

# Cicero Law Enforcement Explorer Post 823 GENERAL ORDERS



**SUBJECT:** Uniform, Equipment, and Personal Appearance

**Number:** 04.04 | **Effective Date:** 08/01/07 | **Revised:** 01/23/08 | **Issuing Authority:** Chief of Police

**PURPOSE:** This General Order is to define standards for wearing of the Post uniform and provide general dress guidelines for any official activity of the Post other than Post meetings.

## I. Policy:

It shall be the Policy of Explorer Post 823 that only those standards described herein are acceptable. Any deviation from such shall be considered an infraction, as defined in the bylaws.

## II. Uniform Policy:

### I. Scope of Policy

The uniform policy is to ensure consistency and quality of appearance of all members of Post No. 823 when in any situation where said members are formally representing the Post. The Post Advisor is the sole authority on when uniforms are to be worn. The Post Advisor shall also have the authority to specify the class of uniform to each such instance where the definitions below are inappropriate. In all of the following, the expectation is that all clothing will be clean and neat and that all members will have a positive, neat appearance.

### II. Authorized Uniform Vendors

Consistency in appearance, both in color and material, are important to ensure that members of the Post look their best. Authorized vendors for uniform pants and shirts are as follows:

#### A. Lewis Uniforms

325 Butternut Street  
Syracuse, NY Phone: 471-4616

#### B. Quickstitch (Subsidiary of CNY Public Safety Supply, Inc)

6756 Pickard Drive, Syracuse NY 13211  
(315)-299-2370

#### C. Others as authorized by the Post Advisor

## III. Authorized Uniforms

A. There shall be three (3) Uniform Classifications. The assignment or duty shall indicate the appropriate class of uniform to be worn, subject to clarification by the Post Advisor.

1. Class "A" – Official Ceremony or Public Participation by Post. Examples of this would be participation in a parade; flag ceremony; Stations Day; public recruitment appearance; and participation in any activity with the Cicero Police Department including, but not limited to, the ridealong program.
2. Class "B" – Training or work detail where Post 823 is formally acknowledged, yet where wearing of the Class A uniform may not be inappropriate. Examples of this would be any informal Explorer social event where Class C wear is not appropriate or a community service event where the wearing of the Class A uniform reduces effectiveness or where the uniform may become damaged.

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3. Class "C" – Internal, members-only Explorer meetings. Examples of this are the regular weekday evening and Saturday morning training workshops.

### B. Class A Uniform: Explorers above the rank of Recruit are to wear the following:

1. Long sleeve uniform shirt: Grey with black pocket flaps and dress collar. The Official Explorer Law enforcement patch (Item number 04016A) will be displayed on the left arm, approximately one inch below the shoulder. The United States flag patch will be displayed on the right arm, approximately one inch below the shoulder. The Post 823 patch will be displayed on the left pocket, with the bottom of the patch one half inch above the pocket and centered on the pocket. Shirt will be worn with one button unbuttoned at collar.
2. Black t-shirt: A black t-shirt, crew neck, covering all skin up to the neck. The top of t-shirt will be visible due to the unbuttoned collar button.
3. Uniform pants: Black, ankle length, with no accenting stripes.
4. Shoes: Black, in dress or casual style.
5. Socks: If visible above the shoe top, black or dark navy.
6. Hat: No hat is to be worn, except for possible head protection in inclement weather.
7. Neckwear: No neckwear is to be worn. This includes neckties and necklaces.
8. Belt: Black. Belt buckle must be of conservative design.
9. Collar Insignia: Corporal, Sergeant, Lieutenant and Captain ranks shall wear two (2) collar insignia upon their collars. Such insignia shall be only as provided by the Post Advisor. Collar insignia shall be worn perpendicular to the collar edge, approximately one half inch up from the bottom.
10. Name Plate: Shall be worn directly above the right breast pocket and shall be only as provided by the Post Advisor.
11. Awards and Commendations: All awards and commendations shall be in accordance with national Explorer policy and shall be worn directly above the nameplate, ascending toward the right shoulder. The order of appearance of awards is not a concern. Awards shall be displayed in rows of three. *Exception*: The NRA Explorer Qualification Patch (item number EQ10755, optional) is to be worn in the center of the right breast pocket. NRA rocker patches will not be worn. No award or commendation shall be worn unless explicitly presented in ceremony by the Post Advisor.
12. Other items: Other than as described above, Explorers shall wear no other visible clothing or articles; other than a cap, coat or boots where weather so dictates.

### C. Class A Uniform - Alternate: Explorers at rank of Recruit and members who do not have their uniform available are to wear the following (except for Ridealongs, where the Class A uniform is mandatory):

1. Long sleeve shirt: Of light color, preferably a solid color.
2. Pants: Dark, of ankle length.
3. Belt: Dark in color
4. Shoes: Dark in color
5. Socks: If visible above the shoe top, dark in color
6. Other items: Other than as described above, Explorers shall wear no other visible clothing, other than a cap, coat or boots where weather so dictates. Where individual does not have clothing as defined here, waivers are available from the Post Advisor.

### D. Class B Uniform – All Explorers, including Recruits, may wear the Class B uniform. Post Advisor will advise for all instances where Class B uniform is appropriate.

1. Short-sleeve shirt: Grey, collared, pull-over (i.e., golf shirt), with Post identification on left breast and first initial and last name of Explorer on right breast. Lettering is black.
2. Pants: Black, ankle length, no accenting stripes
3. Belt: Not specific, Should not distract from uniform.
4. Shoes: Not specific, Should not distract from uniform.
5. Socks: Not specific, Should not distract from uniform.
6. Collar Insignia: Same as Class A.

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7. Other items: Other than as described above, Explorers shall wear no other visible clothing or articles; other than a cap, coat or boots where weather so dictates.

E. Class C Uniform – No specific uniform elements are defined. All members are expected to appear at meetings in conservative and neat attire.

### **IV. Authorized Equipment**

Equipment worn with uniform, regardless of class, shall only be as predefined by Post Advisor (such as non-functioning handgun replicas, pistol belts, and handcuffs for training exercises), although paper pads and pens or pencils are universally accepted for the purpose of taking notes during training sessions, ridealongs, and Post meetings. Under no circumstances will members be authorized to carry any potential weapon.

### **V. Personal Appearance and Grooming**

Members shall, at all Post activities, present a neat, groomed, and conservative appearance. Jewelry may be worn, but should be conservative and not detract from the overall individual presentation.

### **VI. Care, Maintenance and Inspection**

Members are responsible for the maintenance, care, cleaning, and replacement of their uniforms, as needed. Members are also responsible for the maintenance and safe-keeping of any equipment that is assigned to them by Post 823 or by the Cicero Police Department. Failure to do this may result in an infraction, as defined in the bylaws. The Post Advisor may conduct uniform inspection after providing advance notification to members.

### **VII. General Regulations**

No member shall wear the Class A uniform or any component of the Class A uniform at any non-Post activity.