



Santa Clara University Campus Safety	Policy Manual
Uniform Policy	Effective Date: 10/15/2023

Purpose:

Campus Safety Services is committed to maintaining a professional appearance by our members during the performance of our duties. The purpose of this policy is to provide guidelines for employee uniforms.

Policy:

A professional appearance, coupled with meaningful daily interactions with members of the SCU community, provide the foundation for CSS to build lasting trust within our community. A uniform allows us to be more easily identifiable as a resource to students, faculty, staff, and visitors alike. This uniform policy applies to all Campus Safety Services staff members and supervisors.

Issuance:

Campus Safety Services will provide each staff member (at no cost), upon hire or at the inception of any uniform change, with the following:

- Four (4) pants and/or shorts from 511 or similar (black/cargo style)
 - Any combination
- Four (4) uniform shirts, long and/or short (gray with SCU seal and Campus Safety Services embroidered)
 - Any combination
- Black 511 thin belt
- “Sam Brown” large belt
- Radio holder
- Equipment carrier

- Name tag
- CSS hat

Campus Safety staff members will provide their own footwear. Footwear can be of the athletic variety but must be all black (including soles and logos). Military or law enforcement style boots are prohibited.

Damaged Uniforms:

Uniforms damaged during any on-duty incident will be replaced at no cost to the employee. This does not include normal wear and tear. Staff members who wish to have more shirts or pants can purchase additional items at CSS cost.

Cleaning Service:

Campus Safety Services provides a cleaning service for its employees. The use of this benefit is limited to clothing worn during employment and is not for personal use. The Administrative Assistant shall pay the monthly invoice and provide a copy to the Assistant Director.

Uniform of the Day:

The Director of Campus Safety Services has the ultimate authority over the uniform of the day. Absent specific instructions from him/her, the Shift Supervisor shall ensure that all CSS employees are in an approved version of the CSS uniform at the beginning of their shift.

Current approved versions:

1. Black pants/shorts with equipment carrier, hat (optional)
2. Black pants/shorts with gray polo (short or long sleeve)

Formal Events:

Unless directed otherwise, the standing uniform for formal events will be black pants with a gray polo (short or long sleeve). Employees occupying a traffic control or traffic safety role are exempt from this requirement. Any employee working in that capacity shall wear a traffic vest or their equipment carrier in the interest of safety.