

Uniform Guidelines

Source: Departmental Directive issued by the CS Director

Original publication date: March 2015

Review date: February 2021

Departmental Policy

Reed College Community Safety is a 24-hour a day, seven days a week department responsible for maintaining a safe and secure campus community. Professional appearance and conduct are an important part of maintaining trust within the Reed community, and facilitating interactions with outside agencies.

Purpose

This directive is intended to accomplish the following:

- Provide guidelines for Community Safety Officers (CSOs) and Dispatchers to consult when establishing what constitutes appropriate uniform attire
- Establish basic guidelines for personal grooming

Definitions

- Uniform/Uniform components: articles of clothing issued to Community Safety (CS) staff by the department
- Grooming: care taken to ensure one appears clean to the casual observer

Procedure

The Community Safety Department will issue uniform components such as shirts, pants, jackets, kilts, duty belts, boots, etc. to CSOs and Dispatchers to wear while working on the Reed College campus. The jobs undertaken by CSOs and Dispatchers, while both essential, differ in nature and the uniforms will differ in small ways as a result (e.g. Dispatchers are not issued, nor expected to wear duty belts). However, unless otherwise specified, the expectations for what constitutes professional appearance will be assumed to be the same for both jobs.

Uniforms are to be worn while at work, and can be worn during one's commute to and from work, but CS staff should ensure that they are not perceived as acting in an official capacity by members of the public. Staff in uniform should be aware of the potential for their actions to be viewed as representing the college. Uniform components are issued and tracked by a Community Safety Manager (CSM). If there is an item a CS staff member needs to do their job, and it has not already been provided to them (e.g. suspenders), that staff member should speak with a CSM.

All uniform components are property of the Reed College Community Safety Department. Uniform components that are not subject to laundering should be stored in the CS lockers at 28 West while not in use, and returned to a CSM when a staff member is no longer employed by the department.

Uniform Combinations

CSOs are approved to wear the following types of clothing as uniform item provided they have been approved by the CS Director or designed, and they meet the required color combination of maroon colored tops and khaki colored bottoms:

- Tops
 - Shirts: long or short sleeve, pullover or with buttons/snaps
 - Sweaters, jackets, or other outerwear appropriate to the weather
- Bottoms
 - Pants
 - Shorts
 - Kilts
 - Skirts

If there is an article of clothing not specifically listed that a CS staff member would like to wear on duty, but that is not typically provided by the department, they may consult a CS Manager to ensure that it falls within uniform guidelines. Please have the manager in question send an email to the manager's group (cs-ocmgr@reed.edu), so that there will be no confusion regarding whether the officer is properly uniformed.

Dispatchers will be issued maroon tops and khaki bottoms. They may wear their own black or brown, close-toed shoes. If they need a jacket, or other appropriate uniform components they should consult with a CS Manager. If a Dispatcher thinks they need to wear an article of clothing that is not typically issued by the department they may consult a CS Manager to ensure that it falls within uniform guidelines. Please have the manager in question send an email to the manager's group (cs-ocmgr@reed.edu), so that there will be no confusion regarding whether the Dispatcher is properly uniformed.

Maintaining Uniforms in Good Repair

A uniform will be considered to be in good repair when it is clean and free from stains, holes, other blemishes, and wrinkles. If a uniform component becomes damaged, or ceases to fit appropriately, please notify a CS Manager immediately so that they can order you a new uniform component in a timely manner. When the new uniform component is issued, the expectation is that the old component will be returned at that time.

CS staff are responsible for the routine cleaning and laundering of uniform items and equipment issued to them.

Grooming Guidelines

While there is no universal prescription for what constitutes proper grooming, CSOs and Dispatchers are expected to appear clean to the casual observer. CS staff should arrive at work with hair groomed, nails clean, facial hair should look intentional, and one should be free from excessive body odor and halitosis. It is understood that depending on the weather, and transportation, there may be some natural variation in the condition in which CSOs arrive to work. CSOs should use the first 15 minutes of their shift to ensure they are properly uniformed and groomed. Due to the varied, and occasionally messy, nature of our work, it is a good idea for CSOs to have a spare uniform and deodorant in their locker. If CSOs or Dispatchers have questions about their grooming they should speak to a CS Manager about the matter, and that manager should email the manager's group (cs-ocmgr@reed.edu) regarding the outcome of that conversation.

Other Guidelines

Name tags must be worn visibly by all CS staff at all times while on duty. CSOs and other issued uniforms may have either a sewn name tag attached to the uniform shirt/top on the wearer's right side, either above the right breast pocket or in that approximate area if there is no pocket, or CSOs and others may wear the Reed issued maroon name tag in the same general location as a sewn tag.

Shirts/blouses should be neatly tucked into pants/shorts while the wearer is on duty unless the shirt/blouse is specifically designed to be worn untucked.

Kilts, skirts, or other attire not typically associated with uniformed officers may be worn at the wearer's discretion provided the attire meets the approved color scheme and is suitable to the work to be performed.

Shoes and boots should be clean and polished, if the material of the upper can be polished. Community Safety provides black shoe polish. Community Safety Officers (CSO) working in the field may wear shoes/boots in a variety of colors provided they are functionally appropriate to the work to be performed.

When wearing an undershirt beneath a uniform shirt, please ensure that it is black, white, or a neutral color suitable for the uniform combination worn if it is visible to the casual observer.

When engaging in community-building activities where CSOs or Dispatchers are permitted to wear their own clothing (e.g., coming in on one's day off for CSO Game Night), they will be expected to wear their department issued magnetic name tag and dress in appropriate attire for the workplace.

As always, if you are ever in doubt regarding the appropriateness of a uniform choice, feel free to talk to a CS Manager for clarification.