





## **POLICIES AND PROCEDURES MANUAL**

	<b>UNIFORMS, EQUIPMENT, AND APPEARANCE</b>	
	<b>POLICY NUMBER: 22-5</b>	ISSUING AUTHORITY 
	<b>EFFECTIVE DATE: July 16, 2025</b>	Christine A. Elow Police Commissioner

### **I. GENERAL CONSIDERATIONS AND GUIDELINES**

Personnel of the Cambridge Police Department, both sworn and professional staff, and at all ranks and levels of responsibility, represent the City in their conduct and appearance. The department takes great pride in its reputation as a highly trained and professional organization. Its outward appearance reflects this pride and is symbolic of the high standards and principles that guide all that it does.

### **II. POLICY**

It is the policy of the Cambridge Police Department to establish:

- A. standards of appearance and grooming that instill confidence in fellow officers and the community they serve;
- B. standards of care for equipment that will provide for its readiness when needed;
- C. that all uniforms and equipment issued or paid for by the department remain the property of the department; and
- D. that the department will meet accreditation standard 22.1.6 Employee Appearance, Clothing, and Equipment.

### **III. DEFINITIONS**

- A. *Business Casual*: Neat casual clothing such as khakis, dress slacks, dress shirt, and polo shirt. Jeans, t-shirts, sneakers, shorts, sweatshirts, sweatpants, and tights are not considered business casual.
- B. *Professional Staff Attire*: Non-uniform clothing.
- C. *Formal Business Attire*: Dress clothes such as a business suit, suit coat, dress pants, shirt and tie for men, or a business dress or pants suit for women.

- D. *Uniform Accessories*: Articles or equipment approved by the Commissioner to be worn with the official uniform.
- E. *Uniform Insignia*: Patches, nametags, rank insignia, and other items worn on the uniform.
- F. *Uniform of the Day*: Uniform as directed by this policy or a competent authority, or in the form of a time-sensitive and limited communication.

## IV. PROCEDURES

### A. Department Uniforms

1. The Class B winter uniform will be worn from November 1st until April 15th of each year. The Class C summer uniform will be worn from April 15th until November 1st of each year. The summer uniform may be worn between April 1st and April 15th provided that the temperature for any shift is forecasted to exceed 70 degrees Fahrenheit.
2. The uniform of the day will be worn by all sworn members of the department while on duty with the following exceptions.
  - a. Personnel assigned to Support Services Division who are specifically assigned to wear formal business attire unless their assignment dictates otherwise.
  - b. Sworn personnel who are performing assignments as specified herein may wear the alternative uniform in place of the designated uniform of the day.
  - c. Personnel authorized by the Commissioner or Commanding Officer.
3. Personnel performing extra-duty assignments will wear either the uniform of the day, or a modified Class D uniform for road construction or traffic-related jobs only.
4. Sworn members of the department will only carry authorized and/or issued equipment while on duty or while performing off-duty employment assignments. Only the Police Commissioner may authorize the use of alternative equipment not already authorized.
5. The wearing of the uniform is prohibited in connection with the following circumstances.
  - a. Private employment other than extra-duty employment, except with written permission of the Commissioner.
  - b. Off-duty activities, public speeches, interviews, picket lines, marches or rallies, or any other public demonstration that may employ official sanction without written permission of the Commissioner.
6. During a tour of duty uniformed personnel will not wear a professional staff jacket over the uniform away from the station.
7. Sworn personnel attending district court may wear the appropriate uniform of the day or professional staff attire. Officers attending District Court while on duty will wear either the

Class B or Class C uniform only. Officers attending Superior Court must wear formal business attire.

8. Sworn personnel are expected to keep their uniforms neat, clean, and well-pressed at all times. Care should be taken not to wear torn, threadbare, or faded items.
9. Whenever practical, uniformed personnel are expected to wear the appropriate head gear when outdoors, out of the vehicle, or when deemed appropriate to be worn indoors.
10. Anytime an undershirt is exposed at the collar, such as with Class C, D, or E uniforms, the undershirt must be black in color. The undershirt should never extend beyond the length of the short-sleeve uniform shirt.

B. Wearing the Uniform

1. For court appearances, formal business attire is always appropriate and mandatory for Grand Jury and Superior Court. The uniform of the day is appropriate for District Court, Clerk Magistrate appearances, or hearings at the Registry of Motor Vehicles.
2. For special assignments, the Division Commander may authorize different attire for personnel within his/her chain of command other than that specified herein.
3. For training, sworn personnel attending sessions outside the department will conform with standards set by the sponsoring entity. For training hosted by the department the following standards shall apply.
4. Attire shall be guided by its appropriateness for the assignment.
  - a. Sworn personnel who are assigned to a uniformed position are expected to be in the designated uniform of the day, unless directed otherwise or their specific assignment allows for an alternative to the uniform of the day.
  - b. Sworn personnel who occupy administrative positions are expected to be in the uniform of the day or formal business attire, unless directed otherwise.
  - c. Uniformed personnel who are permitted to wear alternate uniforms while performing specialized assignments include the following.
    - (1) Motorcycle officers assigned to the Traffic Enforcement Unit.
    - (2) Crash investigators assigned to the Traffic Enforcement Unit.
    - (3) Community outreach officers assigned to the Family and Social Justice Section.
    - (4) Uniformed officers assigned to the booking function.
    - (5) Uniformed officers who have been assigned to bicycle patrol activities.
  - d. Professional staff specialists who are required to wear a uniform may wear a polo-style long or short sleeve shirt with the department's patch embroidered on the left breast of the shirt and tan colored BDU style pants. These positions include the following.
    - (1) IT/Radio Technicians

- (2) Property & Evidence Technicians
  - (3) Crime Scene Technicians
  - (4) Fleet Maintenance Personnel (wear black BDU-style pants in lieu of the tan-colored pants)
  - (5) Any other professional staff specialist who has been authorized by the Police Commissioner.
- e. Officers assigned to extra-duty details are expected to wear the uniform of the day while performing most details, to include their full duty belt and associated equipment. Officers working road construction jobs may wear an alternative uniform (Class D) as described herein. For all other extra-duty details, sworn personnel will wear the uniform of the day, including appropriate headgear, unless the detail specifically calls for some other attire.
  - f. All professional staff who are not required to wear a uniform are expected to wear business casual attire.
  - g. Variations to the normal attire may only be authorized by a commanding officer.
- C. Authorized Uniform Items
- 1. Footwear
    - a. Black, low quarter, leather uniform shoes.
    - b. Black leather athletic/walking shoes (this does not include sneakers or running shoes).
    - c. Black leather or ballistic nylon/leather combination uniform boots.
    - d. Black leather or patent leather paratrooper boots.
    - e. Motorcycle officers will wear the boots that are provided by the department.
    - f. Officers on bicycle patrol may wear solid black athletic-type shoes.
    - g. Uniformed employees wearing footwear with socks exposed shall wear black or navy-blue socks.
  - 2. Headgear
    - a. Sworn personnel are only authorized to wear headgear that has been approved by the department as part of their uniform.
    - b. The official uniform hat that may be worn without restriction is the eight-point uniform hat of a solid navy-blue fabric. The eight-point uniform hat comprised of a navy-blue mesh material may only be worn with the Class C summer uniform.
    - c. Patrol officers, sergeants, and lieutenants may wear an optional black baseball style uniform hat only with the Class C uniform or as part of the bicycle uniform when not wearing the designated bicycle helmet. The baseball style uniform hat will have a

department-approved patch on the front, either silver-colored border for patrol officers or gold-colored border for sergeants and above.

- d. Sworn personnel may wear a black fur-lined winter uniform hat as part of the Class B uniform or as part of the Class D uniform during winter months. The approved winter hat will have short fur with flaps.
  - e. Sworn personnel who have been assigned to the Traffic Enforcement Unit will wear the department-issued motorcycle helmet while operating a motorcycle.
  - f. Officers who are assigned to ride bicycles are required to wear the department-approved bicycle helmet while operating a bicycle.
  - g. All officers are authorized to wear a beanie-style winter hat with the department badge embroidered on the front, silver for patrol, gold for sergeants and lieutenants. Such authorization is only applicable with the winter uniform.
3. Insignia
- a. Aside from insignia approved by the department, no other buttons, pins, insignia, patches, attachments, or coverings of any kind will be worn on or as part of the department uniform unless receiving prior approval from the Police Commissioner. The only insignia that are permitted on the official department uniform are as follows.
    - (1) The department's uniform badge will be worn on the outermost garment over the left breast pocket, usually in the grommet provided for the badge. An embroidered department badge is to be worn in place of the department badge on the Class D and the Class E uniform shirt.
    - (2) The nameplate, silver-colored for patrol officers and gold colored for officers with the rank of sergeant or above, will be worn in alignment and centered with the top seam of the right breast pocket flap of the uniform shirt or embroidered over the right breast pocket flap for the Class D uniform.
    - (3) The hat badge will be worn on the eight-point uniform hat or the winter trooper-style hat, aligned with the grommet that is provided on the hat. The summer black baseball-style cap will bear the department's official patch centered on the front portion of the cap. In addition, sworn personnel will be expected to wear the following rank band as part of the eight-point uniform hat.
      - (i) Sergeants will wear a gold-colored metal hatband, which will be secured by gold-colored buttons.
      - (ii) Lieutenants and above will wear gold-bullion cloth hatband, which will be secured by gold buttons.
      - (iii) Deputy Superintendents and above will wear gold-bullion leafing on the brim of the uniform cap.

- b. Sworn personnel are encouraged to wear award pins/ribbons over the right flap pocket and centered over the nameplate. They may be worn in rows with as many as three pins/ribbons in alignment with one another, the highest award worn to the left, with descending award pin/ribbons to the right of the highest award pin.
- c. Sworn personnel who are assigned to the Tactical Patrol Force, Special Response Team, or the Explosive Ordinance Unit may wear the department's approved unit pin above and centered over their department awards/ribbons above the right shirt pocket of their uniform shirt, or their nameplate absent any awards/ribbons.
- d. On certain occasions, sworn personnel are encouraged to wear their military awards/ribbons above their department awards/ribbons, such as the Memorial Day Parade, Veteran's Day ceremony, or other occasion authorized by the Commissioner..
- e. Sworn personnel will wear their collar insignia in alignment with the collar seams of the uniform shirt, with the base of the insignia in alignment with the bottom seam and the foremost edge of the insignia in alignment with the front-seam of the collar.
- f. Patrol Officers will wear their silver-colored identification number on the left collar and silver-colored "CPD" insignia on the right collar.
- g. Lieutenants and Sergeants will wear their gold-colored identification number on the left collar and gold-colored *CPD* insignia on the right collar.
- h. Deputy Superintendents will wear three gold-colored stars (sized for the collar) on both collars.
- i. Superintendents will wear four gold-colored stars, sized for the collar, on both collars.
- j. The Police Commissioner will wear five gold-colored stars on both collars.
- k. Officers with the rank of lieutenant, deputy superintendent, superintendent, and Police Commissioner will wear their rank insignia on the epaulet, aligned and centered with the seams on the epaulets.
  - (1) Lieutenants will wear a single gold-colored bar, sized for the epaulet, on both epaulets of their uniform shirts, uniform sweaters, and uniform jackets and coats to include their uniform dress blouse coats.
  - (2) Deputy superintendents will wear three gold-colored stars on both shirt collars; the stars will also be worn on the epaulets of their uniform sweaters, uniform jackets and coats, and uniform dress blouse coats.
  - (3) Superintendents will wear four gold-colored stars on both shirt collars; the stars will also be worn on the epaulets of their uniform sweaters, uniform jackets and coats, and uniform dress blouse coats.
  - (4) The Police Commissioner will wear five gold-colored stars on both epaulets of his/her uniform sweaters, uniform jackets and coats, and uniform dress blouse coats.

#### 4. Shoulder Patches

- a. All uniformed personnel will wear the department-approved shoulder patch on both sleeves of their uniform shirts, sweaters, and uniform jackets and coats, ½-inch from the shoulder seam, centered on the shoulder, excluding raincoats.
- b. Sergeants will wear yellow-colored sergeant's chevrons matching the border of the shoulder patch on both sleeves ½-inch centered beneath the shoulder patch of their uniform shirts, sweaters, and uniform jackets and coats, excluding raincoats.
- c. Officers assigned to the Traffic Enforcement Unit may wear the department-approved Traffic Enforcement patch on the right sleeve beneath the department's shoulder patch of their uniform shirts, sweaters, and uniform jackets and coats, excluding raincoats.
- d. Sergeants and above in the Traffic Enforcement Unit may wear the Traffic Enforcement insignia pin above the nameplate.

#### 5. Mourning Bands

- a. A black mourning band with a single blue stripe in the center 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 Police Commissioner.
- b. The mourning band may be worn from the time of official death notification through the day of the funeral. A solid black mourning band will be worn in memory of Cambridge police officers who have lost their lives in the line of duty, for a period of thirty (30) days from the official death notification.

#### 6. Equipment on the Duty Belt

- a. Sworn personnel may carry on the duty belt only the equipment that has been authorized by the department.
- b. Sworn personnel who are required to wear the duty belt, must at a minimum have the following items on the duty belt: approved duty holster, double magazine case, handcuff case, PR-24 holder, and OC spray. Officers may have other items on their duty belts, provided the item is not expressly prohibited.
- c. Other items that are permissible, but not issued by the department include:
  - (1) flashlight and flashlight holder;
  - (2) Leatherman tool;
  - (3) disposable gloves and pouch;
  - (4) cross strap or gun belt suspenders; and
  - (5) folding knife or cutting tool.
- d. Sworn personnel who are authorized to wear a garrison belt are required to have at a minimum on the belt an approved off-duty holster, a pair of handcuffs, and single

magazine combination case/carrier. The color of the belt buckle should be consistent with the rank of the officer.

#### 7. Approved Outerwear

- a. Uniformed personnel are only permitted to wear as an outer garment only those jackets, coats, sweaters, and raingear that have been approved by the department. All outer garments must have the department shoulder patch on both sleeves, centered ½ inch from the shoulder seam, except for raingear, and an allocated space for the department badge to be worn on the left breast area of the garment. The following items are approved as outer garments.

- (1) Navy Blue Blauer Windbreaker Jacket (reversible) or similar item.
- (2) Navy Blue Blauer Winter-style coats or similar item.
- (3) ANSI approved Blauer high-vis yellow ¾ length coat, with *Cambridge Police* stenciled across the back of the coat or similar item.
- (4) ANSI approved Blauer high-vis yellow all-purpose rain jacket or similar item.
- (5) Black leather ¾ length uniform coat.
- (6) Full length & ¾ length reversible raincoats.
- (7) Navy blue Blauer police uniform sweaters.
- (8) Department issued motorcycle outerwear.
- (9) Department approved bicycle jackets & windbreaker pullovers.
- (10) ANSI approved department designated Blauer traffic vest with the lettering *Cambridge* vertically on the right front of the vest and the lettering *Police* vertically on the left front of the vest. The vest will also have the lettering *Police* horizontally on the back panel.
- (11) Members of the command staff may wear the 5.11 Tactical Series fleece jacket for certain administrative activities with the department patch embroidered on the left breast of the jacket.
  - (i) Members of the department may purchase a one-piece winter suit, provided they are able to wear and have full access to the required duty belt worn on the exterior of the winter suit.
  - (ii) The department shoulder patch is to be worn on both sleeves of the winter suit in the normal position they would normally be worn.
  - (iii) Black, white, or *high-vis* winter gloves, traffic gloves, or mittens may be worn.

#### 8. Protective Body Armor

- a. Officers are required to wear the department issued protective body armor/protective vests in accordance with department policy.



- b. Officers may wear an approved protective vest, outer carrier, on the outside of the uniform. Officers may elect to move authorized equipment from the duty belt to an outer carrier protective vest.

D. Uniform Class Specifications

1. The Class A uniform is the dress uniform of the department typically worn for ceremonial or special occasions and usually at the direction of the Police Commissioner or commanding officer.
  - a. The Class A uniform for members of the Command Staff will consist of the following.
    - (1) The uniform blouse coat bearing the rank insignia on the epaulets, the uniform badge, and the nameplate to be worn aligned and centered with the top seam of the pocket flap, gold-color nameplate, and any award ribbons earned.
    - (2) A blue long-sleeve dress shirt with a black uniform tie with a gold-colored department approved tie clasp. If the uniform blouse coat is not worn, a blue uniform long-sleeve shirt will be worn with the officer's rank insignia on the collar, the officer's uniform badge, gold-color nameplate, and any award ribbons above the nameplate.
    - (3) The pants will be made of polyester, combination polyester/cotton twill or wool material and will be navy blue, navy/black or LAPD Blue in color. The uniform pants will have a one-inch-wide black braid strip that runs the full length of both pant legs.
    - (4) Only the eight-point uniform hat of solid blue navy material may be worn as part of the Class A uniform.
    - (5) Only black, low quarter, polished leather or patent leather uniform shoes may be worn with the Class A uniform.
    - (6) A black garrison belt with a gold-colored buckle, department approved off-duty holster, and a combination handcuff and magazine case.
    - (7) The Police Commissioner may specify other optional wear including white uniform gloves, dress uniform trench coat, mourning ribbon, and military ribbons/awards.
  - b. The Class A uniform for lieutenants will include the following.
    - (1) A blue long-sleeve uniform shirt with a black uniform tie with a gold-colored department-approved tie clasp. The shirt will be made of polyester, combination polyester/cotton twill or wool material and will be military style. Rank insignia will be worn on the epaulets; gold-colored identification number on the left collar of the shirt and the gold-colored "CPD" insignia on the right collar. The badge, gold-color nameplate, and any award ribbons will be worn immediately above the nameplate.
    - (2) The pants will be made of polyester, combination polyester/cotton twill or wool material and will be navy blue, navy/black or LAPD Blue in color. The uniform pants will have a  $\frac{3}{4}$ -inch wide black braid strip that runs the full length of both pant legs.

- (3) Only the eight-point uniform hat comprised of solid blue navy material may be worn as part of the Class A uniform.
  - (4) Only black, low quarter, polished leather or patent leather uniform shoes may be worn with the Class A uniform.
  - (5) A black garrison belt with a gold-color buckle, department approved off-duty holster, and a combination handcuff and magazine case.
  - (6) The Police Commissioner may specify other optional wear to be worn as part of the Class A Uniform including a uniform blouse coat worn over the blue uniform shirt. The uniform blouse coat will bear the rank insignia on the epaulets, a single gold bullion strip on each of the sleeves, the uniform badge, the nameplate aligned and centered with the top seam of the pocket flap, gold-color nameplate, and any award ribbons. Other optional wear includes white uniform gloves, uniform coat, jacket, or raincoat, mourning ribbon, and military ribbons/awards.
- c. The Class A uniform for sergeants will consist of the following.
- (1) A navy blue, long-sleeve uniform shirt with a black uniform tie with a gold-colored department-approved tie clasp. The shirt will be made of polyester, combination polyester/cotton twill or wool material and will be military style. The gold-colored identification number will be worn on the left collar of the shirt and the gold-colored "CPD" insignia on the right collar. Sergeant chevrons will be worn immediately below the department patch. The sergeant's uniform badge, gold-color nameplate, and any award ribbons earned by the sergeant will be worn immediately above the nameplate.
  - (2) The pants will be made of polyester, combination polyester/cotton twill or wool material and will be navy blue, navy/black or LAPD Blue in color. The uniform pants will have a ½ inch wide black braid strip that runs the full length of both pant legs.
  - (3) Only the eight-point uniform hat comprised of solid blue navy material may be worn.
  - (4) Black, low quarter, polished leather or patent leather uniform shoes, or polished black or patent leather paratrooper boots.
  - (5) Full duty belt with approved equipment, to include at a minimum, department holster, double magazine pouch, handcuff case, PR-24 holder, and OC spray.
  - (6) A Special Order may specify other optional wear including white uniform gloves, a uniform coat, jacket, or raincoat, mourning ribbon, and military ribbons/awards.
- d. The Class A uniform for patrol officers will consist of the following.
- (1) A navy blue, long-sleeve uniform shirt will be worn with a black uniform tie with a silver-colored department-approved tie clasp. The shirt made of a polyester, combination polyester/cotton twill or wool material of military style. The silver-

colored identification number will be worn on the left collar of the shirt and the silver-colored "CPD" insignia will be worn on the right collar. The uniform badge, silver-color nameplate, and any award ribbons will be worn immediately above the officer's nameplate.

- (2) The pants will be made of polyester, combination polyester/cotton twill or wool material and will be navy blue, navy/black or LAPD Blue in color. The uniform pants will have a ¾-inch wide dark copen (#24 – Boston PD blue) nylon braid strip that runs the full length of both pant legs.
  - (3) Only the eight-point uniform hat comprised of solid blue navy material may be worn.
  - (4) Black, low quarter, polished leather or patent leather uniform shoes, or polished black or patent leather paratrooper boots.
  - (5) Full duty belt with approved equipment, to include at a minimum, department holster, double magazine pouch, handcuff case, PR-24 holder, and OC spray.
  - (6) The Police Commissioner may specify other optional wear including white uniform gloves, uniform coat, jacket, or raincoat, mourning ribbon, and military ribbons/awards.
- e. Employees, sworn and professional staff, who are permitted to wear professional staff attire, will wear formal business attire to an event that has been specified as a Class A event. Sworn personnel may wear the badge draped over the left breast pocket of the suit/sport jacket.
2. The Class A-1 uniform is the dress uniform of the department and may be worn in place of the Class A uniform for ceremonial or special occasions during the summer months (April 15th through November 1st), as specified by the Police Commissioner or Commanding Officer. The only differences between the Class A uniform and the Class A-1 uniform are as follows.
- a. Lieutenants and above will wear a navy blue short-sleeve uniform shirt without a tie and open at the collar. There should be no undershirt exposed at the collar of the shirt.
  - b. Sergeants and patrol officers will wear a navy blue short-sleeve uniform shirt without a tie and open at the collar. If an undershirt is exposed, it will be black in color.
  - c. All officers are expected to wear the eight-point uniform hat made of the solid navy-blue material; mesh material hats are not authorized.
  - d. Other optional wear associated for the event may be authorized, such as white gloves, mourning ribbons, or outer garments.
  - e. Professional staff will wear the appropriate formal business attire. Sworn personnel may wear their department badge draped over the left breast pocket of their suit/sport jacket.

3. The Class B uniform is the department winter work uniform and is typically worn between November 1st and April 15th of each year, unless otherwise exempted. The Class B uniform shall consist of the following.
  - a. All uniform personnel will wear a navy blue long-sleeve uniform shirt of similar material to the Class A shirt with the appropriate rank insignia, collar pins, department badge, nameplate, and department awards/ribbons.
  - b. Deputy Superintendents and above are required to wear a black uniform tie with the department approved gold-colored tie clasp.
  - c. Lieutenants and sergeants who have headquarters assignments and are required to wear a uniform will wear a black uniform tie with the department-approved gold-colored tie clasp.
  - d. Lieutenants and sergeants who have field assignments may wear a black uniform tie with the department approved gold-color tie clasp or may wear one of the following optional alternatives.
    - (1) Black turtleneck style collar under their uniform shirt with the appropriate collar insignia, no embroidery necessary.
    - (2) Black turtleneck style collar under a uniform sweater. If wearing a turtle-neck style collar without a uniform shirt, the identification number will be embroidered on the left side of the collar and the "CPD" insignia on the right side, both in gold/yellow-colored lettering. The lettering is to be ½ -inch in height, block lettering, no script. The turtleneck shirt shall never be the outermost garment on the uniform. If wearing the department-approved sweater, the department badge and nameplate, and department shoulder patches will be displayed. Lieutenants will also display their rank insignia on the epaulets of the sweater.
  - e. Patrol officers who have headquarters assignments will be required to wear a black uniform tie with the department-approved silver-colored tie clasp or the authorized Class D uniform.
  - f. Patrol officers who have field assignments may wear a black uniform tie with the department approved silver-colored tie clasp or may wear one of the following optional alternatives.
    - (1) Black turtle-neck style collar with no embroidering under the uniform shirt with the appropriate collar brass.
    - (2) Black turtleneck collar under a uniform sweater. If wearing a turtleneck style collar without a uniform shirt, the identification number will be embroidered on the left side of the collar and the department's CPD insignia on the right side, both in silver/white-colored lettering. The lettering is to be ½ -inch in height block lettering. The turtleneck shirt shall never be the outermost garment on the uniform. If wearing

the department-approved sweater, the department badge and nameplate on the sweater, and the shoulder patches will be displayed on the sweater.

- g. Patrol officers who are in specialized assignments may wear a Class D uniform in place of the Class B uniform as their duty attire. Refer to the section describing Class D uniforms for a listing of those assignments.
  - h. All uniformed personnel, unless otherwise exempted, will wear navy blue uniform pants, as described in Class A uniform section, with the following braiding.
    - (1) Deputy Superintendents and above will wear a 1-inch black braid running the length of the pant legs.
    - (2) Lieutenants will wear a  $\frac{3}{4}$ -inch black braid running the length of the pant legs.
    - (3) Sergeants will wear a  $\frac{1}{2}$ -inch black braid running the length of the pant legs.
    - (4) Patrol officers will wear a  $\frac{3}{4}$ -inch dark copen nylon braid (#24 – Boston PD blue) running the length of the pant legs.
    - (5) Motorcycle officers will wear comparable striping on the breeches as described above.
  - i. Officers are expected to wear as part of their duty uniform the appropriate duty belt and associated equipment, as specified:
    - (1) Deputy Superintendents and above are expected to wear a garrison belt with gold-color buckle, the department approved off-duty holster, and a combination handcuff and single magazine case.
    - (2) Lieutenants and sergeants assigned to headquarters may wear a garrison belt w/ gold-color buckle, the department approved off duty holster, and a combination handcuff and single magazine case, or the full-duty belt and associated equipment.
    - (3) Lieutenants, sergeants, and patrol officers assigned to field assignments will wear the full-duty belt, duty holster, double magazine pouch, handcuff case, PR-24 holder, and OC spray holder.
  - j. All officers will wear the approved footwear as specified in this directive.
  - k. Officers are only permitted to wear those sweaters, jackets, coats, and raingear that are part of their duty uniform.
  - l. Officers are only permitted to wear the eight-point uniform hat made of solid navy-blue material unless the assignment allows them to wear alternative head wear. The only other optional hat permitted is the navy-blue fur-lined hat. Officers may wear polyethylene liners with the approved hat gear. Other headgear is not permitted.
4. The Class C Uniform is the department summer uniform and is typically worn between April 15th and November 1st of each year, unless otherwise exempted. The Class C Uniform may be worn in lieu of the Class B Uniform from April 1st to April 15th, provided the forecasted

temperature for the effected work shift exceeds 70 degrees Fahrenheit. The Class C uniform shall consist of the following.

- a. All uniformed personnel will wear a navy blue short-sleeve uniform shirt made of a polyester, combination polyester/cotton twill or wool material and will be military style with the appropriate rank insignia, collar pins, department badge, nameplate, department awards/ribbons. The top button of the shirt collar will be open. If an undershirt is exposed at the collar, it will be black in color.
- b. All uniformed personnel, unless otherwise exempted, will wear navy blue uniform pants, as described in Class A uniform section, with the following braiding.
  - (1) Deputy superintendents and above will wear a 1-inch black braid running the length of the pant legs.
  - (2) Lieutenants will wear a  $\frac{3}{4}$ -inch black braid running the length of the pant legs.
  - (3) Sergeants will wear a  $\frac{1}{2}$ -inch black braid running the length of the pant legs.
  - (4) Patrol officers will wear a  $\frac{3}{4}$ -inch dark Copen nylon braid (#24–Boston PD blue) running the length of the pant legs.
  - (5) Motorcycle officers will wear comparable striping on the breeches.
- c. Officers are expected to wear as part of their duty uniform the appropriate duty belt and associated equipment, as specified:
  - (1) Deputy superintendents and above are expected to wear a garrison belt with gold-color buckle, the department approved off-duty holster, and a combination handcuff and single magazine case.
  - (2) Lieutenants and sergeants assigned to headquarters may wear a garrison belt with gold-color buckle, the approved off-duty holster, and a combination handcuff and single magazine case, or the full-duty belt and associated equipment.
  - (3) Patrol officers assigned to headquarters may wear a garrison belt with silver-colored buckle, the approved off-duty holster, and a combination handcuff and single magazine case, or the full-duty belt and associated equipment.
- d. Lieutenants, sergeants, and patrol officers assigned to field assignments will wear the full duty belt, approved duty holster, double magazine pouch, handcuff case, PR-24 holder, and OC spray holder.
- e. All sworn personnel will wear the approved footwear as specified in this directive.
- f. Sworn personnel are only permitted to wear authorized sweaters, jackets, coats, and raingear as part of their duty uniforms.
- g. Sworn personnel are only permitted to wear the eight-point uniform hat made of solid navy-blue material, eight-point uniform hat of mesh material, or black baseball-style cap unless the assignment allows them to wear alternative head gear.

5. The Class D Uniform is considered a utility uniform and may only be worn for specific assignments and/or duties in lieu of the Class B and Class C uniforms. The Class D uniform is an optional alternative to the specified department uniform and must be purchased and maintained at the officer's own expense.
  - a. The uniform shirt will be worn as follows.
    - (1) The uniform shirt will be a BDU-style shirt, consistent with the navy-blue Blauer *street gear* 8703x long-shirt or 8713x short-sleeve shirt. The officer's identification number will be embroidered on the left collar in alignment with the collar seams, silver-colored for patrol officers or gold-colored for sergeants and lieutenants. The letters *CPD* will be embroidered on right collar in alignment with the collar seams, silver-colored for patrol officers or gold-colored for sergeants and lieutenants. The embroidered lettering will be ½-inch in height, block style lettering, no script.
    - (2) An embroidered Cambridge Police badge will be sewn above the left breast pocket of the shirt, silver for patrol officers or gold for sergeants and lieutenants.
    - (3) The officer's name embroidered on strip, ¾-inch block lettering, will be sewn above the right breast pocket, silver for patrol or gold for sergeants and lieutenants.
    - (4) The department's shoulder patch will be sewn ½-inch below the top seam of the shirt on both sleeves.
    - (5) Sergeants will wear their rank insignia ½-inch below the shoulder patch.
    - (6) Normally, officers will wear the uniform shirt collar open with a black-colored tee shirt exposed at the collar. Officers may wear a black turtle-neck style collar during the winter months, consistent with the Class B uniform timeframe.
    - (7) With the Class B uniform, officers will wear a long-sleeve shirt.
    - (8) During the Class C uniform timeframe, officers may wear the long sleeve rolled up, or the short-sleeve version of the BDU-style shirt.
  - b. The uniform pants will be BDU-style pants, consistent with the navy-blue Blauer "street gear" 8810x pants. The pant leg will be worn over a high-top shoe or uniform boot.
  - c. The Class D uniform hat is the authorized baseball style cap with the department patch embroidered on the cap, silver border for patrol officers or gold border for sergeants and lieutenants. Officers may wear the trooper-style cap in lieu of the baseball-style cap during winter months but may never wear the eight-point hat with Class D uniform.
  - d. Officers wearing a Class D uniform will wear the approved duty belt, holster, double magazine case, handcuff case, OC holder, and PR-24 holder at a minimum.
  - e. Officers will wear the department-approved uniform coat or jacket as outerwear.
6. The Class E uniform is the department bike uniform and is worn as an alternative to the Class B or Class C uniforms. Officers may wear the Class E uniform while performing specific

assignments and/or duties unless permission has been granted otherwise. The basic Class E uniform will be issued at time of hire and must be maintained, replaced, and augmented at the officer's own expense.

- a. The Class E uniform may be worn by officers while performing the following duties or as may be authorized by the officer's unit commander.
  - (1) Officers assigned to the Family and Social Justice Section while performing bicycle assignments, or when specifically authorized by the unit commander.
  - (2) Officers assigned to the Patrol Operations Division while performing bicycle assignments, or when specifically authorized by the Division or Commanding Officer.
- b. The uniform shirts will be the high-vis yellow. A 3½-inch "Police" lettered patch panel will be sewn to the back of the shirt. The Cambridge Police patch will be sewn on both sleeves, ½-inch below the sleeve seam. The embroidered Cambridge Police badge will be sewn to the left breast portion of the shirt, silver for patrol officers or gold for sergeants and above. Sergeants will wear their rank insignia ½-inch below the Cambridge Police patch on both sleeves. If an officer wears a t-shirt that is exposed at the collar of the shirt, it will be black in color.
- c. The uniform pants will either be a navy blue Blauer bicycle shorts (8822, 8840x or 8841x) or navy blue Blauer bicycle long pants (8842, 8200N, 8200NW, 8210N, or 8210NW).
- d. The uniform jacket or top is the green high-vis soft shell Blauer 4670. The shoulder patch will be worn ½-inch below the sleeve seam on both sleeves, and the embroidered badge on the left breast where the breast, silver for patrol officers or gold for sergeants and above. Sergeants will wear their rank insignia ½-inch below each of the shoulder patches.
- e. Officers will wear the approved bicycle helmet whenever riding a bicycle.
- f. Officers wearing a Class E uniform will wear the approved web belt, duty holster, double magazine case, handcuff case, OC holder, and PR-24 holder at a minimum.
- g. Officers may wear the department-approved baseball style cap in place of the bicycle helmet when not operating a bicycle.
- h. Officers may wear solid black leather athletic sneaker-type shoes.
- i. Officers may wear variations of the approved Class E uniform regardless of the season due to the nature of the work they are performing.

E. Off-Duty Employment/Details

1. Officers are expected to wear the uniform of day while working off-duty employment/details, unless the off-duty employment/detail requires other attire.
2. Officers will wear their full duty belt and associated equipment.



3. Officers may wear the Class D uniform in place of the uniform of the day for road construction/traffic-related projects only. The Class E uniform is permitted and authorized for these details. Officers wear the appropriate uniform of the day for other details.
4. While working traffic-related details, officers will wear the authorized traffic vest at all times, or may wear other ANSI approved coats, reversible jackets, or reversible raincoats.
5. Officers may wear the one-piece winter suit while working road construction/traffic-related assignments only, provided that the officer is able to wear his/her full duty belt and has unrestricted access to the equipment on the belt. The winter suit will be dark navy blue in color and not have BDU type pockets. Officers may not wear a hood.

F. Other Uniform Designations

1. Sworn personnel assigned to work in Special/Selective Enforcement Assignments may wear clothing/equipment as designated by their commanding officer.
2. Sworn personnel who are assigned to the Special Response Team, the Tactical Police Force, or the Explosive Ordinance Team will wear the designated uniform/equipment.
3. Sworn officers assigned to FSJS as SROs or YROs are authorized to wear a black polo-style shirt and BDU-style pants with an appropriate field baseball cap.
4. Employees working as Traffic Supervisors/School Crossing Guards will wear the designated uniform/equipment as specified in the appropriate section of the department's Policy & Procedures Manual.
5. Volunteers in the Cambridge Auxiliary Police Department will wear the designated uniform/equipment.

G. Civilian Attire for Sworn and Professional Staff Assignments

1. Sworn personnel in the Criminal Investigations Section of the Support Services Division and the Youth/Family Services Unit are to dress and be equipped as follows.
  - a. The appropriate dress for non-uniformed sworn personnel during winter periods is business casual attire unless circumstances dictate otherwise.
  - b. Non-uniformed sworn personnel may wear more relaxed attire for comfort in warmer weather while staying mindful of a professional appearance. Polo shirt, chino pants, more casual shoes for males and females; no sandals or open toe shoes for males
  - c. When appearing in court, a dress coat and tie for male officers and suitable formal business attire for female officers is required, regardless of the seasonal weather.
  - d. When attending other formal events, or where it is deemed appropriate, non-uniform personnel should wear formal business attire.
  - e. All sworn personnel must be in possession of their badge and issued identification card. If the officer's service weapon can be viewed by the public, then the officer is to have his/her department's badge conspicuously displayed.

- f. All sworn personnel must carry their duty service firearm in the approved holster.
  - g. All sworn personnel must carry at least one fully loaded spare magazine and at least one pair of handcuffs and handcuff key.
  - h. All sworn personnel must possess and/or wear protective body armor in accordance with policy.
  - i. All sworn personnel must have while in the field, OC spray in an approved carrier and the PR-24 readily available.
- 2. Officers who have been assigned to a Task Force will adhere to the dress code that has been established by the supervisory personnel of that Task Force. In addition, the officer is required to be in possession of the following equipment.
  - a. Badge and department-issued identification card, unless having these items on their person would comprise the assignment or present a safety concern.
  - b. Duty firearm in an approved holster, unless specifically authorized by the Police Commissioner to carry an alternative weapon and/or holster. If the firearm is visible to the public, then the officer shall have the badge conspicuously displayed.
  - c. One fully loaded spare magazine and at least one pair of handcuffs and handcuff key.
  - d. Body armor in accordance with policy.
  - e. Have in their possession while in the field, OC in an approved carrier and the PR-24 readily available.
  - f. The officer may not carry any other weapon or defensive tool that is not already approved by this department, even if it is carried by the other overseeing agency, unless specific permission has been granted by the Police Commissioner.
- 3. Professional staff who are not assigned to wear a uniform in the performance of their duties will adhere to the professional dress code established for non-uniformed officers.
  - a. Personnel will have in their possession their department-issued identification/pass card.
  - b. The dress code may be relaxed by the unit supervisor for an employee to accomplish projects that are outside the employee's normal duties.

#### H. Initial Issue of Uniforms and Equipment

- 1. The department will furnish newly hired student officers with the uniforms, equipment, and books that are specified by the police academy they are assigned to attend, except for footwear as specified by the academy and all workout apparel. The cost of any additional academy uniforms beyond the initial issue will be borne by the student officer.
- 2. Newly hired officers will be issued certain articles of the department uniform and equipment, and unless specified otherwise, will be replaced by the department. All other articles of uniform and equipment not issued by the department are the responsibility of the officer to

- purchase and maintain. All articles of the uniform and equipment will meet the specifications of the department; facsimiles or substitutes are not permitted unless specifically authorized. Equipment issued by the department is the property of the department and must be returned to the department upon separation/retirement. Articles of the uniform and equipment that will be issued by the department, to include the following.
- a. One set of the department breast & hat badge.
  - b. Identification Card and Facility Access Card.
  - c. One set of collar pins; nameplate; silver hatband; shoulder patches.
  - d. The approved duty belt, holster, keepers, handcuff case, double magazine pouch, PR-24 & holder, OC spray canister & holder, and one set of handcuffs and keys.
  - e. Department-issued firearm along with extra magazines and ammunition; body armor.
  - f. Portable radio, spare battery, charger, & holder.
  - g. Department-approved safety vest (initial issue only).
  - h. Crowd control helmet.
  - i. All uniform shirts, pants, coats, jackets, raincoats, hats, footwear, gloves, any other auxiliary uniforms (e.g., Class E uniforms, winter suit, etc.), approved auxiliary holster worn while working, and any other approved equipment are to be purchased and maintained by the officer.
3. Officers who have been assigned to the Traffic Enforcement Unit and specifically those officers who are assigned to a motorcycle will be furnished with the following uniform apparel and equipment. These officers are also expected to maintain the regular uniforms in addition to their motorcycle uniforms. Motorcycle uniforms and associated equipment should only be worn during times when the officer is engaged in operating the motorcycle.
    - a. Approved motorcycle helmet, to be replaced after 3 years of serviceable use.
    - b. Two pairs of uniform breeches, to be replaced after 2 years of serviceable use.
    - c. One pair of Uniform boots, to be replaced after 3 years of serviceable use.
    - d. Designated uniform jackets/coats to be worn while operating the motorcycle and replaced as wear necessitates.
    - e. Designated raingear worn while operating the motorcycle and replaced as needed.
    - f. White Cross Straps.
    - g. Associated auxiliary portable radio equipment.
  4. Officers who are in detective assignments will be issued the following equipment. All other associated equipment will be the responsibility of the officer.
    - a. Badge; approved auxiliary holster and combination magazine and handcuff holder.

5. Upon promotion to the rank of sergeant or higher officers will be issued the following.
  - a. Hat and breast badge of office; identification card; and hatband commensurate with rank.
  - b. A gold-colored nameplate; one set of gold-colored collar pins.
    - (1) Sergeants will receive one set of *CPD* insignia and the officer's ID number.
    - (2) Lieutenants will receive one set of *CPD* insignia and the officer's ID number.
    - (3) Deputy Superintendents will receive a set of 3-star collar pins.
    - (4) Superintendents will receive a set of 4-star collar pins.
    - (5) The Commissioner will receive a set of 5-star collar pins.
  - c. Rank designations for sergeants and lieutenants include the following.
    - (1) Sergeants will receive sergeant chevrons for uniform shirts.
    - (2) Lieutenants will receive one set of gold bars to be worn on the epaulets.
- I. Maintenance and Replacement of Uniforms and Equipment
  1. With the exception of uniform articles that are replaced by the department, officers are responsible for maintaining and replacing their uniforms once those articles are no longer serviceable.
  2. All equipment will be properly maintained, and care taken to prevent loss, misuse, theft, or damage.
  3. Officers will report any department-issued uniforms or equipment lost, damaged, malfunctioning, or stolen, as soon as practical. The report will be directed verbally and electronically to a supervisor identifying the uniform/equipment that was lost, damaged, or stolen, the circumstances of the occurrence, and requesting the replacement or reissuance of the uniform article or equipment.
    - a. The supervisor will inspect any damaged or malfunctioning equipment or uniform articles to determine whether the article needs replacement.
    - b. The supervisor will ensure that the report is complete and thorough; and will forward the officer's report along with the approval for replacement via email through the Uniform Request System for processing.
    - c. If a lost or stolen item presents a security or safety concern, the supervisor should determine whether the item is entered into NCIC as a lost or stolen article, noting that the item has been entered into NCIC on the request form. In such a case, the lost or stolen item shall be reported through the chain of command.
    - d. The designee who manages and oversees the distribution of department-issued uniforms and equipment will make the necessary arrangements to get the replacement uniform/equipment to the affected officer.

- (1) The designee will maintain a record of all uniforms and equipment that has been issued to officers of this department, including any replacement articles.
  - (2) The designee will verify that items having a safety or security nexus have been entered into NCIC, along with the relevant information.
  - (3) The designee will authorize the necessary arrangements in obtaining the uniform/equipment requiring replacement and communicate replacement procedures.
  - (4) The affected officer will bring the worn/damaged uniform/equipment to a designated location and turn in the damaged article.
4. It is the responsibility of all officers to purchase, replace, and maintain all other uniforms and equipment not considered to be department-issued.
  - a. If uniform/equipment is damaged in an officer's performance of duty, it may be considered for replacement by department. The process for evaluation will follow the procedures that are outlined in the preceding section of this directive.
5. Officers may be involved in an incident when department-issued equipment becomes unserviceable or damaged. In these incidents, an officer may not be able to go through the formal request process. In such cases, the following procedures will facilitate an emergency replacement of equipment.
  - a. Should a situation arise when an officer discovers that a piece of equipment has been damaged as the result of an incident, they must notify a supervisor who will inspect the equipment. The following procedures will be observed.
    - (1) The supervisor will confirm that the equipment requires immediate replacement and will notify the Shift Commander of the situation.
    - (2) The Shift Commander will arrange for the supervisor to obtain the key to the equipment cabinet located in Room 3300 (all supervisors should have card access to this room). The supervisor will take possession of the damaged piece of equipment and place it into a Property/Evidence envelope where it will be secured in Room 3300.
    - (3) After breaking the plastic seal and opening the equipment compartment in Room 3300 the supervisor will retrieve the new equipment and place the damaged equipment inside the compartment.
    - (4) The supervisor, or officer, will fill out a form located inside the compartment and place it inside the property envelope along with the damaged equipment.
    - (5) The supervisor will close and lock the cabinet doors and return the key to the Shift Commander.
    - (6) The supervisor (or officer) will send a brief email to the Uniform Request System. The officer in charge of department-issued uniforms/equipment will arrange to have

personnel retrieve the damaged equipment and report from the compartment and replenish the equipment if necessary.

- b. The replacement protocol should be utilized only for the emergency replacement of equipment. Equipment which is showing signs of damage due to wear should be brought to the attention of a supervisor as soon as possible for determination of replacement need. Such equipment will be replaced as quickly as possible through the established, non-emergency procedures.
  - c. The following items will be surrendered at the time of separation from service and retirement, at a minimum.
    - (1) Department-issued hat and breast badge (the Commissioner may wave this requirement).
    - (2) Identification card and access cards; keys; portable radio; and associated equipment.
    - (3) Department-issued firearms, ammunition, and magazines; handcuffs keys; duty belt, holster, magazine pouch, handcuff case, OC spray and holder, and PR-24 and holder; body armor; and crowd control helmet.
    - (4) Any other department-issued uniforms and equipment that were furnished to the officer in connection with his/her assignment(s) and other items as determined by the Police Commissioner.
  - d. All items returned by the officer at the time of separation or retirement will be recorded as returned by the officer in charge of uniforms and equipment.
    - (1) Such items will be examined and a determination made regarding retaining for reissue or destruction if no longer serviceable.
    - (2) Any missing items or items that appeared to have been damaged may warrant that the equipment require the submitting officer to account for the items in a written report.
    - (3) The officer in charge of department-issued uniforms and equipment will plan to have the surrendered items returned to their proper storage areas, or arrange to have them serviced, if required.
  - e. Items that have been purchased by the officer, such as uniforms, uniform coats and jackets, and other equipment, may be retained by the officer or given to other members of the department for continued official use only.
- J. Appearance
- 1. The department reserves the right to place restrictions on the appearance of employees to further the department's efforts to foster a professional work environment and positive public image. Employees shall abide by the following regulations pertaining to facial hair, tattoos, as well as body piercings and jewelry.

a. Facial hair

(1) Moustache

- (i) Well-groomed facial hair beneath the nose on top of the upper lip, not to extend more than  $\frac{3}{4}$  of an inch horizontal past the corner of the mouth. This hair may not go beneath the corners of the mouth unless it is to connect to hair on your chin to form a goatee.

(2) Goatee

- (i) Well-groomed tuft of hair on the chin which is connected to the moustache with hair. The hair on the chin should not extend more than two inches beneath the chin toward the neckline.

(3) Beard

- (i) Well-groomed facial hair which includes a goatee joined to the sideburns with neatly groomed hair and following the natural arch of the chin and jaw line. The neck should be clean shaved as should any hair along the upper cheek between the sideburns and moustache to form a straight and well-groomed appearance.

(4) Sideburns

- (i) Well-groomed hair that extends from the hairline by the top of the ears down along the ear toward the jawline. This hair should not extend past the bottom most opening of the ear unless it is connected to a beard. The hair must not flair out and be kept at a uniform and natural width from the top of the ear and hairline down to the bottom of the ear opening.

(5) Well-groomed

- (i) Clean shaven or neatly groomed facial hair. If facial hair is worn, it must be neatly kept and trimmed to  $\frac{1}{4}$  inch. Parts of the face which do not have facial hair should be kept clean shave,

b. Tattoos

(1) Officers shall not visibly display any tattoos that undermine the values and mission of the Cambridge Police Department.

- (i) If a visible tattoo is deemed to undermine the values and mission of the Department, at the discretion of the Police Commissioner, the officer may be ordered to cover the tattoo while on active duty.

c. Body piercings and jewelry

(1) Jewelry and body piercings shall not interfere with the proper use of equipment or pose a safety hazard to employees.