while on duty except as may be required in performance of duty, during periods of authorized breaks, or by permission from a supervisor.
7. Officers and employees shall not use their duty time, facilities, equipment, or supplies of the department for the private gain or advantage to themselves or another.
8. On duty, officers and employees shall spend that time necessary for completion of reports and necessary police business within the police building, or vehicle to which they are assigned, and shall work without interfering with other working persons. Off duty, officers and employees shall confine themselves to their normal duty area and not interfere with the activities of on duty personnel.
9. Officers and employees shall not solicit during working time or distribute non-work-related literature during working time or in working areas without permission of the Chief of Police.
10. Officers and employees shall not institute civil action arising out of their official duties without approval of the Chief of Police.
11. Officers and employees shall not accept or agree to anything as payment for personal injury or property damage in any department-related action, without approval of the Chief of Police.
12. Officers and employees who have a civil suit filed against them, for any act performed by them in the line of duty, shall immediately notify the Chief of Police through the chain of command.
13. Officers and civilian employees shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the

department for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of other relationships of the employee.

14. Officers and employees shall obey all laws of the United States and of any state and local jurisdiction in which the officers or employees are present.
15. Officers and civilian employees shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, ambulance service, towing service, bondsman, funeral home, etc.).
16. Officers and civilian employees shall not engage in any form of illegal gambling at any time, except in the performance of duty and while acting under proper and specific orders from a superior officer.
17. Officers and civilian employees shall not address public gatherings, appear on radio, television, or internet broadcasts / videos, prepare any articles for publication, act as correspondent to a newspaper or a periodical, release or divulge investigative information, or any other matters of the department while holding themselves out as representing the department in such matters without proper authority.
18. Officers and civilian employees shall not maliciously threaten, strike, or assault any other employee of the Township. Officers and civilian employees who aid, abet, or incite any altercation shall be held responsible along with those employees actually involved.
19. Where smokeless tobacco use is permitted, tobacco spit shall be held in opaque containers with sealing lids to prevent odor and accidental spills. Tobacco spit shall be disposed of in a sanitary manner which prevents public exposure. The Chief of Police reserves the right to restrict the use of any tobacco products by any members who are on duty and / or on department property or operating any department-owned vehicles.
20. Officers and civilian employees shall not knowingly visit, enter, or frequent a house of prostitution, illegal gambling house, or establishment, except in the performance of duty or while acting under proper and specific orders from a superior officer.
21. Officers and civilian employees shall not, at any time when in uniform, except in the performance of duty, enter any place in which intoxicating liquor is served, except those places where the serving of food is the primary emphasis.
22. Officers and civilian employees shall not engage in acts of corruption or bribery, nor will they condone such acts.
23. Whatever an employee sees, hears, or learns of, which is of a confidential nature, will be kept secret unless the performance of duty or legal provision requires otherwise.

24. All employees shall be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.
 25. Officers and civilian employees shall not make false accusations of a criminal or traffic charge.
 26. Officers and employees shall accomplish the responsibilities and perform the duties as indicated in department manuals, order, or procedures, or otherwise assigned to them by supervisory or command personnel.
 27. Officers and employees shall devote their time and attention while at work to the performance of those responsibilities and duties contained in department manuals, order, or procedures, or otherwise assigned to them by supervisory or command personnel.
 28. Officers and employees shall remain awake while on duty. If unable to do so, they shall report to their superior officer, who shall determine the proper course of action.
- B. All personnel shall adhere to the appropriate appearance guidelines contained in this policy.

IV. Courtesy

- A. On-duty officers and employees shall always be courteous respecting the public and each other, discharging their duties in a calm, professional manner. They shall be deliberate and tactful, controlling their tempers, exercising the utmost patience and discretion, suppressing any inducement to engage in argumentative discussions, even in the face of extreme provocation. The use of intemperate, brash, or disrespectful language or gestures toward any person, including discriminatory or intolerant biased assertions concerning age, sex, race, religion, political preference, national origin, lifestyle, or any other personal characteristics of the individual, is strictly forbidden, while performing the duties of a police officer or civilian and in your personal life.
- B. Both sworn and civilian members of the department are to assist each other in the performance of their duties and the functions of the department. Members shall not make any public statement, verbally or in writing, that demean, ridicule, or criticize other members, supervisory or command staff personnel, or their orders, memos, instructions, or policies and procedures, when in the presence of persons from outside the department.
- C. In order to maintain an efficient functioning organization, the chain of command shall be adhered to concerning all but social matters. If a member desires to bring a matter of department business to someone other than their immediate supervisor, that employee shall first make it known to their immediate supervisor before they go to the next level in the chain of command.

- D. In all instances of official police business, and at any time in a public place, except off-duty or at a social function, command and supervisory personnel shall be addressed by their proper title and rank. Conversely, command and supervisory personnel shall show the same courtesy addressing subordinate officers, by their proper title and rank.

V. Appearance

A. General Requirements

1. Officers shall wear only the prescribed uniforms, badges, insignia, or other clothing while on duty. Personnel authorized to carry weapons shall be properly armed and equipped, unless otherwise ordered.
2. Officers are responsible for the proper and authorized care and use of their uniforms and equipment. Uniforms shall be in good condition, cleaned, and well-pressed.
3. Officers shall not wear official uniform clothing, or any item thereof, while off-duty, except:
 - a. To commute to and from the police station or assigned post.
 - b. While working at an approved detail.
 - c. For the purpose of testifying in court / hearings.
 - d. When approved by the Chief of Police.
4. Sergeants and Corporals are responsible for ensuring that on-duty personnel working under their immediate supervision are in compliance with this policy. Periodic inspections should be conducted by the supervisor and documented using the Inspection Checklist Form in Attachment B. These inspections may be kept for evaluation purposes.
5. Unless under orders from a superior officer, officers on duty shall maintain a neat, well-groomed appearance and shall style their hair according to the following guidelines:
 - a. Male employees
 - 1) Hair must be clean, neat, and combed. 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. The bulk or length of the hair shall not interfere with the normal wearing of all standard headgear.
 - 2) Sideburns shall be neatly trimmed, of an even width and not extend below the lowest part of the exterior ear opening. Sideburns shall not be flared and the base shall be a clean-shaven horizontal line.

- 3) Employees shall be clean-shaven except that they may have neatly trimmed mustaches which do not extend below the upper lip line. Waxed or other unusual styles are not permitted.
 - 4) Beards are only permitted with a note from a dermatologist, specifically stating the medical condition which would prohibit the officer from being able to shave their face. The note shall be forwarded to the Office of the Chief of Police through the chain of command. Beards will be kept neatly groomed, and shall be trimmed close to the face and neck. Beards in conformance with the above may also be authorized by the Chief of Police, or his designee, for charitable purposes, at specific times of the year. The Chief of Police has the discretion to require officers to provide follow-up medical certification from a dermatologist.
- b. Female employees - Hair must be clean, neat, and combed. 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. The bulk or length of the hair shall not interfere with the normal wearing of all standard headgear.
6. Jewelry – The following shall be the department’s policy on the wearing of jewelry:
- a. Visible body piercings, including earrings, are not permitted.
 - b. Jewelry is worn at the officer’s own risk, in terms of damage.
 - c. Jewelry shall not pose an officer safety issue or interfere with the operation of any police equipment or weaponry.
 - d. Necklaces are permitted as long as they are concealed when wearing the police uniform.
 - e. Visible jewelry is subject to approval by the Chief of Police.
7. Body Modification – Tattoos / Branding / Body Art
- a. Police applicants and police officers must be free of any tattoos, branding, or body art on the face, ears, and / or neck.
 - b. Any visible offensive tattoos, branding, or body art (as defined below) are prohibited when wearing the Springfield Township Police Department uniform.
 - i. Offense Definition:
 1. Offensive Tattoos and Body Art – Any tattoo or body art depicting words, pictures, or symbols, which can be interpreted to advocate, promote, or support racial, gender, or ethnic hatred or intolerance. This shall also include any tattoos or body art that can be interpreted to

advocate, promote, or support discrimination towards any race, national origin, gender, ethnicity, religion or sexual orientation.

2. Extremist Tattoos and Body Art – Any tattoo or body art affiliated with, depicting or symbolizing extremist’s philosophies, organizations, or activities. Extremist philosophies, organizations and activities are those which can be interpreted to advocate, promote, and support hatred and / or violence towards any person or group of persons based on race, national origin, gender, ethnicity, religion or sexual orientation.
 3. Indecent Tattoos or Body Art – Any tattoo or body art that can be interpreted as grossly indecent, lewd, or sexual that shocks the moral sense because of their crude, vulgar, filthy, or disgusting nature or would be inappropriate to be viewed by any minor child.
 4. Racist Tattoos or Body Art – Any tattoos or body art that can be interpreted to advocate, promote or support degrading, demeaning or insulting any person or group of persons based on race, ethnicity, or national origin.
 5. Sexist Tattoo or Body Art – Any tattoos or body art that can be interpreted to advocate, promote, or support degrading, demeaning, or insulting any person or persons based upon gender, but that may not meet the same definition of “Indecent Tattoos or Body Art.”
8. Officers may be authorized by the Chief of Police to be exempted from the above standards.

B. Uniformed Sworn Officers

1. Police officers, Corporals, and Sergeants assigned to uniform duty shall wear one of the two prescribed seasonal uniforms of the day, unless otherwise directed by their supervisor. Police Officers, Corporals, and Sergeants shall determine which uniform they prefer to wear.
2. The shift supervisor shall determine which seasonal uniform is used at any given time, so long as the entire platoon working in any given shift is wearing the same seasonal uniform.
3. Body armor is available and shall be worn as per department policy.
4. The official regulation uniform of the day shall be:
 - a. Inner Ballistic Vest Uniform – See Attachment B (photo)

- i. The ballistic vest shall be worn using an approved inner carrier and shall not be visible.
 - ii. Winter – Navy blue trousers with French blue stripe down the pant leg. Trousers may or may not have a zipper pocket on the side. Blue long sleeve dress shirt, navy blue necktie, black or navy blue socks, black leather shoe or boot, winter coat, and approved hat. A black or navy blue mock turtleneck or full turtleneck may be worn in lieu of the necktie. If used, the collar of the dress shirt shall not be buttoned. A black or navy blue knit cap may be worn during extreme cold.
 - iii. Summer – Navy blue trousers with French blue stripe down the pant leg. Trousers may or may not have a zipper pocket on the side. Blue short sleeve dress shirt, black or navy blue socks, black leather shoe or boot, and approved hat. When a t-shirt is, or might be visible, it shall be white.
 - b. Outer Ballistic Vest Uniform – See Attachment C (photo)
 - i. The ballistic vest shall be worn using an approved outer carrier (uniform shirt style) and shall not have a MOLLE system attached.
 - ii. Winter – Navy blue trousers with French blue stripe down the pant leg. Trousers may or may not have a zipper pocket on the side. Blue long polo-style shirt, black or navy blue mock turtleneck or full turtleneck, black or navy blue socks, black leather shoe or boot, winter coat, and approved hat. The collar of the polo shirt shall not be buttoned. A black or navy blue knit cap may be worn during extreme cold.
 - iii. Summer – Navy blue trousers with French blue stripe down the pant leg. Trousers may or may not have a zipper pocket on the side. Blue short sleeve polo-style shirt, black or navy blue socks, black leather shoe or boot, and approved hat.
 - c. Department approved and / or purchased holsters and duty belt goods shall be worn with the regulation uniform. Both nylon and plain black leather (low luster) are approved. The following items are approved for wear on the duty belt:
 - 1) Holster
 - 2) Magazine case
 - 3) Handcuff case and / or handcuff loop
 - 4) OC spray case

- 5) Baton holders
- 6) Taser holster
- 7) Portable radio holders
- 8) Tourniquets
- 9) Other items approved by the Chief of Police. Pre-approved items are:
 - a. A second handcuff case similar to department issue.
 - b. Flashlight holders – either black ring or black nylon holders.
 - c. Small black nylon pouch for disposable gloves.
 - d. Small black nylon pouch for a knife or multipurpose tool.

5. Command Staff and Administrative Positions

- a. Command Staff officers are permitted to wear either white or blue dress shirts.
- b. Winter – Navy blue dress trousers with French blue / gold stripe down the pant leg. Trousers may or may not have a zipper pocket on the side. Long sleeve dress shirt, navy blue tie, and approved hat. Command officers may opt to wear a black or navy blue mock turtleneck or full turtleneck in lieu of a uniform tie.
- c. Summer – Navy blue dress trousers with French blue / gold stripe down the pant leg. Trousers may or may not have a zipper pocket on the side. Short sleeve dress shirt with an open collar, and approved hat. When a t-shirt is, or might be visible, it shall be white.
- d. The dress blouse may be worn to accompany the command staff uniform, but shall only be used with a long sleeve white dress shirt and uniform tie.

6. Bicycle Uniform, when authorized:

- a. Winter – Black or navy blue bicycle pants, issued yellow bicycle polo shirt with white t-shirt (may be long sleeved), black or navy blue socks, and black leather sneakers or other black leather soft shoe or boot. Black laces must be used. The issued bicycle coat may be worn. A bicycle helmet shall be worn while on the bicycle, but no other headgear is required when not engaged in actual bicycle patrol.
- b. Summer – Black or navy blue bicycle shorts, issued yellow bicycle polo shirt with white t-shirt, short black or navy blue athletic socks and black leather sneakers or other black leather soft shoe or boot. Black laces must be used. A bicycle helmet

shall be worn while on the bicycle, but no other headgear is required when not engaged in actual bicycle patrol.

7. Other Clothing / Accessories

- a. Sweaters – Black or navy blue, and of a type approved by the Chief of Police. Department patches shall be applied to both sleeves, and a cloth badge affixed to the left breast.
- b. Scarves – Black or navy blue
- c. Gloves – Black or navy blue
- d. Watch Caps – Black or navy blue
- e. Ear Protection – Black or navy blue
- f. Traffic Vests – The department supplies fluorescent / reflective vests to enhance employee safety in situations where high visibility is desired. Officers are required to wear the vest while performing hazardous duties such as directing traffic, or at crash scenes.
- g. Headgear
 - 1) The issued headgear is an important part of an officer's professional appearance and contributes to officer presence. Headgear should normally be worn at all times when an officer is out of their vehicle, but especially when an authoritative presence is required. Periods of required use include traffic stops, traffic details, foot patrols, and special details.
 - 2) The wearing of headgear shall be left to the officer's discretion when they feel not wearing a hat creates a softer or friendlier atmosphere. Such situations might include times while talking to small children, interviewing victims of violence, and while at ambulance calls.
 - 3) The wearing of headgear is optional during tactical situations or calls when the wearing of a hat creates an officer safety concern. This does not apply to protective or ballistic helmets

8. Badges, Insignias, Pins, and Awards

- a. Officers shall only use the badges officially issued and / or sanctioned by the department. Badges for officers, Detectives, Corporals, and Sergeants shall be silver. Badges for the Lieutenant and Chief of Police shall be gold.
- b. When in uniform, the badge and nametag shall be worn on the outermost garment at all times, with the badge over the left breast, and the nametag over the right.

- c. Department arm patches shall be worn on both sleeves approximately $\frac{3}{4}$ " down from the shoulder seam of all gear, except rain coats.
 - d. The following rank insignia shall be worn on the collar:
 - 1. Officers, Detectives, Corporals, and Sergeants shall affix silver pins to both sides of their collar which read "SPD."
 - 2. The Lieutenant and Chief shall affix gold pins to both sides of their collar which read "SPD."
 - e. The Lieutenant shall affix cloth gold bars to the epaulettes of the shirt.
 - f. The Chief of Police shall affix cloth gold eagles to the epaulettes of the shirt.
 - g. Shirt sleeve rank insignia designating the rank of Corporal shall be two royal blue and white department-issued chevrons to be worn on sleeves approximately $\frac{3}{4}$ " below the department arm patch.
 - h. Shirt sleeve rank insignia designating the rank of Sergeant shall be three royal blue and white department-issued chevrons to be worn on sleeves approximately $\frac{3}{4}$ " below the department arm patch.
 - i. Metal badges, nametags, and rank insignia, shall be worn in conjunction with the uniform of the day. Only metal nametags purchased by the department shall be worn on the outermost garment (except raincoats) at all times. The metal nametag shall be centered above the right pocket with the bottom parallel to and touching the top of the pocket. A "serving since" plate may be worn with the nametag. The year on the "serving since" plate shall correlate to the officer's hiring date. Silver shall be used for officers, Detectives, Corporals, and Sergeants. Gold shall be used for the Lieutenant and Chief of Police.
 - j. Cloth badges, cloth rank insignia, and namestrips shall only be worn in conjunction with the bicycle uniform and / or winter uniform sweater. Only cloth namestrips purchased by the department shall be worn on the outermost garment (except raincoats) at all times. White lettering shall be used on a dark blue background.
 - k. Miscellaneous insignia centered above the nametag may be worn with the approval of the Chief of Police.
9. An officer serving a suspension shall immediately deliver upon demand of his commanding officer, his badges, identification card, MPOETC card, service weapon, and other requested equipment, and he shall not wear the official uniform or any item thereof while on suspension.

10. Officers or employees leaving the employment of the department shall make prior arrangements with the Lieutenant, or their designee, to return all department-owned equipment and property to the department. An in-person meeting shall be required to ensure all department-owned property has been properly returned. All pay or compensation due to the officer or employee shall be withheld until the Lieutenant has received and checked in all department-owned property and equipment.

C. Non-Uniformed Employees

1. Non-Uniformed employees shall maintain a professional and business-like appearance.
2. With approval from a supervisor, non-uniformed employees may wear whatever clothing would be appropriate for safety and functionality while engaged in their police-related jobs.

D. Clothing Allowance - Appropriate allowances shall be disbursed to individual officers as provided by the collective bargaining agreement.

VI. Employee Identification

A. All employees shall be issued an identification card. Employees shall have their department issued photo identification accessible to them while on duty, and shall present the identification upon request.

1. Employees have the discretion to delay the presentation of identification if doing so could compromise the safety of employees or citizens. However, the identification should be presented as soon as practical.
2. Employees working undercover are exempt from the requirement to carry or present identification.

B. Employee identification cards shall include the employee's photograph, the employee's name, the employee's rank or position with the department, the department logo, and the name, address, and phone number of the department.

C. Identification cards may be updated as necessary due to changes in rank, name, or appearance.

D. The intent of this section is to ensure that members of the public can identify department employees and assure the public that the person they are dealing with is in fact an employee of the Springfield Township Police Department.

E. Officers shall furnish their name and badge number, if any, to any person requesting that information when they are on duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.