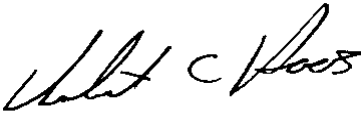
 <p><b>Cambridge Police Department</b></p>	<b>POLICY &amp; PROCEDURES</b>		<b>No. 170</b>
	Subject/Title: <b>Uniforms, Clothing, &amp; Equipment</b>		
	Issuing Authority: 	Review Date: <b>Jan. 29, 2013</b>	Issue Date: <b>Feb. 26, 2013</b>
	Robert C. Haas Police Commissioner	Effective Date: <b>Dec. 2, 2014</b>	Rescinds: <b>Policy #2005-6, G.O. #12-7</b>
References/ Attachments:		Accreditation Standards: <b>17.5.2; 22.2.5; &amp; 41.3.4</b>	

## I. PURPOSE:

The purpose of this written directive is to describe the dress code and associated equipment for members of the Cambridge Police Department, whether they are in civilian attire or in the department's uniform. This directive will go into some detail the manner in which members of the department are to wear the department's uniform and associated equipment, along with establishing some guidelines when employees are authorized to wear civilian attire. This directive will also describe the following:

- When the uniform is to be worn and by whom.
- Describe the uniform specifications.
- Describe the various "class" of uniforms and the various duty statuses in which they would be worn.
- Describe the seasonal requirements for uniforms.
- Describe what is to be considered authorized equipment associated with the uniform.
- Describe what are considered authorized optional uniform and equipment specifications.
- Describe those duty assignments when it is permissible for uniform personnel to wear civilian attire.

## II. POLICY:

It is the policy of the Cambridge Police Department that standards of uniform attire will be established and maintained. All employees will present a neat, well-groomed and professional appearance while in uniform. These standards will insure easy public recognition of police personnel. All personnel's attire, uniformed or non-uniformed, should be neat, clean and in compliance with this directive. All clothing must be in good condition and should not be frayed, ripped or faded. Supervisors must exercise their

responsibility to insure that personnel under their command abide by all uniform and appearance standards.

### III. DEFINITIONS:

- A. **Civilian Attire:** Non-uniform clothing.
- B. **Formal 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 slacks, dress shirt, polo shirt, etc. Jeans, t-shirts, sneakers, shorts, sweatshirts, sweatpants, tights, etc. are not considered business casual.
- 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 directive or a competent authority (may be in the form of a Special Order or Directive).

### IV. GENERAL PROCEDURES:<sup>1</sup>

- A. **Employee Attire:** 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 missions.
- B. **Court Appearances:** As a general practices police officers attending court in their capacity as a Cambridge Police Officer should adhere to the following protocols:
  - 1. Formal business attire is always appropriate for court appearances and mandatory for Jury Trials, Grand Jury, and Superior Court.
  - 2. The uniform of the day is also appropriate for District Court, Clerk Magistrate appearances, or hearings at the Registry of Motor Vehicles.

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<sup>1</sup> CAELA Std. 22.2.5 – A written directive describes the provision of clothing and equipment used by employees in performing law enforcement functions.

- C. Special Assignments:** The Division Commander may authorize different attire for personnel within his/her chain of command other than specified within this directive for special assignments.
- D. Training:** Whenever sworn personnel are attending a training session being administered by an outside training entity they will be guided as to the appropriate attire as may be required by that training entity. Officers attending training sessions sponsored or hosted by this department will be guided by the following standards:
1. *In-service Training:* Personnel may be allowed to wear business casual unless otherwise specified.
  2. *Classroom Type Training:* Personnel will wear business casual unless otherwise specified.
  3. *Firearms Training:* Jeans and tactical pants, outdoor type clothing and footwear, weather appropriate may be worn while attending firearms training. Body armor is required to be worn while at a firearms range.
- E. Service Wear:** Depending upon an individual's assignment, an employee will be guided as to what would be considered the appropriate attire as predicated upon his/her assignment, as outlined below:
1. *Uniformed Police Officers:* Sworn personnel who are assigned to a uniformed position will be 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.
  2. *Administrative Positions:* Sworn personnel who occupy administrative positions will be expected to be in the uniform of the day or formal business attire, unless directed otherwise.
  3. *Investigative Assignments:* Sworn personnel who are assigned to investigative assignments will wear business casual attire, unless otherwise authorized by a commanding officer for an investigative function (e.g., personnel assigned to the Special Investigations Unit).
  4. *Uniformed personnel Assigned to Special Assignments:* There are uniformed personnel by virtue of their assignments who are permitted to wear alternate uniforms while performing those duties, as described by this directive. Those assignments would include the following:
    - a. Motorcycle Officers assigned to the Traffic Enforcement Unit.
    - b. Accident Investigators assigned to the Traffic Enforcement Unit.
    - c. Homeless Outreach Officers assigned to the Community Relations Unit.
    - d. Uniformed Officers assigned to the Booking Function.

- e. Uniformed Officers who have been assigned to Bicycle Patrol Activities.
5. *Non-sworn Specialists:* There certain non-sworn specialist positions within the department who are required to wear a uniform. Typically that uniform will consist of 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. The positions being identified as uniformed position include the following:
  - a. IT/Radio Technicians
  - b. Property & Evidence Technicians
  - c. Crime Scene Technicians
  - d. Fleet Maintenance Personnel (wear black BDU-style pants in lieu of the tan-colored pants), and
  - e. Any other civilian specialist who has been authorized by the Police Commissioner.
6. *Extra-duty Details:* 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. As an optional alternative, officers who are working road construction jobs may wear an alternative uniform (Class D) as described within this directive. For all other extra-duty details, other than road construction jobs, sworn personnel will be expected to be in the uniform of the day, unless the detail specifically calls for some other attire.
7. *Uniformed, Non-sworn Positions:* All non-sworn personnel who are not required to wear a uniform are expected to wear formal business attire.
8. Variations to the normal attire may only be authorized by a commanding officer, as may be dictated by the duty assignment being performed.

## V. DESCRIPTION OF DEPARTMENT OF UNIFORMS:<sup>2</sup>

- A. **Wearing of Uniforms Generally:** All personnel who are assigned to wear the department uniform are expected to adhere to these general guidelines:
  1. All uniform items and equipment issued or paid for by the department are the property of the department.
  2. The winter uniform (Class B uniform) will be worn from November 1<sup>st</sup> until April 15<sup>th</sup> of each year. The summer uniform (Class C uniform) will be worn from April 15<sup>th</sup> until November 1<sup>st</sup> of each year. The summer uniform may be worn between April 1<sup>st</sup> and April 15<sup>th</sup> provided that the temperature for any particular shift is forecasted to exceed 70 degrees Fahrenheit.

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<sup>2</sup> CALEA Std. 41.3.4 – A written directive designates the specifications for all authorized personal equipment and apparel no issued by the agency to be worn by uniformed personnel.

3. 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 specific assignments as specified within this directive may wear the alternative uniform in place of the designated uniform of the day.
  - c. When authorized by the Commissioner or Commanding Officer.
4. 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 (see Uniform Classes).
5. 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 or permitted.
6. 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 which may employ official sanction without written permission of the Commissioner.
7. During a tour of duty uniformed personnel will not wear a civilian jacket over the uniform away from the station.
8. Sworn personnel attending district court may wear the appropriate uniform of the day or civilian 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.
9. Sworn personnel are expected to keep their uniforms neat, clean and well-pressed at all times.
10. Care should be taken not to wear torn, threadbare, or faded items.
11. Whenever practical to do so, uniformed personnel are expected to wear the appropriate head gear when out of doors, out of the vehicle, or when deemed appropriate to be worn it in doors (i.e., official ceremonies).

- B. Authorized Uniform Items Generally:** Uniformed personnel are expected to adhere to the following guidelines as it relates to the official uniform of the department:

1. *Footwear:* The following footwear is authorized to be worn with the department uniform unless otherwise specified:
  - 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 be expected to wear the boots that are provided by the department as part of their motorcycle uniforms.
  - f. Officers performing an assignment in bicycle patrol may wear a solid black leather athletic sneaker-type shoe.
  - g. Except for officers assigned to bicycle patrol assignments, uniformed employees wearing footwear where the socks are exposed shall wear black or navy blue socks.
  - h. All footwear is to be kept clean and where appropriate polished.
2. *Approved Headgear:* Sworn personnel are only authorized to wear headgear that has been approved by the department as part of their uniform. Any other headgear not approved may not be worn in place of the regulation headgear. The following headgear has been approved as part of the department uniform:
  - a. *Eight-point Uniform Hat:* The official uniform hat that may be worn without restriction is eight-point uniform hat comprised 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 uniform (summer uniform) and considered an option to the official department uniform hat.
  - b. *Baseball Style Uniform Hat:* Patrol Officers, Sergeants and Lieutenants may wear a black baseball style uniform hat in place of the department's official uniform hat only with the Class C uniform (summer uniform), or as part of the bicycle uniform when not wearing the designated bicycle helmet. The baseball style uniform hat will have an embroidered department patch on the front of the hat, either silver-colored border for patrol officers or gold-colored border for sergeants and above. This hat is considered an option to the official department uniform hat. There are certain exceptions to the restriction wear of this hat as noted within various sections of this directive.
  - c. *Trooper-style Winter Uniform Hat:* Sworn personnel may wear a black trooper-style fur winter uniform hat as part of the Class B uniform (winter uniform) or as part of the Class D uniform (utility uniform) during winter months. The approved winter hat will have "short" fur with flaps. Hats with excessive fur will not be permitted. This hat is considered an option to the official department uniform hat.

- d. *Motorcycle Uniform Helmet:* Sworn personnel who have been assigned to the Traffic Enforcement Unit, and whose assignment allows them to operate the department's motorcycle will wear the department-issued motorcycle uniform helmet while operating a motorcycle.
  - e. *Department Approved Bicycle Helmet:* Officers who are assigned to ride bicycles during the tour of duty are required to wear the department-approved bicycle helmet while operating a bicycle.
3. *Undershirts:* Anytime an undershirt is exposed at the collar, such as in the case of 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.
  4. *Insignia or Pins:* 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 there has been prior approval granted by the Police Commissioner. The only insignia that are permitted on the official department uniform are as follows:
    - a. *Uniform Badge:* 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 lieu of the department badge on the Class D and the Class E uniform shirt.
    - b. *Nameplate:* 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).
    - c. *Hat Badge/Emblem/Rank Bands:* The hat badge will be worn on the eight-point uniform hat or the winter troop-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:
      - 1) Patrol officers will wear a silver-colored metal hatband, which will be secured by silver-colored buttons.
      - 2) Sergeants will wear a gold-colored metal hatband, which will be secured by gold-color buttons.
      - 3) Lieutenants and above will wear gold-bullion cloth hatband, which will be secured by gold buttons.
      - 4) Deputy Superintendents and above will wear gold-bullion leafing on the brim of the uniform cap.

5. *Award Pins or Ribbons:* Sworn personnel are encouraged to wear the award pins/ribbons they have earned/received over the right flap pocket and centered over the nameplate.
  - a. *Department Awards/Ribbons:* The award pins/ribbons 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).
  - b. *Special Operations Unit Pins:* Sworn personnel who are assigned to the Special Response Team (SRT) 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.
  - c. *Military Awards/Ribbons:* 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 Day ceremony, or other occasion designed through a Special Order.
6. *Collar Insignia:* 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.
  - a. Patrol Officers will wear their silver-colored identification number on the left collar and silver-colored "CPD" insignia on the right collar.
  - b. Lieutenants and Sergeants will wear their gold-colored identification number on the left collar and gold-colored "CPD" insignia on the right collar.
  - c. Deputy Superintendents will wear three gold-colored stars (sized for the collar) on both collars.
  - d. Superintendents will wear four gold-colored stars (sized for the collar) on both collars.
  - e. Police Commissioner will wear five gold-colored stars (sized for the collar) on both collars.
7. *Epaulet Rank Insignia:* 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 in following instances:
  - a. 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).
  - b. Deputy Superintendents will wear three gold-colored stars (sized for the epaulet) on both epaulets of their uniform sweaters, uniform jackets and coats, and uniform dress blouse coats.



- c. Superintendents will wear four gold-colored stars (sized for the epaulet) on both epaulets of their uniform sweaters, uniform jackets and coats, and uniform dress blouse coats.
  - d. Police Commissioner will wear five gold-colored stars (sized for the epaulet) on both epaulets of his/her uniform sweaters, uniform jackets and coats, and uniform dress blouse coats.
8. *Shoulder Patches:* All uniformed personnel will wear the department's 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).
- a. Sergeants will wear yellow-colored sergeant's chevrons (matching the border of the shoulder patch) on both sleeves ½-inch immediately centered beneath the department's shoulder patch of their uniform shirts, sweaters, and uniform jackets and coats (excluding raincoats).
  - b. Officers assigned to the Traffic Enforcement Unit may wear the department's approved Traffic Enforcement patch on the right sleeve, immediately beneath the department's shoulder patch of their uniform shirts, sweaters, and uniform jackets and coats (excluding raincoats). Sergeants and above in the Traffic Enforcement Unit may wear the Traffic Enforcement insignia pin above the nameplate.
9. *Mourning Bands:* A black "police" mourning band (black band with a single blue strip in the center of the 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 Police Commissioner. The mourning band may be worn from the time of official death notification through the day of the funeral.
- a. A solid black mourning band will be worn in memory of Cambridge Police Officers who has lost their lives in the line of duty for a period of thirty (30) days from the official death notification.
10. *Equipment on Duty Belt:* Sworn personnel may carry on the duty belt only the equipment that has been authorized by the department as approved equipment.
11. *Duty Gun Belt:* Sworn personnel who are required to wear the duty gun belt, must at a minimum have the following items on the duty gun belt: approved duty holster; double magazine case; handcuff case, PR-24 holder, and the OC spray. Officers may have other items on their gun belt, provided it is not equipment that is expressly prohibited from being carried. Other items that are permissible, but not issued by the department, would include the following:
- a. Flashlight and Flashlight Holder;
  - b. Leatherman Tool;
  - c. Disposable gloves and pouch;

- d. Cross Strap or gun belt suspenders; and
  - e. Folding Knife or cutting tool.
12. *Garrison Belt:* Sworn personnel, who are permitted to wear a garrison belt as an alternative to the duty gun belt, are required to have at a minimum on the garrison belt: approved off-duty holster and a handcuff and single magazine combination case/carrier. The color of the belt buckle should be consistent with the rank of the officer (i.e., gold-colored buckle for superior officers and silver-colored buckle for patrol officers).
13. *Approved Outerwear:* 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. No other outer garments may be worn in place of those previously approved by the department. All outer garments must have the department's shoulder patch on both sleeves, centered and ½ inch from the shoulder seam (except for raingear), and an allocated space for the department's badge to be worn on the left breast area of the garment. The following items are approved as outer garments:
- a. Consistent with the Navy Blue Blauer Windbreaker Jacket (reversible).
  - b. Consistent with the Navy Blue Blauer Winter-style Coats.
  - c. Consistent with the ANSI approved Blauer's "high-vis" yellow ¾ length coat, with "Cambridge Police" stenciled across the back of the coat.
  - d. Consistent with the ANSI approved Blauer's High-visible Yellow All Purpose Rain Jacket.
  - e. Black Leather ¾ Length Uniform Coat.
  - f. Full Length & ¾ Length Reversible Raincoats.
  - g. Navy Blue Blauer Police Uniform Sweaters.
  - h. Department issued Motorcycle Outerwear.
  - i. Department approved bicycle jackets & windbreaker pullovers (Royal Blue).
  - j. ANSI approved Department designated Traffic Vest. The department-approved traffic vest is the Blauer traffic vest (Model 343)<sup>3</sup>. The traffic vest will have 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 of the traffic vest.
  - k. Members of the command staff may wear the 5.11 Tactical Series Fleece jacket for certain administrative activities with the department's patch embroidered on the left breast of the jacket (e.g., attending meetings, or

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<sup>3</sup> Model numbers are subject to change by the manufacturer.

when not otherwise engaged in activities that would necessitate the wearing of an approved uniform jacket or coat).

- l. Members of the department may purchase a one-piece winter suit, provided that they are able to wear their required duty belt on the exterior of the winter suit and have full access to the equipment on the duty belt. The department's shoulder patch is to be worn on both sleeves of the winter suit in the normal position they would normally be worn.
  - m. Winter gloves may be worn (black, white, or "high-vis" traffic gloves or mittens).
14. *Protective Body Armor*: Officers are required to wear the department issued protective body armor in accordance with ***Policy #171 – Body Armor/Protective Vests***.

## VI. UNIFORM CLASS SPECIFICATIONS:

- A. Class A Uniform:** The Class A uniform is considered to be the dress uniform of the department, and is typically worn for ceremonial or special occasions and usually at the direction of the Police Commissioner or Commanding Officer through the use of a Special Order.
1. *Police Commissioner and Command Staff*: The Class A uniform for members of the Command Staff will consist of the following:
    - a. *Uniform Blouse Coat*: Unless specified otherwise the uniform blouse coat will be worn by members of the Command Staff. The uniform blouse coat will bear the rank insignia of the officer on the epaulets, the uniform badge (the nameplate is to be worn aligned and centered with the top seam of the pocket flap, gold-color nameplate, and any award ribbons earned by the officer.
    - b. *Uniform Shirt*: A white long-sleeve dress shirt will be worn with a black uniform tie w/ a gold-colored department approved tie clasp. If the uniform blouse coat is not worn, a white 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 earned by the officer will be worn on the shirt immediately above the officer's nameplate.
    - c. *Uniform Pants*: The pants will be made of a polyester, combination polyester/cotton twill or wool material and will be Navy blue (also identified as 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.
    - d. *Eight-Point Uniform Hat*: Only the eight-point uniform hat comprised of solid blue navy material may be worn as part of the Class A uniform.

- e. *Uniform Shoes:* Only black, low quarter, polished leather or patent leather uniform shoes may be worn with the Class A uniform.
  - f. *Belt and Associated Equipment:* Black garrison belt with a gold-colored buckle, department approved off-duty holster, and a combination handcuff and magazine case.
  - g. *Other Optional Wear:* Depending upon the circumstances, the Special Order may specify other optional wear to be worn as part of the Class A uniform:
    - 1) White uniform gloves.
    - 2) Dress Uniform Trench Coat w/ badge and rank insignia similar to the uniform blouse coat.
    - 3) Mourning ribbon to be worn over the uniform badge.
    - 4) Military ribbons/awards to be worn over the departments awards/ribbons or nameplate.
2. *Lieutenants:* The Class A uniform for lieutenants will consist of the following:
- a. *Uniform Shirt:* A white long-sleeve uniform shirt will be worn with a black uniform tie with a gold-colored department-approved tie clasp. The shirt will be made of a polyester, combination polyester/cotton twill or wool material and will be military style. The officer's rank insignia will be worn on the epaulets. The lieutenant's gold-colored identification number will be worn on the left collar of the shirt and the gold-colored "CPD" insignia will be worn on the right collar. The lieutenant's uniform badge, gold-color nameplate, and any award ribbons earned by the lieutenant will be worn immediately above the officer's nameplate.
  - b. *Uniform Pants:* The pants will be made of a polyester, combination polyester/cotton twill or wool material and will be Navy blue (also identified as Navy/Black or LAPD Blue) in color. The uniform pants will have a ¾-inch wide black braid strip that runs the full length of both pant legs.
  - c. *Eight-Point Uniform Hat:* Only the eight-point uniform hat comprised of solid blue navy material may be worn as part of the Class A uniform.
  - d. *Uniform Shoes:* Only black, low quarter, polished leather or patent leather uniform shoes may be worn with the Class A uniform.
  - e. *Belt and Associated Equipment:* Black garrison belt with a gold-color buckle, department approved off-duty holster, and a combination handcuff and magazine case.
  - f. *Other Optional Wear:* Depending upon the circumstances, the Special Order may specify other optional wear to be worn as part of the Class A Uniform:

- 1) Uniform blouse coat may be worn over the white uniform shirt. The uniform blouse coat will bear the rank insignia of the officer on the epaulets, a single gold bullion stripe each of the sleeves, the uniform badge (the nameplate is to be worn aligned and centered with the top seam of the pocket flap, gold-color nameplate, and any award ribbons earned by the lieutenant.
  - 2) White uniform gloves.
  - 3) Uniform coat, jacket, or raincoat, dependent weather conditions.
  - 4) Mourning ribbon to be worn over the uniform badge.
  - 5) Military ribbons/awards to be worn over the departments awards/ribbons or nameplate.
3. *Sergeants:* The Class A uniform for sergeants will consist of the following:
- a. *Uniform Shirt:* A navy blue<sup>4</sup> long-sleeve uniform shirt will be worn with a black uniform tie with a gold-colored department-approved tie clasp. The shirt will be made of a polyester, combination polyester/cotton twill or wool material and will be military style. The sergeant's gold-colored identification number will be worn on the left collar of the shirt and the gold-colored "CPD" insignia will be worn on the right collar. Sergeant chevrons will be worn immediately below the department's patch. The sergeant's uniform badge, gold-color nameplate, and any award ribbons earned by the sergeant will be worn immediately above the nameplate.
  - b. *Uniform Pants:* The pants will be made of a polyester, combination polyester/cotton twill or wool material and will be Navy blue (also identified as 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.
  - c. *Eight-Point Uniform Hat:* Only the eight-point uniform hat comprised of solid blue navy material may be worn as part of the Class A uniform.
  - d. *Uniform Footwear:* May wear black, low quarter, polished leather or patent leather uniform shoes, or polished black or patent leather paratrooper boots.
  - e. *Department Approved Gun Belt:* Full gun belt with approved equipment, to include at a minimum, department holster, double magazine pouch, handcuff case, PR-24 holder, and OC spray.
  - f. *Other Optional Wear:* Depending upon the circumstances, the Special Order may specify other optional wear to be worn as part of the Class A Uniform:
    - 1) White uniform gloves.
    - 2) Uniform coat, jacket, or raincoat, dependent weather conditions.

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<sup>4</sup> Also referred to as a blue/black or LAPD blue

- 3) Mourning ribbon to be worn over the uniform badge.
  - 4) Military ribbons/awards to be worn over the departments awards/ribbons or nameplate.
4. *Patrol Officers:* The Class A uniform for patrol officers will consist of the following:
- a. *Uniform Shirt:* A navy blue<sup>5</sup> long-sleeve uniform shirt will be worn with a black uniform tie with a silver-colored department-approved tie clasp. The shirt will be made of a polyester, combination polyester/cotton twill or wool material and will be military style. The officer's 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 officer's uniform badge, silver-color nameplate, and any award ribbons earned by the officer will be worn immediately above the officer's nameplate.
  - b. *Uniform Pants:* The pants will be made of a polyester, combination polyester/cotton twill or wool material and will be Navy blue (also identified as Navy/Black or LAPD Blue) in color. The uniform pants will have a 3/4-inch wide dark copen (#24 – Boston PD blue) nylon braid strip that runs the full length of both pant legs.<sup>6</sup>
  - c. *Eight-Point Uniform Hat:* Only the eight-point uniform hat comprised of solid blue navy material may be worn as part of the Class A uniform.
  - d. *Uniform Footwear:* May wear black, low quarter, polished leather or patent leather uniform shoes, or polished black or patent leather paratrooper boots.
  - e. *Department Approved Gun Belt:* Full gun belt with approved equipment, to include at a minimum, department holster, double magazine pouch, handcuff case, PR-24 holder, and OC spray.
  - f. *Other Optional Wear:* Depending upon the circumstances, the Special Order may specify other optional wear to be worn as part of the Class A Uniform:
    - 1) White uniform gloves.
    - 2) Uniform coat, jacket, or raincoat, dependent on weather conditions.
    - 3) Mourning ribbon to be worn over the uniform badge.
    - 4) Military ribbons/awards to be worn over the department's awards/ribbons or nameplate.

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<sup>5</sup> Also referred to as a blue/black or LAPD blue

<sup>6</sup> Transition from the blue piping to the 3/4 inch wide dark copen (#24 – Boston PD blue) nylon braid strip will be in full effect by July 1, 2013.

5. *Civilian Attire:* Members of the department who are permitted to wear civilian attire (both sworn and non-sworn), will be expected to wear formal business attire to an event that has been specified as a Class A event. Sworn personnel may wear their department badge draped over the left breast pocket of their suit/sport jacket.

**B. Class A-1 Uniform:** The Class A-1 uniform is considered to be 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 15<sup>th</sup> through November 1<sup>st</sup>), as specified within a Special Order issued by the Police Commissioner or Commanding Officer. The only differences between the Class A uniform and the Class A-1 uniform are as follows:

1. Lieutenants and above will wear a white short-sleeve uniform shirt without a tie and open at the collar. There should be no undershirt exposed at the collar of the shirt.
2. Sergeants and patrol officers will wear a navy blue short-sleeve uniform shirt without a tie and open at the collar. If there is an undershirt exposed at the collar it will be black in color.
3. All officers are expected to wear the eight-point uniform hat comprised of the solid navy blue material (no mesh material hats may be worn).
4. The Special Order will specify if there is any other optional wear associated for the event (e.g., white gloves, mourning ribbons, outer garments, and so on).
5. For civilian attire, personnel will be expected to wear the appropriate formal business attire. Sworn personnel may wear their department badge draped over the left breast pocket of their suit/sport jacket.

**C. Class B Uniform:** The Class B uniform is considered the department's winter work uniform and is typically worn between November 1<sup>st</sup> and April 15<sup>th</sup> of each year, unless otherwise exempted (refer to *Section V, subsection A* of this directive). The Class B uniform shall consist of the following:

1. *Uniform Shirts:* 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, department awards/ribbons as specified in Section V of this directive.
  - a. Deputy Superintendants and above will be required to wear a black uniform tie with the department approved gold-colored tie clasp.
  - b. Lieutenants and sergeants who have headquarters assignments and are required to wear a uniform will be required to wear a black uniform tie with the department approved gold-colored tie clasp.

- c. 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 turtle-neck style collar under their uniform shirt (with the appropriate collar insignia – no embroidery is necessary); or
    - 2) Black turtle-neck style collar under a uniform sweater. If wearing a turtle-neck style collar without a uniform shirt, the officer's identification number will be embroidered on the left side of the collar and the department's "CPD" insignia on the right side of the collar, 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 considered the outmost garment on the uniform. If wearing the department-approved sweater, the officer's department badge and nameplate, and department shoulder patches will be displayed on the sweater. Lieutenants will also display their rank insignia on the epaulets of the sweater.
  - d. Patrol officers who have headquarters assignments (e.g., front desk or relief officer assignments) will be required to wear a black uniform tie with the department approved silver-colored tie clasp.
  - e. 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) may be worn under the uniform shirt with the appropriate collar brass; or
    - 2) Black turtle-neck collar under a uniform sweater. If wearing a turtle-neck style collar without a uniform shirt, the officer's identification number will be embroidered on the left side of the collar and the department's "CPD" insignia on the right side of the collar, both in silver/white-colored lettering. The lettering is to be ½ -inch in height (block lettering, no script). The turtleneck shirt shall never be considered the outmost garment on the uniform. If wearing the department-approved sweater, the officer's department badge and nameplate on the sweater, and the department shoulder patches will be displayed on the sweater.
  - f. 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.
2. *Uniform Pants:* All uniform personnel (unless otherwise exempted) will wear navy blue uniform pants, as described in Class A uniform section, with the following braiding:
- a. Deputy Superintendents and above will wear a 1-inch black braid running the length of the pant legs.



- b. Lieutenants will wear a ¾-inch black braid running the length of the pant legs.
  - c. Sergeants will wear a ½-inch black braid running the length of the pant legs.
  - d. Patrol officers will wear a ¾-inch dark Copen nylon braid (#24 – Boston PD blue) running the length of the pant legs.
  - e. Motorcycle officers will wear comparable stripping on the breeches as described above.
3. *Duty Belt & Associated Equipment:* Officers are expected to wear as part of their duty uniform the appropriate duty belt and associated equipment, as specified:
- a. Deputy Superintendents and above are expected to wear a garrison belt with gold-color buckle, the department's approved off-duty holster, and a combination handcuff and single magazine case.
  - b. Lieutenants and Sergeants assigned to headquarters duty assignments may wear a garrison belt w/ gold-color buckle, the department's approved off-duty holster, and a combination handcuff and single magazine case, or they are expected to wear the full-duty gun belt and associated equipment.
  - c. Lieutenants, sergeants, and patrol officers assigned to field assignments are expected to wear the full-duty gun belt, approved duty holster, double magazine pouch, handcuff case, PR-24 holder, and OC spray holder.
4. *Footwear:* All officers are expected to wear the approved footwear as specified in **Section V, subsection A** of this directive.
5. *Outerwear:* Officers are only permitted to wear those sweaters, jackets, coats, and raingear as part of their duty uniform (refer to **Section V, subsection A** of this directive).
6. *Headgear:* Officers are only permitted to wear the eight-point uniform hat that comprised of solid navy blue material, unless they are in an assignment that allows them to wear alternative hat gear (i.e., Motorcycle officers). The only other optional hat gear permitted is the navy blue trooper-style fur hat. Officers may wear polyethylene liners with the approved hat gear. Any other headgear such as, watch caps or hoods are not permitted.
- D. Class C Uniform:** The Class C Uniform is considered to be the department's summer uniform and is typically worn between April 15<sup>th</sup> and November 1<sup>st</sup> of each year, unless otherwise exempted (refer to **Section V, subsection A** of this directive). The Class C Uniform may be worn in lieu of the Class B Uniform from April 1<sup>st</sup> to April 15<sup>th</sup>, provided the forecasted temperature for the effected work shift exceeds 70 degrees Fahrenheit. The Class C uniform shall consist of the following:

1. *Uniform Shirts:* All uniform 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 as specified in **Section V** of this directive. The top button of the shirt collar will be open. If an undershirt is exposed at the collar it will be black in color.
2. *Uniform Pants:* All uniform personnel (unless otherwise exempted) will wear navy blue uniform pants, as described in Class A uniform section, with the following braiding:
  - a. Deputy Superintendents and above will wear a 1-inch black braid running the length of the pant legs.
  - b. Lieutenants will wear a ¾-inch black braid running the length of the pant legs.
  - c. Sergeants will wear a ½-inch black braid running the length of the pant legs.
  - d. Patrol officers will wear a ¾-inch dark Copen nylon braid (#24 – Boston PD blue) running the length of the pant legs.
  - e. Motorcycle officers will wear comparable stripping on the breeches as described above.
3. *Duty Belt & Associated Equipment:* Officers are expected to wear as part of their duty uniform the appropriate duty belt and associated equipment, as specified:
  - a. Duty Superintendents and above are expected to wear a garrison belt w/ gold-color buckle, the department's approved off-duty holster, and a combination handcuff and single magazine case.
  - b. Lieutenants and Sergeants assigned to headquarters duty assignments may wear a garrison belt w/ gold-color buckle, the department's approved off-duty holster, and a combination handcuff and single magazine case, or they are expected to wear the full-duty gun belt and associated equipment.
  - c. Patrol officers assigned to headquarters duty assignments may wear a garrison belt w/ silver-colored buckle, the department's approved off-duty holster, and a combination handcuff and single magazine case, or they are expected to wear the full-duty gun belt and associated equipment.
  - d. Lieutenants, sergeants, and patrol officers assigned to field assignments are expected to wear the full-duty gun belt, approved duty holster, double magazine pouch, handcuff case, PR-24 holder, and OC spray holder.
4. *Footwear:* All sworn personnel are expected to wear the approved footwear as specified in **Section V, subsection A** of this directive.

5. *Outerwear:* Sworn personnel are only permitted to wear those sweaters, jackets, coats, and raingear as part of their duty uniform (refer to **Section V, subsection A** of this directive).
6. *Headgear:* Sworn personnel are only permitted to wear the eight-point uniform hat comprised of solid navy blue material, eight-point uniform hat comprised of mesh material, or black baseball-style cap (as described in **Section V, subsection B.4**), unless they are in an assignment that allows them to wear alternative hat gear (i.e., Motorcycle officers).

**E. Class D Uniform:** The Class D Uniform is considered a “utility” uniform of the department and may only be worn for specific assignments and/or duties in lieu of the Class B and Class C uniforms. Officers who are permitted to wear said uniform may do so only when performing those specific assignments and/or duties, unless permission has been granted otherwise. The Class D uniform is considered an optional alternative to the specified department uniform, and must be purchased and maintained at the officer’s own expense. Duty assignments where an officer may wear a Class D, would include the following:

1. *Permissible Assignments:* Assignments when an officer may wear the Class D uniform as an optional alternative:
  - a. Officers who are working as a Wagon Officer.
  - b. Officers who are working as the Booking Officer (this does not include those officers who are working as the Station Relief Officer).
  - c. Officers who are working road construction assignments only as an extra work detail (officers working any other type of extra duty assignment are expected to wear the regulation uniform of the day).
  - d. Officers who are assigned as Accident Investigators in the Traffic Enforcement Unit.
  - e. Officers who are assigned as the department’s Homeless Outreach Officers.
2. *Uniform Description:* The uniform shirt and uniform pants will be comprised as follows:
  - a. 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.<sup>7</sup>
    - 1) 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).
    - 2) The letters “CPD” will be embroidered on right collar in alignment with the collar seams (silver-colored for patrol officers or gold-colored

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<sup>7</sup> Style/model numbers are subject to change by the manufacturer.

- for sergeants and lieutenants). The embroidered lettering will be ½-inch in height, block style lettering (no script).
- 3) An embroidered Cambridge police badge will be sown above the left-breast pocket of the shirt (silver-colored for patrol officers or gold-colored for sergeants and lieutenants).
  - 4) The officer's name embroidered strip will be sown above the right breast pocket (silver-colored for patrol officers or gold-colored for sergeants and lieutenants). The embroidered lettering is approximately ¾-inch, block style lettering (no script).
  - 5) The department's shoulder patch will be sown ½-inch below the top seam of the shirt on both sleeves.
  - 6) Sergeants will wear their rank insignia ½-inch below the shoulder patch.
  - 7) Normally, officers will wear the uniform shirt collar open with a black-colored tie 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).
  - 8) During the Class B uniform timeframe, officers will wear the shirt as a long-sleeve shirt.
  - 9) 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 uniform pants may be worn in one of two ways:
    - 1) The pants leg may be bloused over the uniform boot.
    - 2) The pants leg may be worn over a high-top shoe or uniform boot.
  - c. The uniform hat to be worn with the Class D uniform is the department-approved baseball style cap with the department's patch embroidered on the cap (silver-colored border for patrol officers or gold-colored border for sergeants and lieutenants). Officers may wear the trooper-style cap in lieu of the baseball-style cap during winter months (Class B period). The eight point hat is never to be worn with the Class D uniform.
  - d. Officers who are wearing a Class D uniform will be expected to wear the department-approved duty gun belt, approved duty holster, double magazine case, handcuff case, OC holder, and RP-24 holder at a minimum.
  - e. Officers will wear the department-approved uniform coat or jacket as outerwear.

**F. Class E Uniform:** The Class E uniform is considered the department's "bike" uniform that is worn as alternative by certain officers who are engaged in specific activities in lieu of the Class B or Class C uniforms. Officers who are permitted to wear said uniform are performing those specific assignments and/or duties, unless permission has been granted otherwise. The basic Class E uniform will be issued as initial issue uniform, which must be maintained, replaced, and augmented at the officer's own expense. 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. *Permissible Assignments:* Assignments when an officer is permitted to wear a Class E uniform in lieu of the uniform of the day would include the following:
  - a. Officers assigned to the Community Service Unit (Youth/Family Service Unit and Community Relations Unit) while performing bicycle assignments, or when specifically authorized by the Unit Commander.
  - b. Officers assigned to the Patrol Operations Division while performing bicycle assignments, or when specifically authorized by the Division or Commanding Officer.
2. *Uniform Description:* The uniform shirts and pants are described as follows:
  - a. The uniform shirt will either be an Olympic Uniform short-sleeve polo shirt (CMP126) or an Olympic Uniform long-sleeve polo shirt (CMP155) royal blue in color.<sup>8</sup>
    - 1) A 3½-inch "Police" lettered patch panel will be sown to the back of the shirt.
    - 2) The Cambridge Police Patch will be sown on both sleeves, ½-inch below the sleeve seam.
    - 3) The embroidered Cambridge Police badge will be sown to the left breast portion of the shirt where the breast badge would normally be worn (silver-colored badge for patrol officers, or gold colored badge for sergeants and above).
    - 4) Sergeants will wear their rank insignia ½-inch below the Cambridge Police Patch on both sleeves.
    - 5) If an officer wears a t-shirt that is exposed at the collar of the shirt, it will be black in color.
  - b. The uniform pants will be consistent with 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).<sup>9</sup>

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<sup>8</sup> Style/model numbers are subject to change by the manufacturer.

<sup>9</sup> Style/model numbers are subject to change by the manufacturer.

- c. The uniform jackets or tops that may be worn as part of the uniform are either the Blauer two-tone bicycle jacket, consistent with the Navy Blue Blauer Fleece Lined Bomber Jacket (6112)<sup>10</sup>, or the Charles River Apparel Nylon Royal Blue pull over. The department's shoulder patch will be worn ½-inch below the sleeve seam on both sleeves, and the department's embroidered badge will be worn on the left breast where the breast badge would normally be worn (silver-colored badge for patrol officers, or gold colored badge for sergeants and above. Sergeants will wear their rank insignia ½-inch below each of the department's shoulder patches.
- d. Officers are required to wear the department's approved bicycle helmet whenever they are operating a bicycle.
- e. Officers who are wearing a Class E uniform will be expected to wear the department-approved web belt, approved duty holster, double magazine case, handcuff case, OC holder, and RP-24 holder at a minimum.
- f. Officers may wear the department-approved baseball style cap in place of the bicycle helmet when not operating a bicycle.
- g. Officers may wear a solid black leather athletic sneaker-type shoe.
- h. Officers may wear variations of the approved Class E uniform regardless of the season due to the nature of the work they are performing.

**G. Off-Duty Employment/Details:** Officers are expected to wear the uniform of day while working off-duty employment/details, unless the off-duty employment/detail requires other attire.

1. Officers will wear their full-duty belt and associated equipment.
2. Officers may wear the Class D uniform in lieu of the uniform of the day for road construction/traffic-related projects only. The Class E uniform is not permitted for road construction/traffic related details. Officers wear the appropriate uniform of the day for other details.
3. While working traffic-related details, officers will be expected to wear the department-approved traffic vest at all times, or may wear other ANSI approved coats, reversible jackets, or reversible raincoats in lieu of the traffic vest.
4. 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 that belt. The winter suit will be dark navy blue in color. The winter suit should not have "BDU" type pockets and, if it does, the pockets should not be utilized. Officers may not wear a hood, if the winter suit is so equipped.
5. Officers must have access to the body armor/protective vest as described within Policy #171 – *Body Armor/Protective Vests*.

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<sup>10</sup> Style/model number is subject to change by the manufacturer.

- H. Other Uniform Designations:** There are other uniform specifications for specialized functions and/or assignments that are identified in other sections of this manual. Those specialized functions and/or assignments include the following:
1. *Special/Selective Enforcement Assignments:* Sworn personnel assigned to work in Special/Selective Enforcement Assignments may wear clothing/equipment as designated by their commanding officer.
  2. *Special Response Team:* Sworn personnel who are assigned to the Special Response Team will wear the designated uniform/equipment as specified in the appropriate section of the department's Policy & Procedures Manual.
  3. *Tactical Police Force:* Sworn personnel who are assigned to the Tactical Police Force will wear the designated uniform/equipment as specified in the appropriate section of the department's Policy & Procedures Manual.
  4. *Explosive Ordinance Team:* Sworn personnel who are assigned to the Explosive Ordinance Team will wear the designated uniform/equipment as specified in the appropriate section of the department's Policy & Procedures Manual.
  5. *Traffic Supervisors/School Crossing Guards:* Individuals who are employed 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.
  6. *Cambridge Auxiliary Police:* Individuals who volunteer as Cambridge Police Auxiliary Officers will wear the designated uniform/equipment as specified in the appropriate section of the department's Policy & Procedures Manual.

## **VII. SWORN & NON-SWORN PERSONNEL CIVILIAN ATTIRE/EQUIPMENT:**

- A. Officers Assigned to Investigative Assignments:** Sworn personnel who are assigned to investigative assignments in the Investigative Section of the Support Services Division and the Youth/Family Services Unit are to dress and be equipped accordingly:
1. *During Winter Periods:* The standard and appropriate dress for non-uniformed sworn personnel during winter periods is causal business attire, unless there are extenuating circumstances relative to an assignment (e.g., execution of search warrant, certain undercover or surveillance assignments, etc.).
  2. *During Summer Periods:* Non-uniformed sworn personnel may wear a slightly more relaxed attire in an effort to achieve comfort in the warmer weather; nevertheless, personnel should be mindful of the professional image they must maintain, therefore a polo shirt, chino pants, more casual shoe for male officers (no sandals or open toe shoes for males) and comparable dress for female officers in lieu of a dress shirt would be appropriate.

3. 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.
4. When attending other formal events, or where it is deemed appropriate, non-uniform personnel should wear formal business attire.
5. Supervisory personnel and Commanding Officers are expected to monitor the dress code to be sure it is considered professional and consistent with the dress policy of this department.
6. All sworn personnel must be in possession of their badge and department-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.
7. All sworn personnel must carry their duty service firearm in the department-approved holster.
8. All sworn personnel must carry at least one fully loaded spare magazine and at least one pair of handcuffs and handcuff key.
9. All sworn personnel must possess and/or wear protective body armor in accordance with *Policy #171 – Body Armor/Protective Vests*.
10. All sworn personnel must have within their possession while in the field, OC spray in an approved carrier and the PR-24.

**B. Officers Assigned to the Special Investigations Unit:** Given the nature of the assignment, personnel assigned to the Special Investigations Unit are not required to adhere to the prescribed dress code in order to effectively and safely carry out their assignments. It is the responsibility of the Special Investigation Unit Supervisor and the Commanding Officer to ensure that officers do wear attire that is suitable for the types of activities in which they are performing (e.g., if officers are principally performing administrative assignments, their attire would be different than if they were engaged in some form of undercover or drug-related investigation).

1. Sworn personnel are expected to wear formal business attire when attending court.
2. Sworn personnel are to be in possession of their badge and department-issued identification card, unless the activity they are engaging would comprise their assignment or present a safety concern.
3. Sworn personnel are to carry their duty service firearm in the department-approved holster. If the officer is carrying his/her service firearm so that it can be seen by the public, then the officer is to have his/her badge of office conspicuously displayed.
4. Sworn personnel are to carry at least one fully loaded spare magazine and at least one pair of handcuffs and handcuff key.



5. Sworn personnel are to possess and/or wear protective body armor in accordance with ***Policy #171 – Body Armor/Protective Vests***.
6. Sworn personnel are to have within their possession while in the field, OC spray in an approved carrier and the PR-24.

**C. Officers Assigned to Task Force Assignments:** Officers who have been assigned to a Task Force assignment, will be expected to adhere to the dress code that has been established by the supervisory personnel of that task force (e.g., if the dress code is formal business attire, then officer is expected to formal business attire). In addition, the officer is required to have the following equipment in his/her possession:

1. Will be in possession of his/her badge and department-issued identification card, unless the activity they are engaging would comprise their assignment or present a safety concern.
2. Carry his/her duty service firearm in the department-approved holster, unless specifically authorized by the Police Commissioner to carry and an alternative weapon and/or holster. If the officer is carrying his/her service firearm so that it can be seen by the public, then the officer is to have his/her badge of office conspicuously displayed.
3. Carry at least one fully loaded spare magazine and at least one pair of handcuffs and handcuff key.
4. Possess and/or wear protective body armor in accordance with ***Policy #171 – Body Armor/Protective Vests***.
5. Have within their possession while in the field, OC spray in an approved carrier and the PR-24.
6. The officer may not carry any other weapon or defensive instrument that is not already approved by this department, even if it is carried the other overseeing agency, unless specific permission has been granted by the Police Commissioner.

**D. Non-Sworn Personnel:** Non-sworn personnel who are not assigned to wear a uniform in the performance of their duties are expected to adhere to the professional dress code as established for non-uniformed officers.

1. Personnel are expected to have their department-issued identification/pass card in their possession.
2. The dress code may be relaxed by the Unit Supervisor in order for an employee to accomplish projects that are outside the employee's normal duties.

**VIII. INITIAL ISSUE OF UNIFORMS & EQUIPMENT:<sup>11</sup>**

- A. Uniforms & Equipment Issued to Student Officers:** 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, with certain exceptions. The following apparel and equipment will be purchased by the student officer:
1. Foot apparel as specified by the academy.
  2. All workout apparel.
  3. The cost of any additional academy uniforms beyond the initial issue will be borne by the student officer.
- B. Uniforms & Equipment Issued to New Hired Patrol Officers:** 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 will become the responsibility of the officer to purchase and maintain. All articles of the uniform and equipment will meet the specifications of the department, and facsimiles or substitutes will not be permitted unless specifically authorized. Any equipment issued by the department is considered to be the property of the department and must be returned to the department upon separation/retirement from the department. Articles of the uniform and equipment that will be issued by the department, to include the following:
1. The department breast & hat badge (1 set).
  2. Identification Card (refer to ***Policy #151 – Police Identification Program***) and Facility Access Card.
  2. One set of collar pins (CPD insignia & Officer’s ID Number).
  3. The officer’s nameplate.
  4. Silver hatband.
  5. The department-approved gun belt, duty holster, gun belt keepers, handcuff case, double magazine pouch, PR-24 & holder, and OC spray canister & holder.
  6. Department issued firearm along with extra magazines and ammunition.
  7. Portable Radio, spare battery, charger, & holder.
  8. One set of handcuffs and keys.
  9. Body Armor/Protective Vest in accordance w/ ***Policy #171 – Body Armor/Protective Vests***.

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<sup>11</sup> CALEA Std. **17.5.2** – *A written directive establishes procedures for issuing/reissuing agency property to authorized users.*

10. Department-approved safety vest (initial issue only).
11. Riot helmet.
12. PR-24 Control Device & holder.
13. OC Spray & holder.
14. Shoulder patches.
15. All uniform shirts, pants, coats, jackets, raincoats, hats, footwear, gloves, any other auxiliary uniforms (e.g., Class E uniforms, winter suit, etc.), department-approved auxiliary holster worn while working, and any other department-approved equipment are to be purchased and maintained by the officer.

**C. Officers Assigned to the Motorcycle Assignments:** Officers who have been assigned to the Traffic Enforcement Unit and specifically those officers who are assigned to the motorcycle will be furnished with the following uniform apparel & 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, so as to avoid unnecessary wear and tear on the uniforms. All other assignments would necessitate the wearing of the department's prescribed uniform of the day.

1. Department-approved motorcycle helmet, to be replaced after 3 years of serviceable use.
2. Uniform breeches, to be replaced after 2 years of serviceable use (2 pairs).
3. Uniform boots, to be replaced after 3 years of serviceable use (1 pair).
4. The designated uniform jackets/coats to be worn while operating the motorcycle, and replaced as wear necessitates.
5. The designated raingear to be worn while operating the motorcycle, and replaced as wear necessitates.
6. White Cross Straps.
7. Associated auxiliary portable radio equipment.

**D. Officers Assigned as Detectives:** Those officers who are in detective assignments will be issued the following equipment. All other associated equipment will be the responsibility of the officer to obtain:

1. Department badge of office.
2. Department-approved auxiliary holster.
3. Auxiliary combination magazine and handcuff holder.

- E. Officers upon Promotion:** Upon an officer's promotion to the rank of sergeant or higher will be issued the following articles of uniform:
1. The department hat & breast badge of office (1 set).
  2. Department identification card.
  3. The appropriate hatband commensurate the officer's rank.
  4. A gold-colored nameplate bearing the officer's name.
  5. One set of gold-colored collar pins:
    - a. Sergeants will receive one set of "CPD" insignia & the officer's ID number.
    - b. Lieutenants will receive one set of "CPD" insignia & the officer's ID number.
    - c. Deputy Superintendents will receive a set of 3 stars collar pins.
    - d. Superintendents will receive a set of 4 star collar pins.
    - e. Commissioner will receive a set of 5 stars collar pins.
  6. Rank designations for Sergeants and Lieutenants:
    - a. Sergeants will receive sergeants' chevrons for uniform shirts.
    - b. Lieutenants will receive one set of gold bars to be worn on the epaulets.

**IX. MAINTENANCE & REPLACEMENT OF UNIFORMS & EQUIPMENT:<sup>12</sup>**

- A. General Maintenance & Serviceability of Uniforms:** All officers have a duty and responsibility of maintaining and keeping their uniforms in a neat, clean, and professional in appearance at all times. With the exception of those uniform articles that are replaced by the department, officers have the responsibility of using their annual uniform allowance for the purpose of maintaining and replacing their uniforms once those articles are no longer serviceable.
- B. General Maintenance & Serviceability of Equipment:** All officers have the duty and responsibility of maintaining all equipment that has been issued to them in a clean and serviceable condition at all times. This responsibility also extends to taking steps to ensure that the equipment they have been issued is properly maintained so as to prevent loss, misuse, theft, or damage due to careless storage or mishandling.
- C. Duty to Report Lost, Damaged, or Stolen:** Officers are required to report any department-issued uniforms or equipment lost, damaged/malfunctioning, or stolen, as soon as practical to do so. Aside from verbally notifying a supervisory

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<sup>12</sup> CALEA Std. 17.5.2

officer, the officer making such a report will also be required to file a written electronic report, which identifies 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. Upon such notification, the following procedures will take place:

1. It is the responsibility of the supervisor being notified to inspect any damaged or malfunctioning equipment or uniform articles for purposes of determining whether the article is in need of replacement.
2. The supervisory officer will ensure that the report being filed by the officer is complete and thorough.
3. The supervisory officer will then forward the officer's report along with his/her approval for replacement is forwarded via email to through the "Uniform Request System" for processing.
4. If an article is lost or stolen, which presents a security or safety concern, the supervisory officer should determine whether the item is entered into NCIC as a lost or stolen article (e.g., officer's badge, identification card, department access card, firearm, radio, etc.), noting that the item has been entered into NCIC on the request form.
5. The officer designated by the Police Commissioner to manage and oversee the distribution of department-issued uniforms and equipment will make the necessary arrangements to get the replacement uniform/equipment to the affected officer.
  - a. It will be the responsibility of the officer overseeing the distribution of department-issued uniform/equipment to maintain a record of all uniforms and equipment that has been issued to officers of this department, including any replacement articles.
  - b. Verify that items having a safety or security nexus have been entered into NCIC, along with all of the relevant information.
  - c. Authorize the necessary arrangements in obtaining the uniform/equipment requiring replacement, and communicating with the affected officer as to how to obtain the replacement uniform/equipment.
  - d. The affected officer will be instructed where to bring the worn/damaged uniform/equipment (for equipment, it usually will be the Property/Evidence Unit).
6. At the time when the officer is retrieving the replacement uniform/equipment, he/she will turn in the damaged article.

- D. Replacement of Articles Purchased & Maintained by the Officer:**<sup>13</sup> It is the responsibility of all officers to purchase, replace, and maintain all other uniforms and equipment not considered to be department-issue (and uniforms and equipment that may have been issued, but then becomes the responsibility for officers to maintain). In the event, that uniform/equipment is damaged in the course of an officer's performance of duty, it may be considered for replacement by department. The process for evaluation as to whether an officer's uniform/equipment will be replaced by the department will follow the procedures that are outlined in the preceding section of this directive (*Section IX, subsection C*).
- E. Emergency Replacement of Damaged Equipment:** There have been some circumstances in which officer(s) have been involved in an incident during which department-issued equipment becomes suddenly unserviceable or damaged. In these incidents, officer may not be in position to go through the formal request process as described in *Section IX, subsection C*. In those instances, the following procedures will be carried out in order to facilitate an emergency replacement of equipment:
1. A compartment located inside Room 3300 (Evidence Processing) has been stocked with holsters, PR24 control devices, oleoresin capsicum canisters and other equipment which may be damaged during an incident. The compartment is located just inside the outer doors to the left and will have a plastic seal (similar to those on the First Aid kits located in cruisers) through both door handles. The first two cabinet doors have had a unique lock installed with the key being kept inside the key box located in the Shift Commander's Office under his/her control.
  2. Should a situation arise when an officer discovers that a piece of equipment has been damaged as the result of an incident, he/she must notify a supervisor who will inspect the equipment. The following procedures will be observed:
    - a. The supervisor will confirm that the equipment requires immediate replacement and will notify the Shift Commander of the situation.
    - b. The Shift Commander will make arrangements for the supervisor to obtain the key 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.
    - c. 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.

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<sup>13</sup> CALEA Std. 41.3.4

- d. 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.
  - e. The supervisor will close and lock the cabinet doors and return the key to the Shift Commander.
  - f. The supervisor (or officer) will send a brief email to the Uniform Request System. The officer in charge of department-issued uniforms/equipment will make arrangements to have personnel retrieve the damaged equipment and report from the compartment, and replenish the equipment if necessary.
3. It is important for all personnel to know that only a limited supply of equipment will be stored in the compartment. It is for this reason that this 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, processes.

**F. Separation from Service and Retirement:** Department-issued uniforms and equipment is the property of the police department, and therefore is subject to being returned to the police department upon separation from service or retirement from the department. All department-issued uniforms and equipment should be returned in a condition that would be consistent with normal use.

1. The following items are to be surrendered at the time of separation from service and retirement, at a minimum:
  - a. Department-issued hat and breast badge (the Commissioner may wave this requirement).
  - b. The department-issued identification card and department access cards.
  - c. Any keys that may have issued in connection with the officer's duties.
  - d. Portable radio and associated equipment.
  - e. Department-issued firearms, ammunition, and magazines.
  - f. Department-issued handcuffs and associated keys.
  - g. Department-issued gun belt, holster, magazine pouch, handcuff case, OC spray and holder, and PR-24 and holder.
  - h. Any department-issued uniforms and equipment that were furnished to the officer in connection with his/her assignment(s).
  - i. Department-issued body armor/protective vest and associated holders.
  - j. Department-issued riot helmet.
  - k. Any other items as determined by the Police Commissioner.

2. All items returned by the officer at the time of separation of service and retirement will be recorded as being returned by the officer in charge of department-issued uniforms and equipment.
  - a. The officer in charge of department-issued uniforms and equipment will determine which items will be retained for reissue or be destroyed if determined to be no longer serviceable.
  - b. Any missing items or items that appeared to have been damaged may warrant the officer in charge of department-issued uniforms and equipment require the submitting officer to account for said items in the form of a written report.
  - c. The officer in charge of department-issued uniforms and equipments will make arrangements to have the surrendered items returned to their proper storage areas, or make arrangements to have said items serviced, if required.
3. Items that have been purchased by the officer, such as uniforms, uniform coats and jackets, other equipment, etc. may be retained by the officer or given to other members of the department for continued use. For security reasons, any articles of clothing that are considered to be part of the official uniform of the department should be destroyed, or may be turned over to the department for destruction.