

 Office of Mental Health <hr/> Official Policy Manual	Date issued 08/25/23	Supersedes 04/01/07	Page 1 of 9	Section # A-3019
	Section: Administration			
	Directive: Uniform Regulations and Specifications			
	Policy Owner: Director, Administrative Support Services Group			

Uniform Regulations:

The Office of Mental Health (OMH) issues uniforms to all Safety and Security Officers to provide the Officers with visibility, uniformity, and to help maintain a professional image. Officers must wear their uniforms according to this policy and are to maintain them in the best possible condition.

The facility Safety and Security Departments are responsible for ordering uniforms based on this procedure. The Safety Chief determines the uniform style and ensures all Safety Officers at their facility match the type of uniform, including those uniforms used for specific events. Additional uniform options are presented in this policy and can be purchased utilizing the uniform allowance, only if a Safety staff member has a sufficient supply of regular-duty pants/shirts. The Safety Chief has the ability to approve and supply additional uniform options to accent the regular duty uniform.

Officers will wear uniforms in the manner prescribed by this policy. There will be no variations from this policy regarding uniforms without prior approval from the Director of Environmental Health and Safety. Officers will not wear any part of the issued uniform while off duty; excluding an OMH issued wallet badge accompanied by the Peace Officer Identification card. (See also Sec. A-3020 Badges).

Appearance:

During times of annual fit testing, a pandemic, or a similar event, where an Officer is required to wear PPE to execute their duties, Officers may be required to remove their facial hair as determined by the Chief Safety Officer.

Safety and Security Officers must always consider hygiene, appearance, and proper handling of uniforms and equipment to be of vital importance to their position. Excessive hair growth and wearing of certain jewelry may interfere with safe interaction with individuals in a crisis and is therefore prohibited. The following criteria has been established:

- Hair will be neatly groomed, and the bulk or length of hair will not interfere with the normal wearing of departmental headgear.
- Sideburns, beards, mustaches, and other facial hair will be neatly trimmed.
- Pins, combs, or barrettes may be worn, except if they interfere with the performance of the Officer's responsibilities.
- Tattoos deemed to be offensive by the Chief or Sergeant will be prohibited or will be covered from view while the Officer is on duty.
- No body piercing jewelry will be worn on duty that is either offensive or creates a safety hazard for the Officer or others.

Accountability: Officers will be accountable for any uniforms or equipment issued to them by OMH Central Office or their facility. If any part of the issued uniform or equipment is damaged, destroyed and is unserviceable, and is not a result of a line of duty situation, the Officer may be held accountable financially for the damaged item or items replacement.

Uniform Care and Condition: It shall be the duty of each member of the OMH Safety Department to take proper care of issued uniforms.

- They shall be kept neat at all times and shall be pressed and dry cleaned whenever necessary.
- Officers may take the ballistic vest outer garment and anti-ballistic panel covers home to be washed and then return to the facility for wear.
- Anti-Ballistic panels/plates must be left at the Facility and secured in the Officer’s assigned locker.
- Any damage or loss of uniform clothing shall be reported in writing to the Safety Supervisor immediately.
- Duty Belts, Baton, and Anti-Ballistic Panels/Plates must be secured in the Officer’s assigned locker when Officer is off duty. Lockers must be kept locked and secured at all times. The Safety Chief may direct other issued uniform items to be secured in lockers at their discretion.

Officers – Must wear and maintain uniforms per this uniform policy.

Safety Department Roles and Responsibilities:

Safety Supervisors	<ul style="list-style-type: none"> • Will ensure all Officers understand and are adhering to the uniform policies. • Ensure uniforms are properly worn and maintained. • Ensure uniforms are clean and neat. • Check uniforms of Officers during pre-shift briefing to ensure compliance with regulations. • Submit uniform requests to Chief Safety Officer for annual issuance and initial issuance of uniforms. • Maintain clothing log sheets for each officer.
Chief Safety Officer	<ul style="list-style-type: none"> • Approve uniform requests and purchases. • Set criteria for the seasonal change of uniform sets. • Ensure accuracy of uniform logs. • Ensure uniforms are worn and maintained properly. • Directly address non-compliance with this policy.

Uniform Issuance and Replacement:

Uniforms will be issued and/or replaced by the facility. For new Officers, uniforms will be issued as soon as practical.

The initial issuance of uniforms to Officers will include the following:

<ul style="list-style-type: none"> • 2 Badges, breast type • 1 Badge, hat type- Stetson or 8 pt. • 1 Baton, 24” Monadnock Auto lock • 1 Belt Garrison type 	<ul style="list-style-type: none"> • 1 Jacket, combination type • 1 Jacket, lightweight (optional) • 2 Slacks, 1 pair BDU’s • 3 Shirts, Short sleeve type
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<ul style="list-style-type: none"> • 1 Belt, Sam Browne type • 1 Cap, 8 pt. type (optional) • 1 Baseball Cap (optional) • 1 Winter fur cap (optional) • 1 Identification Card • 2 Sets of collar brass • 2 Name tag • 1 Raincoat (optional) • 1 Sweater (optional to facility) • 4 Belt keepers • 1 Flashlight 	<ul style="list-style-type: none"> • 3 Shirts, Long sleeve type • 1 Turtleneck type (optional) • 2 Ties, clip on type • 1 pair winter gloves • 1 Tie clasp • 1 Set of handcuffs with key • 1 Handcuff case • 1 Rain hat cover • 1 Case for disposable gloves • 1 Ballistic vest and associated carriers
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Replacements of uniforms or parts of uniforms will be ordered when the condition of the uniform part renders it unserviceable. Replacement of vests and carriers will be fulfilled by facility and should be replaced before the expiration date.

Annually, Officers will be supplied with additional uniforms according to the following schedule:

<ul style="list-style-type: none"> • 2 Short sleeve shirts • 2 Long Sleeve shirts • 2 Pairs of pants • 1 Tie • 1 Baseball Cap (optional)

Once an Officer has received several sets of regular duty uniform items, at the Chiefs discretion, they can choose to order other uniform options.

Transfers of Officers:

Any Officer transferring to another OMH facility will take their issued uniforms with them. This does not include badges, batons, flashlights, handcuffs, and handcuff cases. These excluded items will be issued at the facility the Officer is transferring to.

Turning In of Uniforms:

When an Officer becomes separated from State service or leaves OMH employment, the following items shall be returned to the facility Chief Safety Officer or their Quartermaster:

<ul style="list-style-type: none"> • Badges • Flashlight • Handcuffs • Handcuff keys • Duty/Sam Browne Belt • Baton 	<ul style="list-style-type: none"> • Identification Cards • Collar brass • Handcuff case • Case for disposable gloves • Belt keepers • Ballistic vest and associated carriers
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Failure to turn in the above items may result in the Officer's final paycheck being held until they are returned or criminal charges.

All uniforms must be returned or destroyed so that someone cannot impersonate an Officer.

UNIFORM SPECIFICATIONS

New Officer Trainee Uniform:

Until an Officer has successfully completed their Traineeship, including successful completion of SOTA, and is authorized to perform the full duties of a Peace Officer, the Trainee will wear a Polo style shirt and Regular Duty Pants:

- Long or short sleeve Polo Shirt per seasonal requirements, navy or dark blue color, poly/cotton blend. NYS OMH patch or embroidered patch design on the left breast and other patches as approved.

Academy (SOTA) Uniform Requirements

Trainees will be required to present the following uniform requirements for daily uniform showdowns:

- Long or short sleeve Polo Shirt – Navy or dark blue color, poly/cotton blend. NYS OMH patch or embroidered patch design on the left breast and other patches as approved
- Pants – BDU style, Navy or dark blue color, poly/cotton blend. Military creased in front and back of leg. The pants shall be hemmed with no front bead, falling 1” above the back sole of the shoe.
- Pants Belt – Plain black leather, 1 1/2” to 1 3/4” width with nickel colored buckle.
- Duty Belt – Black Garrison (Sam Browne) belt with leather or mesh belt keepers.
- Shoes – Military style, black leather, capable of being polished to a high gloss shine.
- Socks – Black color, poly/cotton blend.

Each cadet will have available to bring to class on one day’s notice the following physical training equipment:

- A quality running shoe that will provide stability, cushioning, and flexibility.
- Plain ankle length black (cotton or cotton blend) athletic socks.
- One pair of running shorts
- One crew neck T-shirt
- One sweatshirt or quarter zip (no hoodies)
- One pair of sweatpants
- Soap, towels, and other appropriate toilet articles

Each cadet will have available to bring to class, with one week’s notice, the following Defensive Tactics training equipment:

- Leather gear (duty belt, handcuff case, baton scabbard, 4-5 belt keepers)
- Handcuffs and keys (extended cuff key are highly recommended)
- Collapsible baton/impact weapon
- Glove pouch with rubber gloves
- Males – athletic supporter with cup or compression shorts
- Females – Sports bra for physical training
- Single side, self-forming mouthpiece
- Flashlight with batteries (for practical)

Officer Regular Duty Uniform:

Seasonal Changes in Uniforms: The Chief will determine when the department changes uniforms for seasonal purposes. This can be done on a shift basis but all Officers on the shift will change to the corresponding sleeve at the same time. This can also be done by a date for the entire department or left up to the shift sergeant. If there is no Chief of the department, this decision will be made by the person in charge of the department.

Uniform Shirt: Shirts shall be ordered by the facility using the approved styles and color. Only OMH-approved items will be attached to/worn on uniform shirts.

- Style shall be of the long or short sleeve type - season dictates style. Selection of sleeve length shall be a decision made by the Chief of Safety per the Seasonal Change in Uniform determination.
- Regular duty uniform shirts will be navy or dark blue and have the OMH-approved patch sewn onto the left sleeve ½ inch down from the top of the sleeve and centered on the sleeve.
- Patches **will not** contain the word “Police” within or on the patch.
- American flag patch for Right sleeve, ½ inch down from top is approved but not required.

Polo type inspection/Training shirts: Color will be black or navy-blue color, patch, or embroidered patch design on the left breast.

Pants/Slacks Regular Duty, Training/Inspection:

- Pants/slacks shall be navy or dark blue color.
- Pocket styles vary and the Chief will decide upon the style used by all the Safety staff to meet the variety of needs for each facility.
- Polo type inspection/training pants: BDU style are acceptable in the color of navy or dark blue.

Coat/Jacket:

- Multi Season Jacket:
 - Jackets shall be navy or dark blue in color.
 - Shall have a zip-in liner, badge holder on left chest, epaulets, and an OMH-approved patch applied to the left sleeve.
 - The position of the patch will be ½ inch below the top of the left sleeve and will be centered on the sleeve.
 - American flag patch for right sleeve ½ inch down from top is approved but not required.
- Spring Light Weight Jacket:
 - These jackets are not a normal issue but can be worn by Officers.
 - They are to be dark or navy or dark blue and have a badge holder on the left chest, an OMH-approved patch on the Left sleeve ½ inch from the top of the sleeve and centered.
 - American flag patch for right sleeve ½ inch down from top is approved but not required.
 - Rain Jacket:
 - Rain jackets shall either be reversible with navy or dark blue color on one side and either safety orange or fluorescent green on the other side for visibility or they shall be either orange or fluorescent green.
 - Raincoats will have a badge holder on the left chest.

Hats: Hats when issued will be one of five types.

- Round (air force type): the proper color hat band is to be attached to the front of the hat. Colors are Black for Officers, Gold for sergeants and Chiefs.
- Winter Fur
- Knit
- Stetson type
- Baseball type
- All Hats Worn:
 - Will be of the approved color of navy or dark blue.
 - Will have only the approved items attached.
- Baseball caps and knit hats will be either lettered with the wording approved by OMH or have an approved patch attached.
- The word "Police" **will not** be included in the lettering.

No other items will be worn on or attached to these hats.

Gloves:

- Gloves shall be black in color. Frisk (bite/stick proof) style gloves are an approved item if the facility chooses to implement their use.

Footwear:

- Footwear shall be black in color and will be supplied by the Officer themselves.
- Footwear shall be kept in a clean and presentable condition.
- Footwear shall be of the uniform style or the duty boot style only.
- The Chief will decide a common style for the facility, so everyone is uniform in appearance.

Socks: Officers will wear socks when in uniform.

- Socks will be navy, dark blue or black in color.
- If an Officer has a medical condition that precludes the wearing of these colored socks, they can wear a white sock, but the sock must be covered with a liner sock that is blue or black in color.

Tee-Shirts: Officers are allowed to wear tee-shirts under their uniform shirts.

- Tee-shirts are to be appropriate in color as decided upon by the Safety Chief.
- There is to be no lettering or any designs on shirts worn under the uniform shirt.
- When wearing short sleeve uniform shirts, sleeves of tee shirts are not to extend below the bottom of the uniform short sleeve.

Sweaters: Sweaters are an approved part of the OMH uniform and must meet Safety Chiefs standards.

- Sweaters can be the commando style which will be navy or dark blue.
- They will have a badge holder on the left chest area.
- They will have epaulets on the shoulders.
- They will also have an OMH-approved patch attached to the left sleeve.
 - This patch will be located ½ inch below the top of the Left sleeve and will be centered on the sleeve. An American flag patch for the right sleeve ½ inch down from top is approved but not required.
 - The patch **will not** contain the word "Police."

Turtleneck Shirts: The use of turtleneck shirts will be at the discretion of the facility Safety Chief and facility Administration. If worn:

- Turtleneck shirts for Sergeants and Officers will be navy or dark blue in color.
- Will have NYS OMH embroidered on the left front side of the neck. The color of the embroidery will be white for Officers and gold for Sergeants.
- Chiefs' turtlenecks will be white in color and will have NYS OMH embroidered in black on the left front side.
- **Uniform** turtlenecks can be of the "full shirt style" or the "mock turtleneck" style.
- Turtlenecks must be worn under long sleeve shirts.

Belts:

- Belts shall be the black leather type.
- There will be two styles of belts approved for wear – a waist belt and the Sam Brown style. The Sam Brown style shall be worn over the waist belt as appropriate.

Ties:

- Ties shall be black in color and shall be uniform for the department.
- They will be of either the knit type of material or standard tie material and shall be the pre-tied clip-on models for Officer safety.
- Ties shall be worn anytime a long sleeve uniform shirt is worn without a turtleneck, or when a coat or sweater is worn over any OMH uniform shirt unless a turtleneck is worn.

Tie Bars: Only OMH-approved tie bars shall be worn on Officer's uniforms.

- Tie bars shall be positioned with the top edge of the bar even with the top of the shirt pockets.
- Tie bars will be utilized whenever uniform ties are worn.

Collar Brass: Only collar brass issued by OMH shall be worn on Officer's uniforms.

- The color of the collar brass will be determined by the Officer's rank.
- The location of the brass on the collars shall be according to accepted uniform guidelines and per facility policy.
- The color and type of the collar brass will be as follows:
 - **Officers:** will wear silver collar brass.
 - The brass will be the initials of "NYS" which will be worn on the right collar and "OMH" which will be worn on the left collar.
 - **Sergeants:** will wear gold collar brass.
 - The brass will be the initials of "NYS" which will be worn on the right collar and "OMH" which will be worn on the left collar.
 - Sgt. insignia is approved for wear on the collar.
 - **Chiefs:** will wear a gold oak leaf, star, stars, eagle on each collar.

Only the collar brass listed above has been approved by OMH for wear on Safety Department uniforms.

Honor Guard Uniform:

- Navy or dark blue color, single breasted coat, navy or dark blue color straight pant and high gloss black shoes. 1 Cap, 8 pt. type with hat badge.
 - Honor Guard Coat:
 - Honor Guard coat is an option if the facility chooses to embrace this style of coat for its Safety staff members to use for formal occasions.

- Honor Guard coats will be navy blue in color and have the Office of Mental Health approved patch sewn onto the Left sleeve ½ inch down from the top of the sleeve and centered on the sleeve.

Badges/Name Tags/Ribbons/Stripes/Chevrons (see also Sec. A-3020 Badges): Only OMH-approved badges will be worn on OMH uniforms or carried by Safety Officers either on duty or off duty. Officers will not be allowed to purchase their own badges to be used for ID purposes.

- Badges of appropriate rank shall be worn or carried.
- Badges can be worn with a badge holder at the discretion of the facility.
- If a badge holder is utilized, it should contain the Officer's nameplate.
- Badges shall be worn so that the outermost garment shall have a badge affixed with the second badge either being on the shirt or on the sweater, (if one is worn).
- Badges may be worn with a badge holder on the uniform shirt in order to facilitate the wearing of ribbons as may be directed by facility policy.
- A standard patch badge may be applied to the exterior of the ballistic vest carrier in lieu of the issued metal badge:
 - However, the Officer must still wear the numbered shield on the uniform shirt or must carry the numbered shield in a wallet along with Peace Officer credentials.
 - These patch badges may be obtained through ASSG.
- If an Officer carries a wallet badge while off-duty, they must ensure they are carrying their Peace Officer Identification with them. The Peace Officer Identification Card should always be carried with the Peace Officer.

Mourning Band Placement on Badges

- The preferred mourning band is a solid black band that will fit tightly around the OMH badge. The mourning band should be worn straight across the center of the badge.
- The width of the black band should not exceed ½ inch. Mourning bands with the thin blue line are acceptable.
- Black mourning bands shall be worn on a law enforcement badge only in the following circumstances:
 - Upon the line of duty death of an active OMH Safety Officer, the mourning band should be worn for 30 days from the date of death.
 - By all LEO in uniform or in civilian clothing while displaying a badge when attending the funeral of an active LEO. Upon the completion of the funeral, the mourning band shall be removed.
 - Upon the line of duty death of a LEO from a neighboring jurisdiction. The mourning band may be worn from the date of death and removed at the conclusion of the day of burial. This is decided upon by the Facility Safety Chief and their relationships with neighboring Law Enforcement agencies.
 - National Peace Officers Memorial Day (May 15th).
 - The day of any memorial service OMH has honoring our department's Safety Officers who have died in the line of duty.
 - At the direction of Safety Chief or agency director, when special circumstances dictate that a department display of official mourning is appropriate.
- Placement on Vehicles: It is also appropriate to stripe the badge(s) on your Safety vehicles, if one is displayed, for a line of duty death.
 - Black ½ inch electrical tape or black ½ magnets could be used. Preferred striping is from left to right on the badge and go from 1100 to 1700 hours using a clock as a reference.

- A straight black line through the middle of the badge is also appropriate.

Name Tags:

- Name tags shall be located on the outermost garment being worn and on the uniform shirt.
- They shall be worn immediately above the right pocket and centered on the pocket.
- These name tags shall be of a silver or gold background (depending on rank) Lettering shall be black.
- Name tags may have a “serving since” attachment added to the name tag. If serving since attachments are used, they will be uniform across the department.
- The facility individually supplies these name tags.

Ribbons: OMH-approved ribbons shall be worn on an Officer’s uniform as described below. **See 3000 Policy Sec. A-3022 for specifics on OMH approved Recognition Ribbons and how they are obtained.** In addition to recognition ribbons, the following are OMH approved uniform ribbons:

- Training Academy Ribbon: Issued for satisfactory completion of the SOTA.
 - The ribbon will be blue and gold and divided into equal parts for each color.
 - The ribbon will be worn immediately over the badge and will have the gold color half facing to the right.
 - These ribbons will be distributed at the SOTA Academy graduation for the individual upon successful completion.
- Field Training Officer: Officers assigned the duty of being a field training Officer can be issued a ribbon denoting such.
 - The department will be responsible for issuing these ribbons if utilized.
 - This ribbon will be blue and white in color, with each color being an equal part.
 - This ribbon, if worn, will be worn above the training academy ribbon, and are supplied by ASSG upon request.
- American Flag Ribbon: This is allowed if a shoulder patch is not used by the Chief as a Uniform addition.
 - Consideration by the Chief Safety Officer in regard to religious considerations and others make the American flag an optional uniform addition.

Service Stripes: Service stripes can be issued by the facility for each five-year block of service that an Officer obtains within an OMH Safety and Security title. These are not supplied by ASSG.

- Stripes will be navy or dark blue with a
- white edge for Officers and dark blue with a gold edge for Sergeants and Chiefs.
- They will be worn diagonally on the left sleeve of jackets or coats.
- They will be sewn on and located five inches above the end of the left sleeve.

Sergeants Chevrons: Sergeants will wear chevrons on their uniform shirts and their jackets.

- The chevrons will be sewn on both sleeves of each shirt and jacket and are not supplied by ASSG.