

# UNIFORMS, CLOTHING AND INDIVIDUAL EQUIPMENT

POLICY & PROCEDURE NO. <b>1.11</b>	ISSUE DATE: <b>July 27, 2015</b>
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MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: <b>17.5.2; 22.2.5</b>	REVISION DATE: _____

## I. GENERAL CONSIDERATIONS AND GUIDELINES

As service providers, employees should present a professional appearance to the public at all times and reflect a positive image as members of the department. A person who is neatly dressed and well-groomed instills confidence in others about his/her abilities. A professional uniform appearance also enhances morale, fosters teamwork, and develops *esprit de corps*.

## II. POLICY

It is the policy of the department that:

1. Standards of uniform attire shall be maintained by this agency;
2. All employees shall present a neat, well-groomed, professional appearance while in uniform;
3. Non-uniformed employees shall present a neat, well-groomed, professional appearance while on duty and,
4. Exceptions may be made by a competent authority if necessitated by the police mission.

## III. DEFINITIONS

A. *Civilian Attire*: Non-uniform clothing.

- B. *Business attire*: Dress clothes such as business suit, suit coat, dress pants, shirt and tie for men, or a business dress or pants suit for women.
- C. *Business Casual*: Neat casual clothing such as khakis, dress shirt, polo shirt, etc. Jeans are not considered business casual.
- D. *Uniform Accessories*: Articles approved by the Chief of Police which may be worn with the official uniform.
- E. *Uniform of the Day*: Uniform as directed by this policy or the Chief of Police.
- F. *Uniform Insignia*: Patches, name tags, rank insignia, and other items worn on the uniform.

## IV. PROCEDURES

### A. **Employee Attire**

1. Generally: Employees should present a professional appearance to the public at all times. However, exceptions may be authorized for medical necessity or to further the police mission.
2. COURT:
  - a. Business attire is always appropriate for court appearances and mandatory for Jury Trials, Grand Jury, and Superior Court.
  - b. The uniform of the day is also appropriate for District Court, Clerk Magistrate appearances, or hearings at the Registry of Motor Vehicles.
3. Special Assignments: Attire for special assignments may be directed by **the Chief of Police**.
4. TRAINING:
  - a. In-service training: Uniform of the day.
  - b. Classroom type training: Uniform or business casual unless otherwise specified.
  - c. Firearms training: Jeans or tactical pants, outdoor type clothing and footwear, weather appropriate. Body armor is always required at the range. All participating officers will wear eye and ear protection.
5. SERVICE WEAR
  - a. Police Officers
    - 1) Administration: Uniform of the day or business attire.

- 2) Investigations: Business attire unless otherwise authorized by a supervisor for an investigative function.
- 3) Patrol: Employees shall wear the Class B uniform with duty belt while performing patrol duties. Specialty assignments are authorized to wear alternate uniforms while performing those duties.
  - a) Motorcycle/ATV Officer: Motorcycle uniform.
  - b) Bicycle Officer: Bicycle uniform.
- 4) Extra-duty Details: The Class B uniform of the day shall be worn for most details. Officers will wear a lime green reflective vest over the Class B Uniform Shirt. A department approved round crusher style hat will be worn with all Class B Detail uniforms. Hat will be pinned down, with silver pee buttons for patrolman and gold for Sergeants and above. A rank specific cloth hat band will be affixed to all hats. Silver for patrolman and gold for ranks Sergeant and above. Also approved for detail wear, is an all lime green uniform shirt (Blauer Model 8137). When wearing this uniform, officers are permitted to use the issued Ball Cap in lieu of a uniform style hat. While working traffic details, officers may wear an approved firearm in a pancake or molded polymer holster rather than the complete duty belt. Officers must also carry handcuffs (either on their person or immediately accessible in a nearby vehicle) and a department issued portable radio which will be monitored at all times.
- 5) Winter Details will be approved winter lime green jackets with appropriate POLICE markings. Black or Navy Blue Stocking hats with POLICE markings are approved for cold weather wear. Uniform styles round crusher hat with ear muffs are also acceptable. Any cold weather gear worn under the Department Jacket is acceptable. Black or Navy snow pants may be worn in extremely cold weather, as well as black snow boots. These will be limited to inclement days or extreme cold conditions. Officers are still required to carry detail firearm and portable in an accessible area on the belt.
- 6) Services: Uniform of the day.
- 7) Variations to normal attire may be authorized by a supervisor.
- 8) Clerical: Business casual unless otherwise authorized.

## ***B. Department Uniforms***

### **1. WEARING OF UNIFORMS GENERALLY**

- a. All uniform items issued or paid for by the department are property of the department.
- b. Summer uniform may be worn from April 15th to October 15th. Winter uniform must be worn from October 15th to April 15th. Exceptions for unseasonable weather may be authorized by a supervisor.
- c. Only member of this department are authorized to wear a department uniform. Uniforms may be worn only for an official police purpose.
- d. Only issued or authorized uniform items may be worn as part of this department's uniform.
- e. Civilian clothing shall not be worn with any distinguishable part of the uniform unless the employee is commuting to or from duty.
- f. Officers shall keep their uniforms neat, clean and well-pressed at all times.
- g. Care should be taken not to wear threadbare or faded items.
- h. Officers shall not wear any identifiable part of the uniform outside the limits of the community except while in the performance of official duty, while commuting to and from duty, or with the permission of the Chief of Police.
- i. All Lancaster Police Officers are allowed an expense account for uniform purchases. Only the items listed in this policy are approved to be purchased. Any item bought by an officer that is not an approved Uniform Item will be the responsibility of the purchasing officer to pay for.
- j. In regards to Officer's Uniform allowance, this figure will be decided during contract negotiations. At the time of this writing, all full time officers are allowed \$1050 and part time officers are allowed \$450. Any Officer who purchases uniforms and exceeds his/her allowance, the money exceeding his/her allowance will become the responsibility of that officer. Once determined an officer has exceeded his/her allowance, he will be notified by the department and the overage will be repaid within the next weeks' pay period.

### **2. AUTHORIZED UNIFORMS ITEMS GENERALLY**

- a. Footwear: The following footwear is authorized to be worn with the department uniform unless otherwise specified:

- 1) Black, low quarter, leather uniform shoes.
  - 2) Black leather or ballistic nylon/leather combination uniform boots. Combat style, zippered or laced. Boots should always be cleaned and highly polished. Manufacturer will be at the officers discretion.
  - 3) Snow style boots in extreme blizzard conditions are authorized.
- b. Except for bicycle patrols, uniformed employees wearing footwear where the socks are exposed shall wear black or navy blue socks.
  - c. Undershirts exposed while wearing the department uniform must be white in color.
  - d. Insignia
    - 1) No buttons, insignia, attachments or coverings of any kind will be worn on a department uniform unless it is authorized by the Chief of Police.
    - 2) A black mourning band may be worn around the department badge when a law enforcement officer is killed in the line of duty in the Commonwealth, or when authorized by the Chief of Police. The band may be worn from the time of official death notification through the day of the funeral.

### 3. POLICE OFFICERS

#### a. Class B, Patrol Uniform

- 1) Summer uniform consists of uniform navy short sleeve shirt. Officers may choose the brand by personal preference but it shall be flame retardant material. Shirt will have silver pee buttons on pockets and eplets for patrolman. Ranks Sergeant and above will have gold pee button on eplets and pocket flaps. Pants will be navy in color. 6 or 8 pocket design uniform pants. Officers may choose their preference in pants as long as they are a wool serge or flame retardant material. Mesh uniform hat, round style crusher design pinned with cloth band. Hat will have silver pee buttons with silver cloth band for Patrolman and gold pee button with gold cloth band for Sergeants and above.
- 2) Winter uniform consists of a navy uniform long sleeve shirt. Shirt manufacturer can be the officer's choice providing it is made from a flame retardant material. Shirt will have silver pee buttons on pockets and eplets for Patrolman and gold pee buttons on pockets and eplets for Sergeant and above. All long sleeve shirts will be worn with a black clip on tie. Tie will be secured to shirt with a Commonwealth of Mass State seal tie clip. Sergeants and above will wear gold and Patrolman will wear silver tie clasps. In lieu of a tie, officers may wear an open

colored L/S shirt with a department approved turtle neck shirt underneath. The turtle neck will be navy or black and will have "LPD" embroidered on the collar with the officer's call number. Letters and numbers will not exceed  $\frac{3}{4}$ ". Pants will be navy in color. 6 or 8 pocket design uniform pants. Pant manufacturer may be chosen by the officer however they shall be flame retardant material or wool serge. Winter hat will be a round style, cloth crusher hat with rank specific pee buttons, pinned down with rank specific cloth band. Officers may wear any of the above approved winter footwear.

- 3) Outer wear: Uniform jackets shall be navy in color. Jackets will have department patches and pee buttons to match uniform shirts. Approved jackets are:
  - a) Blauer Cruiser Jacket with reflective piping. Jacket set up like L/S shirt.
  - b) Blauer fleece zip down, set up like L/S shirt.
  - c) Blauer fleece pull over, set up like L/S shirt.
  - d) Rain coats are uniform style, lime green, full or  $\frac{3}{4}$  length. "POLICE" will be in reflective material across the back.
  - e) Black leather cruiser jacket, set up like L/S shirt.
  - f) Blauer reversible zip down 3 season cruiser jacket.
  - g) Blauer fleece lined V-neck sweater, black or navy, model #225, set up like L/S shirt.
  - h) Blauer classic V-neck sweater, black or navy, model #210 set up like L/S shirt.
  - i) Blauer  $\frac{3}{4}$  length Blizzard Jacket.
  - j) Insulated cold weather pull over stocking style cap with "POLICE" embroidered on front.
  - k) Flapped "Sgt Preston" style hat with rank specific hat badge.
  - l) Black leather style weather specific gloves.
  - m) For traffic duty all outer jackets will be lime green in color. Matching lime green gloves or mittens in cold weather.
  - n) Traffic details during rain conditions, officers may wear outer rain pants and rain proof (rubber) boot covers.
  
- 4) Insignia
  - a) Department Patch: The department patch will be the "Lancaster Town Seal, 1653 Design" worn on left sleeve,

centered on the sleeve crease, one half (1/2) inch from the shoulder seam. American flag will be on right sleeve. Certified US Veterans may wear the “reversed style” flag on right sleeve. All other officers will wear the flag in the normal configuration.

- b) Patrolman badges, name tag and other insignia shall be of polished chrome finish. Superior officer badges, Sergeants and above, name tags and other insignia shall be of polished brass or gold finish.
- c) Name Tag: The name tag shall be worn on the right side placed just above the right pocket flap. Name tags are not required, but may be worn at officer’s preference. If name tags are worn they shall be on all on uniform shirts and jackets. Name tags shall not be worn on rain gear.
- d) Badge: The department shirt badge shall be worn left side above the shirt pocket, as provided by the clothing manufacturer. A coat badge shall be worn on outerwear in the location provided by the clothing manufacturer. If no location is provided by the manufacturer, a badge need not be worn on that outer garment.
- e) Rank insignia shall be worn on all shirts and outerwear with the exception of rain gear.
- f) Sergeant Chevrons shall be worn on both sleeves in a position one half (1/2) inch below the department patch, centered on the sleeve crease.
- g) Rank insignia for other superior officer ranks shall be worn sewn onto or pinned to both of the shirt or outerwear epaulets, one inch from the sleeve shoulder seam. Insignia on shoulder boards may be worn on the epaulets of outer wear.
- h) Service Stripes
  - i. Service stripes may be worn on the left sleeve of the long sleeve shirt and outerwear, other than rain gear. A single stripe shall signify four years of service as a reserve and/or full time sworn officer. Officers may add a service stripe once completing the four years signified by each stripe. The stripe(s) shall be situated one half (1/2) inch above the upper cuff seam with the rear of the stripe abutting the sleeve crease.
  - ii. Patrolman service stripes shall be royal blue, slash/diagonal style.

iii. Superior officer service stripes shall be gold, slash/diagonal style.

i) Collar Brass

Collar pins will be the Commonwealth Of Mass State seal design. Silver for Patrolman and Gold for Sergeants and above.

b. Motor Cycle/ATV

- 1) This uniform consists of a Class B uniform and a Department of Transportation approved protective helmet. The Class B uniform duty belt shall be worn.
- 2) A black, leather uniform jacket or Class B uniform outerwear may be worn with this uniform.

### ***C. Individual Equipment***

1. BADGES

a. Badges shall be issued by and remain the property of this department and must be returned as directed by the Chief of Police or his designee.

2. Body Armor: For information see the department policy on ***Body Armor***.

3. Duty Belt: At a minimum, the basic duty belt will be polished black leather and shall consist of a holster, magazine holder, handcuff case and keepers. Patrolman shall wear silver buckles with silver snaps and keepers. Sergeants and above shall wear gold buckles with gold snaps and keepers. Additional weapons and holders may be issued or authorized. Additionally, the following accessories are authorized. Accessories must be of similar material to the belt.

- a. Folding knife and case
- b. Leatherman or similar tool
- c. Pagers
- d. Cell phones
- e. Key retainers
- f. Baton ring
- g. Flashlight and holder



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### ***D. Uniform and Clothing Issue***

1. Uniform and Equipment Initial Issue: An initial issue of clothing shall be issued to new employees of the following job functions:
  - a. Full Time Police Officer
  - b. Part Time Police Officer
    - i. Change of Uniform: In the event that an authorized uniform item is changed, existing uniform items shall remain in service as directed by the Chief of Police. The Chief may direct that the item be:
      1. Replaced immediately at the cost of the department;
      2. Replaced when no longer serviceable; or

### **II. PROMOTIONS**

1. Upon an employee's promotion to the rank of sergeant, the employee's uniforms shall be updated with sergeants' chevrons at the expense of the department, through the use of the employees uniform allowance.
2. Upon an employee's promotion from the rank of sergeant to a higher rank, clothing bearing sergeants' chevrons stitched to the garment shall be replaced with garments bearing the appropriate rank at the expense of the department through the employees uniform allowance.
3. Upon an employee's promotion from a rank above sergeant to another rank, the employee's uniforms shall be updated with the appropriate rank at the expense of the department through the employees uniform allowance.

### ***b. Obtaining Clothing and Equipment***

#### **I. INITIAL ISSUE:**

1. Clothing: New employees shall be provided with a uniform and equipment purchase authorization. New employees may obtain the

specified uniform and equipment items from an approved vendor.

2. Individual Equipment: Employees shall obtain department issued uniform and equipment items from **any of our department authorized dealers who have a department account.**
- ii. MAINTENANCE ISSUE: Employees may obtain replacement uniform items:

1. By charging replacement items at an approved vendor against the employee's clothing allowance. All clothing allowances are governed by contract for full time officers. Only items approved by the Chief of Police and this policy are authorized for purchase. Part time officers have a different clothing allowance expense rate. If any officer exceeds his/her clothing allowance, the overage is his/her responsibility and will be paid back to the Town of Lancaster.

**c. Lost, Stolen, Damage Reporting:** Loss or damage of uniform items, badges, insignia, or individual equipment issued by this department shall be reported in writing to the Chief of Police immediately.

**d. Returning Issued Equipment**

- i. Issued Police Department property shall be returned upon separation from Police Department employment, when no longer needed or serviceable, or when instructed by a supervisor.
- ii. Upon return, the supervisor shall provide the employee with a receipt for the returned equipment.
- iii. Returned items shall be inspected for serviceability. Serviceable items may be re-issued. Some items which may be re-issued are:
  1. Portable Radios
  2. Firearms and magazines

3. Flashlights
  4. Impact Weapons
  5. Badges
  6. Outer wear
  7. Citation Book Holders
  8. Forms Boxes
  9. Other items as determined by the Chief of Police.
- iv. Uniform items discarded by employees shall be:
1. destroyed so as to render them no longer serviceable and to keep them from being used by unauthorized personnel to impersonate a department employee.

***e. Separation from Service and Retirement***

- i. Officers who separate from the department without retiring or retire for medical reasons are required to return all uniform clothing, firearms, weapons, magazines, individual equipment, body armor, badges and identification. Footwear and gloves may be retained by the separating member.
- ii. Officers who retire after satisfactorily completing their service and wish to remain a special police officer may retain all uniforms, outerwear, hats, footwear and duty belt at the discretion of the Chief of Police, until such time as they no longer actively work as a special officer.
- iii. Retired members shall be issued a retirement identification card and badge.

