

# Truro Police Department

## UNIFORMS AND PERSONAL SAFETY EQUIPMENT

*Policy Number: OPS-8.04*

*Effective Date: June 1, 2000*

**REFERENCE:**

*Revised Date: February 20, 2011*

*Accreditation Standards: Std. 1.3.9., 41.3.5., 41.3.6*

*Mass. Gen. Law*

*Mass. Gen. Law, Chap 41, Sec 98D*

*Other:*

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### **POLICY:**

It shall be the policy of the Truro Police Department that officers and civilian personnel wear such uniforms and be issued such equipment as the Chief of Police may, from time to time, prescribe. All personnel should present a good physical appearance at all times and reflect a positive image as police officers and representatives of the police department. The police uniform identifies the officer or civilian representative and makes him readily accessible to the public. It is important, therefore, that the personnel of the department maintain a neat and clean appearance, and that the uniform serves as an appropriate introduction to the members of the community.

This policy and the following procedures pertain to all members of the Truro Police Department and will be used in conjunction with the TPD Fiscal Year Calendar, which indicates when uniform changes occur. If an officer or employee does not fall under any category, the Chief of Police shall designate the clothing to be worn by this individual. *(Revised December 15, 2002)*

### **PROCEDURES:**

- 1. CLEANLINESS AND NEATNESS:** Uniforms shall be kept neat, clean, and well pressed at all times. Care should be taken not to wear threadbare or faded items.
- 2. PERSONAL CLEANLINESS:** Members of the department shall keep their bodies, particularly their hands and fingernails, as clean as circumstances will permit.
- 3. CIVILIAN CLOTHING:**
  - A.** All employees permitted to wear civilian clothing during a tour of duty shall conform to standards acceptable for normal business wear in private business firms. The Chief of Police may require employees to dress in a more formal or less formal manner as circumstances dictate. Clothing that is suggestive or offensive is prohibited.

- B. COURT APPEARANCES:** Officers scheduled for work and court shall wear their assigned dress uniform. Officers not scheduled to work may wear dress civilian attire. All officers scheduled for Jury Trial shall wear civilian dress attire, regardless if they are working or not. Class C and D uniforms (see matrix) are not permitted when appearing as a witness for Court.
- C. OTHER CLOTHING:** The Chief, Lieutenant or sergeant may prescribe other types of clothing when necessary to meet particular police objectives. *(Revised February 20, 2011)*
- D. CIVILIAN CLOTHING NOT TO BE WORN WITH UNIFORM:** Civilian clothing will not be worn with any distinguishable part of the police uniform unless otherwise directed by a supervisor.
- 4. TIES:** Shall be issued by the Chief of Police. Ties shall be worn with all long sleeve shirts, except Street Gear uniforms.
- 5. HATS:** Shall be worn by all officers while working in uniform, and assigned to outside details, foot patrol, ceremonial functions, or a fixed post, i.e., school crossing posts, traffic control at a fire, accident scene, specific traffic assignments, etc.
- 6. HIGH VISIBILITY CLOTHING TO BE WORN WHILE DIRECTING TRAFFIC:** All officers shall wear high visibility clothing while directing traffic. The following uniform garments will satisfy this requirement: *Revised April 24, 2010)*
- A.** Reflective yellow traffic belt or traffic vest; *(Revised February 20, 2011)*
- B.** Reflective yellow raincoat (in appropriate weather)
- 7. RAINCOAT:** Each officer shall have a full-length reversible raincoat (reflective (yellow/black). Short reversible raincoats are permitted. The type and brand are to be approved by Chief of Police. Either raincoat may be stenciled with "**Truro Police**" lettering and may be equipped with additional reflective tape. *(Revised February 20, 2011)*
- 8. UNIFORM SCHEDULE:** The fiscal year calendar shall dictate when uniforms are to be worn, with respect to dates posted in advance by the Chief of Police. The attached uniform matrix indicates allowed uniform combinations for department personnel.

**9. UNIFORM SPECIFICATIONS:**

- A. HATS:** Dark Navy Blue garrison hat must be worn with class A and B uniforms. Garrison style hats must be worn with class B summer uniforms, or as prescribed by the Chief of Police. Officers wearing Street Gear or class D uniforms may wear the TPD ball cap type hat. Officers may wear issued TPD watch cap and the Trooper style fur hats during winter months. TPD ball cap may be worn year round during construction-type details, during special operations as assigned by the Chief, or with civilian clothing *while on duty*. (Revised February 20, 2011)
- B. HAT SHIELDS:** Issued hat shields must be worn on dress hats by sworn personnel.
- C. IDENTIFICATION CARDS:** All employees of the department shall carry the Identification Card issued to them. All officers will comply with Mass. Gen. Law, Chap 41, Sec 98D, which states that "such card shall be carried on the officer's person, and shall be exhibited upon lawful request for purposes of identification." (Revised February 20, 2011)
- D. BADGES:** Only badges authorized by the Chief of Police may be worn. While in dress uniform, personnel are to display their badge on the outermost garment over their left breast.
- E. JACKETS:** Five jackets are considered as part of the uniform of the department. (Revised Feb 20, 2011)
1. Cruiser jacket
    - a. short length cruiser jacket
    - b. medium length cruiser jacket
    - c. leather jacket (not issued but allowed)
  2. Rain coat(s) "Truro Police" on back
  3. Blouse Coat: (Class A only) not to be worn as a regular patrol uniform
  4. Winter 5.11 Jacket with TRURO POLICE on the back. (Revised February 20, 2011)
  5. Windbreaker: blue or black windbreaker "Truro Police" on back.
- F. SHIRTS:** Officers shall wear issued Navy blue shirts, or white shirts as issued. Telecommunicators shall wear french blue shirts as issued. The Administrative Assistant shall wear a french blue or white shirt. (Revised August 21 2005)
1. Tee shirts must be worn and visible while wearing a short sleeve shirt and shall be white.

2. Blue or black T-shirts or turtleneck shirts with TPD on the neck, may only be worn with class C Street Gear. Communications may wear white or black turtleneck shirts with class b uniforms. *(Revised November 24, 2003)*
- G. TIES:** Black ties as issued shall be worn by all personnel wearing long sleeve shirts with patches. Tie clasps will be aligned with the buttons of the breast pockets of the uniform shirt. See attached uniform matrix.
- H. PANTS:** Trousers shall be issued to all personnel and shall be worn unless otherwise specified by a supervisor. See attached matrix.
- I. SHOES:** Black, plain-toed shoes (tie oxford type) may be worn. No loafers or sneakers shall be worn with classes A, B or C uniforms. Black sneakers may be worn with class D uniforms. Shoes must be capable of being polished, and must be polished.
- J. BOOTS:** Black, plain-toed boots (tie or zipper type) may be worn. Boots must be capable of being polished and must be polished.
- K. SOCKS:** Black or navy blue socks shall be worn with shoes. White socks may be worn with Class D uniforms.
- L. SWEATERS:** Personnel may wear the department issued sweaters. The Truro Police Patch shall be worn on the both shoulders, the badge holder shall be worn on the left breast, and the name tag over the right breast
- M. CHEVRONS/BARS:** All sergeants shall wear chevrons on their uniforms as prescribed by the Chief of Police. The Lieutenant shall wear gold bars on the lapels of his uniforms. Based upon training and experience, the Chief of Police may issue private chevrons to officers if he so desires. *(Revised August 21, 2005)*
- N. PATCHES:** All jackets, sweaters, and dress shirts shall have a "Truro Police Patch" on the both shoulders. Sewn patches shall not be worn on raincoats, windbreakers or Street Gear.
- O. NAME TAGS:** Shall be worn centered over the right breast pocket of all shirts, and sweaters and shall be as follows:
  1. Patrolmen: Silver name tag with black lettering.
  2. Sergeants and ranks above, including those assigned to administration: Gold name tag with black lettering.
- P. UNAUTHORIZED ITEMS:** Pins, applets or other devices not mentioned are not authorized on any uniform without permission from the Chief of Police.

- Q. SCARVES:** Officers may wear issued TPD scarves or tactical face masks while working outside assignments or details with a winter uniform. *(Revised February 20, 2011)*

**10. EQUIPMENT SPECIFICATIONS:**

- A. GUN BELTS:** Regulation belts are described as follows:
- 1.** Officers working administrative assignments in uniform will wear a black leather basket weave belt or nylon belt.
  - 2.** Officers in uniform not wearing a duty belt, but carrying a weapon shall wear department issued holster. *(Revised February 20, 2011)*

*All accessory items affixed to belts must be of the same pattern. (All nylon items must match the nylon belt. All basket weave items must match the basket weave belt.)*

- B. GUN HOLSTER/CLIPS:** All officers will wear holsters and magazine clips as issued by the Chief of Police. *(Revised August 12, 2003)*

- C. HANDCUFFS:** Handcuffs and case shall be issued by the Chief of Police.

- D. KEYS:** All officers shall carry a handcuff key.

- E. FLASHLIGHTS:** All officers will carry a flashlight capable of providing illumination necessary for the safe performance of duty. Officers shall only use flashlights owned by the department. *(Revised February 20, 2011)*

Under no circumstances shall a flashlight be used as a substitute for a baton. Any officer who uses a flashlight as a weapon may be liable to department censure and possible punishment, as the flashlight shall not be considered as an "authorized weapon" issued by the department.

- F. RADIOS:** All on-duty officers working outside the station shall carry a department- issued portable radio. All uniformed officers shall carry their issued portable radio in a belt mounted case or bracket. Exceptions may be made to this procedure only at the discretion of the Officer in Charge. All officers are assigned a radio and may take it home.

- G. ACCESSORIES:** Officers may wear issued pagers, cellular phones and knives, knife cases on their duty belt. *(Added August 12, 2003)*

**H. PROTECTIVE ARMOR:**

1. All sworn uniformed personnel are strongly advised to utilize their issued protective armor at all times.
2. All sworn personnel **MUST** store their protective armor at the police station or in their assigned cruisers while on duty if not being worn.
3. All sworn personnel **MUST** wear protective armor while engaged in highly dangerous assignments, such as executing search warrants, or performing as a member of an entry team.
4. *All sworn personnel must wear protective armor at the firing range.*

## PATROL DIVISION

**CLASS A DRESS UNIFORMS:**

- This is considered special dress for patrol division personnel. In the event of a special occasion, funeral, event, or when ordered, officers shall wear the prescribed issued ceremonial dress uniforms. This uniform is not to be worn for duty unless ordered by the Chief of Police. *(new December 15, 2002)*
  - **Ceremonial Dress Uniforms** consist of a French blue dress blouse, Sam Browne cross strap, leather basket weave gun belt, dress pants with side stripes, dress navy uniform shirt, tie, garrison or sheriffs hat (as assigned) and dress (clarion) boots. All issued badges and brass will be worn on the blouse as directed by the Chief of Police.

**CLASS B DRESS UNIFORMS:**

- Class B uniforms are the dress uniforms that are worn normally during every tour of duty.
  - **Summer day shift** Officers shall wear a navy blue short sleeve shirt with patch, sheriff style hat, striped pants, black boots, and nylon or leather duty belt. Officers may wear short sleeve white shirt with patch as directed by the Chief of Police. Members of the Administration function may wear a white short sleeve shirt with patch. *(Revised March 27, 2003).*
  - **Summer night shifts and details** Officers shall wear navy blue short sleeve shirts with patch, striped pants, sheriff's style hat, black boots and either nylon or leather duty belt.
  - **Winter day, night shifts and detail** Officer shall wear long sleeve navy blue shirts with patch, striped pants, garrison hat, black boots, and nylon or leather duty belt. Sam Browne belt is option when worn with leather duty belt. Members of the Administration function may wear a white short sleeve shirt with patch. *(Days only)*
  - **Summer Motorcycle Uniform** Officer authorized to ride the department motorcycle shall wear issued boots, breeches, short sleeve shirt, leather gun belt and yellow cross straps or yellow jacket. *(Revised April 24, 2010)*
  - **Winter Motorcycle Uniform** - Officer shall wear the above gear except he/she shall wear a long sleeve shirt and tie. *(Revised April 24, 2010)*

**CLASS C UNIFORMS:**

- Class C uniforms consist of the Blauer Street Gear or 5.11 tactical uniforms issued by the Chief of Police. *(Revised Feb 20, 2011)*
  - **Winter shifts, details and range use** Officers shall wear with nylon duty belt, black boots, and TPD Cap. TPD turtleneck shirts or Blue, black T-shirts may be worn with this uniform. Black “Truro Police” pullover windbreaker may only be worn with this uniform. *(Revised November 30, 2005)*

**CLASS D UNIFORMS:**

- Class D Uniforms are the optional summer uniform issued by the Chief of Police.

**Summer shifts** Officers may wear navy shorts in place of striped pants, black sneakers, black or white socks, and nylon duty belt. TPD cap shall be worn with this uniform. This uniform may not be worn on details. *(Revised August 12, 2003)*

**COMMUNICATIONS DIVISION****CLASS A DRESS UNIFORMS:**

- This is considered the dress uniform for the communications division.
  - Telecommunicators shall wear long sleeve French blue shirts with patches, striped pants or striped skirts, black shoes or boots, black belt and tie. A sweater may be worn with this uniform.

**CLASS B UNIFORMS:**

- This is considered the standard working uniform for the division.
  - **Summer shifts** shall wear the french blue polo shirts with “communications” on the front of the shirt, navy blue pants without stripe, black belt and black shoes.
  - **Winter shifts** shall wear the long sleeve french blue shirts with “Communications” on the front of the shirt, navy pants without stripe, black belt and black shoes. A TPD turtleneck may be worn with this uniform. *(Revised November 24, 2003)*