

CAMBRIDGE POLICE DEPARTMENT

Title: *UNIFORM SPECIFICATIONS /
DRESS CODE*

Procedure: 3.104

Date Issued:

Revised: 05/20/02

PURPOSE:

To establish the standards and specifications of police department uniform parts for full-time sworn officers and uniformed civilian personnel.

To set guidelines that provide for uniformity in the wearing of seasonal, work and dress uniform.

POLICY:

All personnel of the Police Department, individually and collectively, will exhibit a professional appearance in order to:

Gain respect, trust and support from the community.

Maintain discipline and uniformity of the department as a semi-military organization.

Promote public recognition of uniformed officers.

PROCEDURE:

UNIFORM REGULATIONS

1. Department personnel, when working in uniform, attending a department authorized function in uniform or on a paid detail in uniform, will wear the designated uniform of the day and may not vary the parts of the uniform without specific permission from the Chief of Police or his designee.

2. All uniforms and accessories will be purchased from department approved uniform dealers.

3. All department personnel will have a serviceable uniform, as described in this procedure, available at all times to perform uniformed duty.

4. All cloth portions of the uniform must conform to the standards authorized by the department.

5. Uniforms and accessories will fit properly, will be clean and neatly pressed, and will be free of rips, tears, holes, frayed edges, missing buttons, scuffs and faded colors. Cloth parts of the uniform will not be patched.

6. All leather and nylon articles will be kept clean and give the appearance of being new. Leather articles will appear polished.

7. Pockets will not have a bulging appearance and only two pens will be kept in the left uniform shirt pocket.

8. It will be the responsibility of all department personnel to replace any uniform or accessory items that are lost, destroyed, worn out, stolen or unfit for use.

9. No insignia, medal, patch or ribbon, other than that which is specifically approved in this or another department procedure, will be worn on any portion of a department member's uniform without written permission from the Chief of Police.

10. Uniforms will be classified into two categories, work and dress.

11. The work uniform is further categorized into a summer uniform and winter uniform. Summer work uniforms will be worn as of May 1 until October 14. Winter work uniforms will be worn as of October 15 until April 30. Police Communication Officers are exempt from this calendar schedule.

12. Semi-annual inspections will be conducted by the Quartermaster prior to uniform changeovers. The uniforms will be inspected for serviceability. When a portion of an officer's uniform is deemed unfit for use, the officer will be so advised by his Supervisor. Semi-annual inspections are not intended to take the place of periodic inspections by the Chief of Police, Division Commander or Squad Supervisor.

WORK UNIFORM

1. The winter uniform will consist of a long sleeve shirt and plain black cloth tie issued by the Department.
2. The summer uniform will consist of a short sleeve shirt issued by the department. No tie is required.
3. A winter jacket will be issued by the Department.
4. Caps as issued by the Department.
5. Socks will be black or dark blue.
6. Gloves will be a solid color, black or dark blue.
7. Raincoats as issued by the Department.
8. Boots will be black in color.
9. Sunglasses will be either green, gray, or blue lens.
10. Shoes will be black in color and approved by the department.
11. T-shirt will be white or dark blue.

DRESS UNIFORM

1. The Color Guard Unit will wear a blouse issued by the Department. The Sam Browne belt will be worn with the blouse. The blouse will be buttoned at all times when worn.

POLICE COMMUNICATIONS OFFICERS

1. Khaki pants issued by the Department
2. Dark blue polo shirt issued by the Department.
3. Long Sleeve and Short Sleeve shirts will be issued.
4. Shoes and belts must be black
5. Socks will be black or dark blue

PLAIN CLOTHES OFFICER

1. Officers assigned to duties requiring civilian clothes will wear appropriate clothing for their assignment.

2. Officers are encouraged to dress smartly and in good style. Gaudy, flashy or ill fitting attire will not be permitted.

3. Supervisors may approve a deviation from the above attire if an assignment dictates.

STATION DUTY AND COURT APPEARANCE

1. All uniformed officers assigned to duty inside the police station, whether on a permanent or temporary basis, or attending court in uniform shall be required to dress in accordance with the uniform regulations. Officers may wear the trouser belt with the basket weave visible and an approved black in color holster.

2. Male officers attending court in civilian attire will wear dress slacks, dress shirt, suit coat or sport coat and tie.

3. Female officers attending court in civilian attire will wear a pants suit, skirt and blouse or other business attire.

4. Officers appearing in court in civilian attire will ensure that their weapon is concealed.