

WATERTOWN POLICE DEPARTMENT GENERAL ORDER



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CHIEF

Effective Date: February 1, 2007	Rescinds: A-170 - January 1, 2006 Amends:	Number: A-170
Subject: Sworn Law Enforcement Personnel Dress Code and Uniform Regulations		Re-evaluation Date: February 1, 2009
Distribution: ALL PERSONNEL	Related CALEA Standards:	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. **PURPOSE**

The purpose of this policy is to promote a professional image of the Watertown Police Department to the community served.

2. **POLICY**

It is the policy of the Watertown Police Department that all uniformed sworn employees be consistently attired to reflect their authority, respective assignment, and rank within the Police Department.

3. **DEFINITIONS**

A. **UNIFORMED EMPLOYEES** - employees who are sworn law enforcement officers whose assignment and duties require the wearing of agency approved uniforms.

4. **PROCEDURES**

A. Uniformed employees will be properly groomed and his/her uniform clean, pressed and in proper condition.

B. All uniforms and equipment personally owned or issued by the Police Department for performance of duties, will be maintained in a clean, serviceable condition, ready for immediate use.

C. The following is a list of the prescribed uniforms (excluding specialty unit uniforms):

1. Class A, Law Enforcement Uniform:

- a. Light blue shirt bearing permanently affixed agency patches on both sleeves and department issued black tie.
- b. Navy Blue, full length trousers.
- c. Ike Jacket with nametag above the right breast pocket, department badge and any other pins or insignia approved by the Chief. Ike Jacket will be worn buttoned.
- d. Black leather belt.
- e. Black socks with black shoes (plain or capped toed) bearing no design on the uppers other than manufacturer stitching or high-top type black boots with appropriate colored socks.
- f. Class A uniforms shall be worn to all Jury trials and other functions as directed by the Chief.

2. Class B, Law Enforcement Uniform:

- a. Navy blue short sleeve or long sleeve shirt bearing permanently affixed agency patches on both sleeves.
- b. Navy Blue, full length cargo type trousers.
- c. Black leather issued duty belt and accessories.
- d. Black socks with black athletic type shoes or black boots with appropriate colored socks.
- e. Dark blue V-neck pullover with cloth department badge stitched on the left chest.
- f. Dark blue turtleneck.
- g. Black, navy blue or white crew neck tee shirt.

- h. Department issued baseball style hat with mini police patch or stocking caps with mini police patch.
3. Class C, Law Enforcement Uniform:
 - a. Navy blue polo shirt with collar, bearing the words "Police" in white block print on the back of the shirt and on both sleeves, as well as a permanently affixed agency badge printed on the left chest.
 - b. Navy blue cargo type trousers.
 - c. Black leather issued duty belt and accessories.
 - d. Black socks and black athletic type shoes or black boots with appropriate colored socks.
 4. Special Assignment and/or Unit Uniforms:
 - a. All uniforms worn by agency members of special teams, units, or while performing special functions may wear a distinct uniform suitable to the duties performed.
 - b. All uniforms worn by agency members of special teams, units, or while performing special functions, must be approved by the Chief of Police or her designee prior to their use.
 - c. All uniforms worn by agency members of special teams, units, or while performing specific functions will be consistent with the uniforms of other team or unit members.
 - d. All uniforms worn by agency members of special teams, units, or while performing enforcement activities, will be suitably marked to identify the wearer as a Watertown Police Officer.
- D. Reserve Officer Uniform:
1. All sworn Reserve Police Officers will wear the same uniform and accessories as worn by full-time sworn, non-supervisory Police Officers. Reserve Police Officers will wear a badge designating them as sworn reserve police officers.
- E. Employees will wear their prescribed uniform and equipment during their tour of duty.
1. Employees may be exempt from wearing the prescribed uniform, when conducting specific, temporary duties or assignments, these exemptions will require prior approval by the employee's immediate supervisor.
 2. Employees will wear only the uniform specified for their assignment. Civilian clothing will not be worn with any distinguishable part of the identifiable agency uniform.
 3. Employees may wear his/her prescribed uniform during special assignments or functions as authorized by the employee's supervisor, functions such as but not limited to:
 - a. Parades
 - b. Approved Civic Functions
 - c. Law Enforcement Related Funerals and etc.
- F. Seasonal Classifications of Uniforms
1. The summer class uniform will be worn May 1st through August 31st.
 2. The winter class uniform will be worn November 1st through the end of February.
 3. During the months of March, April, September, and October the officer may wear the uniform class of his/her discretion unless directed otherwise by a supervisor.
 4. Class A type uniform will be worn for events such as funerals, jury trials etc. or when directed by a supervisor.
 5. Additional winter wear shall consist of a three season jacket and /or a parka. Also insulated gloves, snow bibs, and a stocking hat to be worn only outside of the vehicle directing traffic etc.
 6. Dark blue headbands or earmuffs may be substituted for stocking hats. These will be purchased by the Officer at their discretion.
- G. Classification of Uniforms
1. Summer uniforms will be department issued items to be worn May through August and will consist of the Short Sleeve Shirts and designated as the Watertown Police Department Class B or Class C uniforms.
 2. Winter uniforms will be department issued items to be worn November 1st through the end of February. They will consist of Long Sleeve Shirts, Turtlenecks or Pullovers and be designated as Class B uniforms. If a tie is worn it shall be dark navy blue and a WPD tie tack will be worn with it.
 3. For court purposes, the uniform of the day will be worn to all preliminary hearings, grand juries and court trials. Class A uniform will be worn to all Jury Trials.
- H. Uniform Accessories and Rank Insignias

Agency members will wear and display only agency authorized accessories and insignias on their uniforms. The accessories and rank insignias will be worn and displayed by personnel holding that particular rank or awarded a specific accessory. At a minimum all Police Officers will wear the agency badge and nameplate on their uniform. The following are agency-approved accessories and rank insignias:

1. Law Enforcement Patrol Officer:
 - a. Agency badge (silver), above left shirt pocket.
 - b. Agency issued nameplate (silver), above right shirt pocket.
 - c. Silver δ WPD δ collar insignia, one each side of shirt collar.
 - c. Agency issued award or commendation pin(s) above nameplate.
 - d. Agency issued service pin, above award or commendation bar.
 - e. Special unit/team pin, above award or commendation bar.
2. Law Enforcement Field Training Officer
 - a. Agency badge (silver), above left shirt pocket.
 - b. Agency issued nameplate (silver), above right shirt pocket.
 - c. Agency issued award or commendation pin(s) above nameplate.
 - d. Agency issued service pin, above award or commendation bar.
 - e. Special unit/team pin, above award or commendation bar.
 - f. One silver chevron on each side of the shirt collar.
3. Law Enforcement Corporal
 - a. Agency badge (silver), above left shirt pocket.
 - b. Agency issued nameplate (silver), above right shirt pocket.
 - c. Agency issued award or commendation pin(s) above nameplate.
 - d. Agency issued service pin, above award or commendation bar.
 - e. Special unit/team pin, above award or commendation bar.
 - f. Two silver chevrons on each side of the shirt collar.
4. Law Enforcement Sergeant:
 - a. Agency Sergeant badge (gold), above left shirt pocket.
 - b. Agency issued nameplate (gold), above right shirt pocket.
 - c. Agency issued award or commendation pin(s) above nameplate.
 - d. Agency issued service pin, above award or commendation bar.
 - e. Special unit/team pin, above award or commendation bar.
 - f. Three gold chevrons on each side of the shirt collar.
5. Law Enforcement Captain:
 - a. Agency Captain badge (gold), above left shirt pocket.
 - b. Agency issued nameplate (gold), above right shirt pocket.
 - c. Agency issued award or commendation pin(s) above the nameplate
 - d. Agency Issued service pin, above award or commendation bar.
 - e. Special unit/team pin, above award or commendation bar.
 - f. Gold Captain Bars, one each side of shirt collar.
6. Assistant Chief
 - a. Agency Assistant Chief badge (gold), above left shirt pocket.
 - b. Agency issued nameplate (gold), above right shirt pocket.
 - c. Agency issued award or commendation pin(s) above the nameplate.
 - d. Agency issued service pin, above award or commendation bar.
 - e. Special unit/team pin, above award or commendation bar.
 - f. One small gold star, one set each side of shirt collar.
7. Chief
 - a. Agency Chief badge (gold), above left shirt pocket.
 - b. Agency issued nameplate (gold), above right shirt pocket.
 - c. Agency issued award or commendation pin(s) above the nameplate.
 - d. Agency issued service pin, above award or commendation bar.
 - e. Special unit/team pin, above award or commendation bar.
 - f. Two small gold stars, one set each side of shirt collar.
8. Agency Nameplates:
 - a. The agency issued nameplate will be worn with all class A and B uniforms.
 - b. The color of the nameplate will be the same as the color of the uniform badge.

- c. The tenure designation nameplate attachment will be worn with the nameplate.
 - d. The "serving since XXXX" designation will be reflective of sworn law enforcement service with the Watertown Police Department only.
- I. Law Enforcement Utility Belt and Accessories.
- The following items are issued by the agency to Watertown Police Officers and will be worn by these personnel during enforcement operations and applicable training sessions; these accessories will not be altered from the original manufacturer's condition. These accessories will be of leather "basket weave" design.
- a. Black colored duty belt.
 - b. Black colored firearm holster and firearm.
 - c. Black colored firearm magazine holder and firearm magazines.
 - d. Black colored OC spray holder and OC spray.
 - e. Black colored glove pouch and non latex gloves.
 - f. Black colored portable radio holder and radio.
 - g. Black handcuff case and handcuffs.
 - h. Black Colored Flashlight holder and flashlight.

The following items may be carried as an accessory on an officer's duty belt, subsequent to commander approval:

- a. Black pager holder.
 - b. Cell Phone case
 - c. Black transmitter mic holder
 - d. Additional black handcuff case and handcuffs.
- J. Jewelry or personal ornaments will not be affixed to any part of the uniform or equipment. The only items of jewelry permitted to be worn with the uniform are:
- 1. A wrist watch.
 - 2. Medical bracelets.
 - 3. One conservative ring on each hand.
 - 4. Concealed religious medals.
 - 5. Stud type earrings (female employees only).
- K. Grooming
- 1. Male Officers:
 - a. Hair - will be neatly trimmed and may extend over the tops of the ears, but will not cover more than half the ear. The hair will not extend over the top of the shirt collar or bush excessively from beneath the uniform hat when worn.
 - b. Sideburns - must be tapered to the contour of the head, trimmed with no flair and may not extend beyond 2/3 the length of the ear.
 - c. Mustaches must conform to the natural lip and must be neatly trimmed. Handlebar mustaches, waxes, twisted, or extreme styles are not permitted.
 - d. Beards, goatees or Fu Man Chus are not permitted for employees wearing an agency uniform.
 - 1. Beards, goatees or Fu Man Chus are authorized for non-uniformed employees who perform undercover duties and by employees assigned to investigative units where a uniform is not worn. These styles will be grown during an off-duty period to avoid an unshaven appearance and will be neatly trimmed.
 - 2. Female Officers:
 - a. Hair - While in uniform, hair will be conservative and present a business-like appearance. Hair must be secured in a style to prevent injury in the event of an assault. Hair must be styled to provide for the proper fit of a uniform hat. Long hair will not be loose to the extent, as it becomes a hazard to the officer and detracts from a professional appearance. If a hair clasp or barrette is worn, it must correspond with hair color.
 - b. Cosmetics will be subdued and blended to match the natural skin color of the employee. Fingernails will be neat and trimmed so as not to extend beyond the tips of the fingers. Fingernail polish, if worn, will be clear.
 - 3. Fad hairstyles that do not present a professional appearance are not acceptable. Supervision/Management will determine the appropriateness of hairstyles.
 - 4. Proper personal hygiene is a requisite when in any duty status or situation.

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