



<b>Somerville Police Department</b> 		<b>TYPE:</b> <b>GENERAL ORDER</b>		<b>POLICY NUMBER:</b> <b>409</b>		
		<b>Subject:</b> <b>Uniforms and Appearance</b>				
		<b>Issuing Authority:</b> <b>David Fallon</b> <b>Chief of Police</b>		<b>Signature:</b> 	<b>Effective Date:</b> February 21, 2019	
		<b>Number of Pages:</b> Page 1 of 16				
<b>Accreditation Standards (5<sup>th</sup> Edition) 41.3.4</b>			<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Amended			
<b>Revision &amp; Reissued Dates:</b>	6/16/15	07/07/16				

**Purpose:**

The primary reason police officers wear uniforms is to make them readily identifiable and, thereby, accessible to the public. Citizens need and appreciate the sense of security provided by a visible police presence, and their belief about the quality of police service is often based upon appearance. It is vital that officers of this department maintain a neat and clean appearance at all times and their uniform is easily identifiable as that of a Somerville Police Officer. Members of the force will wear such uniform and insignia of rank as directed by the Chief.

The Officer in Charge (OIC) is authorized to waive/modify the Uniform Policy for officers assigned to his command on a shift-by-shift basis to meet the needs of the department. The purpose of this authorization is to allow the OIC the necessary discretion to safely accomplish necessary tasks. Examples of when such modification may become necessary include natural disasters, severe weather, fire, flood, etc. The OIC will file a written report to the Chief of Police and the Deputy Chiefs for each shift the Uniform Policy is modified.

**Policy**

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

**Definitions**

Civilian Attire: Non-uniform clothing.

Business Attire: Dress clothes such as business suit, suit coat, dress pants, and tie for men, or a business dress or pants suit for women.

Business Casual: Neat casual clothing such as khakis, dress shirt, polo shirt, etc. Jeans are not considered business casual.

Uniform Accessories: Articles approved by the Chief of Police which may be worn with the official uniform.

Uniform of the Day: Uniform as directed by this policy or a competent authority.

Uniform Insignia: Patches, rank insignia, and other items worn on the uniform.

Class A Uniform: The dress uniform issued to sworn officers worn to special occasions such as parades, funerals, and other functions as may be determined by the Chief of Police of his/her designee.

Class B uniform: Patrol uniform worn during day-to-day patrol duties.

Class C uniform: Uniform to be worn while performing traffic details and road jobs.

Battle Dress Uniform(BDU): The BDU type uniform consists of six-pocket black cargo pants, black long or short sleeve shirt with subdued departmental patches on each sleeve, subdued SPD badge above the left breast pocket and baseball style cap with subdued SPD badge. In addition, the black winter BDU style field jacket with subdued SPD patches on each sleeve and subdued SPD badge above the left breast pocket is authorized during the winter uniform period. BDU's are only to be worn on road details or under special circumstances when authorized by the Chief of Police.

Blauer ANSI 207-2006 High Visibility Vest: The Blauer High Visibility vest shall have a zip front and have Somerville Police printed on the front and/or back. This is the only authorized high visibility vest to be worn by SPD Officers.

## Procedures

### 1. Uniforms [41.3.4; 22.2.5]

All officers are required to have uniforms and equipment suitable for their assignments. Uniforms purchased must conform to Department standards. Sworn members of the department will carry all authorized issued equipment while on-duty or assigned to a paid detail, unless otherwise authorized by the Chief of Police.

**A. Uniform of the Day** - The uniform of the day shall be worn by all sworn members of the department while on duty, with the following exceptions:

1. Personnel assigned to the Detective Bureau.
2. Where authorized by the Chief of Police.

**B. Details** - Personnel that are assigned to paid details will only wear the uniform authorized by the Chief of Police. BDUs are authorized to be worn on road details only. Officers working details outside Somerville shall be governed by the Uniform Policy, or restrictions, of that department.

### **C. Court**

1. Officers attending court may wear the uniform of the day or appropriate civilian attire. If an officer wears a uniform to court, he/she shall wear the complete uniform of the day (no civilian jackets, etc.) Under certain circumstances, the court may request that an officer be present to testify in civilian attire while he/she is working. If this situation occurs, and the officer is assigned to a position which requires the wearing the uniform of the day, it will be left to the discretion of the officer's immediate supervisor as to whether the officer should bring the appropriate civilian attire to roll call or is granted sufficient time to return home to change before the appointed time to appear in court. Under normal circumstances, it is the responsibility of the officer to bring to the attention of his/her immediate supervisor that the court has requested they appear in civilian attire while working.
2. Uniforms dress is not allowed in Superior Court or a Grand Jury session. Men are expected to wear a suit (either matching, or a dress blazer and appropriately coordinated pair of slacks/dress pants. Women may wear a suit consisting of a jacket with matching skirt or trousers, and a blouse. There are however several other forms of female attire acceptable in this setting. All Officers will wear appropriately matching footwear).

### **D. Special Assignments**

The supervisor in charge of special assignments may direct attire as needed or fitting for the assignment.

### **E. Training:**

1. In-service training: This will be dictated by where the training is held. This may either be uniform of the day or business casual.
2. Classroom type training: Uniform or business casual unless otherwise specified.
3. Firearms training: Jeans or tactical pants, outdoor clothing and footwear, weather appropriate or as specified by the training officer(s). Body armor and other safety equipment are always required at the range (i.e. reflective vest, eye protection, ear protection).

### **F. Service Wear**

#### **1. Police Officers**

- a) Administration: Uniform of the day, business attire or business casual.
  - b) Detective Bureau: Business attire or business casual unless otherwise authorized by a supervisor.
  - c) Patrol: Employees shall wear the Class B uniform with a leather or nylon duty belt while performing patrol duties. Specialty assignments are authorized to wear alternate uniforms while performing those duties.
  - d) Motorcycle Officer: Motorcycle uniform.
  - e) North Eastern Massachusetts Law Enforcement Council (NEMLEC) Member: Tactical uniform.
  - f) Bicycle Officer: Bicycle uniform.
  - g) Extra-duty Details: The Class B uniform of the day is permitted for indoor and outdoor details. The Class C detail uniform may be worn in place of the Class B uniform for traffic details. While working traffic details, officers may wear a firearm in a pancake or molded polymer holster rather than the complete duty belt. Officers should also carry handcuffs, portable radio, at least one spare magazine and shall wear reflective traffic vests or other outerwear that conforms to the regulations of the American National Standards Institute (ANSI), when performing traffic direction duties or are otherwise working in a roadway.
  - h) Variations to normal uniform attire may be authorized by the Chief of Police or his/her designee.
2. **Dispatchers:** Dispatchers will wear their issued uniform while performing dispatch duties.
  3. **Animal Control Officer:** ACO will wear the issued uniform while performing ACO duties.
  4. **Crossing Guards:** Crossing Guards will wear their issued uniform while at their crossing locations. They shall wear reflective traffic vests or other outerwear, which conforms to ANSI standards, when performing crossing duties.
  5. **Clerical:** Business casual unless otherwise authorized.
- G. Uniform Prohibitions** - Wearing of the uniform is prohibited in connection with the following activities:
1. Private employment, except with written permission of the Chief of Police.
  2. Off-duty activities, public speeches, interviews, picket lines, marches or rallies, or

any other public demonstration which may imply official sanction without written permission of the Chief of Police.

**H. Uniform Changeover** - The winter uniform changeover will begin on **November 1<sup>st</sup>** and the summer uniform changeover will begin **April 1<sup>st</sup>**.

## 2. Uniform Specifications [41.3.4]

**A. Authorized and Issued Uniforms** – The following are specifications to follow when purchasing uniforms. These items constitute the only authorized Somerville Police uniforms, unless specifically approved by the Chief. The only uniform items the department will provide are the Class A hat badge and one Somerville Police shirt badge, all other items listed below are the responsibility of the officer.

**B. Uniform Hats** - Although the uniform hat is no longer required to be worn at roll call and is optional for most calls and/or incidents, the uniform hat must be kept in the cruiser and worn under the following conditions:

1. Directing traffic – e.g., traffic posts, and accident scenes
2. Ceremonies (Class A hat **only**) – parades, funerals, special events and elections
3. Outdoor Details – e.g., road construction sites, athletic events, auctions, road races.
4. Fixed or walking posts

**C. Authorized Uniform Hats** - The following hats are the only authorized Somerville Police uniform hats:

1. Class A – Standard cloth, pinned down round top, 5 Star, dark blue hat. All officers will display their department-issued hat badge on their Class A uniform hat. In addition, Superior Officers will display the following rank-specific straps and visor insignia:
  - a) Rank of Sergeant will have a gold rope.
  - b) Rank of Lieutenant will have a gold band.
  - c) Rank of Captain will have a gold band, velvet visor insignia.
  - d) Rank of Deputy Chief will have a gold band, velvet visor insignia.
  - e) Rank of Chief will have a gold band, velvet visor insignia.
2. Baseball Cap – Black baseball cap with rank-specific badge embroidered on the front. The baseball cap is only authorized for patrol, paid details, neighborhood police officers, motorized officers, specialized units and when authorized by the Chief of Police.

3. Winter Hat – Dark blue winter hat with ear flaps and epaulet for issued hat badge, is authorized for officers assigned to traffic duty, foot patrol, cruiser duty or paid details, during severe cold weather conditions.
  4. Black Watch Cap – Black, watch cap style knit cap, can be worn during the winter uniform period on outdoor road details only. The black cap shall be embroidered with the rank-specific badge on the center front of the cap.
- D. Shirts** – Uniformed officers will wear dark, navy blue shirts, with either long or short sleeves (depending on the season) with permanent military creases, epaulets and pleated pockets, with patches on both sleeves. Uniformed officers assigned to the Neighborhood Policing Unit, the Traffic Bureau, paid details, or specialized units, are authorized to wear the Blauer 8132 ANSI Polo Shirt. The polo shirt (tucked in), may be worn with authorized shorts for road details.
- E. Neckties** - Plain black tie with pointed end, minimum width of 3 inches and maximum width of 4 inches. The use of a breakaway tie is highly recommended.
- F. Sweaters** - Sweaters are authorized as outerwear for all members of the department, as long as the department patch is displayed on both sleeves. The sweater shall be a lightweight sweater or equivalent, navy blue in color, with epaulets, sewn on tab for affixing the department issued badge or rank specific silver or gold embroidered badge. Superior Officers shall wear their rank insignia (gold.) Sweaters should be tucked into the trousers for a neat appearance and to allow access to equipment. Sweaters may be worn over the short sleeve shirt during cold weather.
- G. Turtlenecks** - Black turtlenecks can only be worn under the uniform shirt. Turtlenecks cannot be worn to replace the uniform shirt at any time. Shirts shall either have SPD embroidered in silver (gold for Superior Officers) in 1/2" high letters on the left side of the collar (block lettering, no script) or have no lettering at all. Turtlenecks shall be long sleeve only, and cannot be worn under a short sleeve uniform shirt unless wearing the Blauer 8132 ANSI polo shirt. The use of turtleneck shirts may be subject to other administrative controls as the Chief of Police may determine.
- H. Jackets** - The following jackets have been authorized by the Chief of Police:
1. Lightweight Jacket - dark blue nylon lightweight reversible uniform jacket
  2. Cruiser Style Jackets:
    - a) Blauer dark blue ¾ length Gore-Tex jacket
    - b) Blauer dark blue (Homeland Security) jacket
    - c) Authorized police rain coat
    - d) Blauer dark blue (long) winter coat

3. **Leather Jacket (Patrol)** - All personnel will be authorized to wear the leather jacket as part of their duty uniform. Leather jackets shall only be worn from October to May. Jackets shall be worn with department patches on each shoulder. The badge and rank insignia (on the epaulets) are to be worn on the jacket. Sergeants will wear their respective stripes on each sleeve. Leather jackets are for Patrol and related assignments. Leather jackets are **not** to be worn on road/construction details. Other assignments are permissible (e.g., indoors.)
- I. **Trousers** - Trousers shall be regulation dark blue with no cuffs and the trouser legs shall not be tapered. Trousers shall have rank specific piping on the outside seams, from waist to cuff on both legs. Piping shall consist of:
    1. Patrolman – ½ inch wide royal blue
    2. Sergeants – ½ inch wide black
    3. Lieutenants – ¾ inch wide black
    4. Captains – 1 inch wide black
    5. Deputy Chief – 1 inch wide black
    6. Chief – 1 inch wide black

**Note:** Officers assigned to the Motorcycle Unit shall wear riding breeches with a ¾ inch stripe (respective rank), shall be worn by officers assigned to motorcycle duty.
  - J. **Shorts** - Shorts may be worn by Neighborhood Police Officers and on road details only. Navy Blue BDU style shorts (Blauer #8841-1) are the only authorized shorts, with the exception to officers assigned to bicycle patrol, who will wear specialized navy blue bicycle shorts.
  - K. **Socks** - Plain black or navy blue socks shall be worn with the uniform of the day. White socks are permitted only when they are not visible, or when they are worn with shorts and they are no higher than mid-calf nor lower than ankle height.
  - L. **Footwear** - Officers are required to wear laced, polished, smooth leather shoes, boots, or black leather sneakers. Regardless of which footwear an officer chooses to wear, there shall be no buttons, straps, or buckles permitted, or in the case of sneakers, no identifying trademarks readily visible. Pants are not to be tucked into boots unless worn with BDU style uniform or while assigned to the Motorcycle Unit and wearing black leather, over the calf boots.
  - M. **Gloves** - Black (white or orange while directing traffic) gloves/mittens are authorized.
  - N. **Rain Gear** - Reversible, high-visibility yellow, Gore-Tex raincoat is authorized. Officers may wear either a full or hip-length jacket. Officers may also wear rain leggings and a

rain cap with neck flaps. Any authorized raincoat purchased after May 19, 2015 shall have Somerville Police written across the back portion of the high-visibility yellow side.

**O. Traffic Safety Vests/Belts** - Yellow safety reflective jackets, Blauer ANSI polo shirt, Blauer ANSI vests or white cross straps (**motorcycle only**) shall be worn by officers when:

1. Assigned to traffic duty.
2. While operating a department motorcycle, officers may wear white cross straps, yellow safety reflective jackets or Blauer ANSI polo shirt.
3. Prolonged traffic duty at an accident or fire scene.
4. Assigned to paid details involving roadwork or traffic duty.

**Note:** The Somerville Police Department ANSI 207-2006 high visibility vest is the only authorized vest. This vest is required equipment and shall be worn on all road details or when ordered to be worn for specific events or incidents. A vest is not needed however, if an officer wears a jacket with a high visibility material.

**P. Eye and Ear Protection** - Officers assigned to motorcycle duty shall wear eye protection and all officers assigned to firearms training must wear both eye and ear protection, while discharging weapons.

**Q. Head Protection** - Officers assigned to operate a motorcycle or a bicycle shall wear department approved helmet.

**R. Ear Muffs** - Black or navy blue ear muffs are optional during the winter uniform period.

**S. Insignia** - Ranking officers shall wear following such insignia on their uniforms as designated by the Chief:

1. Sergeant – three gold stripes
2. Lieutenant – one gold bar
3. Captain – two gold bars
4. Deputy Chief – three gold stars
5. Chief – four gold stars

**Note:** Sergeants shall wear gold stripes on the sleeves of all shirts, coats, and jackets (except when worn on the epaulet of a leather jacket and/or sweater.) The Captain/Lieutenant bars and the Chief/Deputy Chief stars shall be centered on the epaulets of all jackets, sweaters, and shirts. Insignias may be embroidered on the epaulets.



**T. Emblems, Patches, Pins, Tie Clips/Tacks and Badges** - Officers shall wear all emblems, patches, pins, ties clips/tacks and badges as follows:

1. Badges, silver for patrol officers and gold for superior officers, shall be worn over the left breast of the outer most garment at all times.
2. Collar pins are to be worn on both collars of the shirt, silver colored pins for patrol officers, gold for superior officers.
3. Patches are to be worn on both shoulders of all shirts, jackets, sweaters, and jumpsuits. The patch will be positioned 1/2 inch down from the shoulder seam, centered on sleeve.
4. Traffic Bureau patches shall be worn on the left sleeve under the shoulder patch. Motor Officers will wear the motorcycle patch on the right sleeve, under the shoulder patch. However, specialized patches will only be worn while the officer is assigned to that unit.
5. Special insignias such as pins, flags, etc., will not be worn on the uniform without authorization from the Chief of Police.
6. Except for female officers, earrings are **not** permitted while on duty.
7. Tie clips, tie clasps, and tie tacks bearing the department insignia or other appropriate law enforcement design may be used. These will be centered on the tie. Ties which are designed to button to the shirt, without the use of clips, clasps, etc., are authorized.
8. Name tags may be worn on the outer-most uniform garment (optional).
9. Departmental commendation ribbons shall be worn on the uniform shirt above or below the breast badge, preferably on a black leather commendation holder.

### 3. Seasonal Requirements

**A. Winter Uniform** - The winter uniform regulations shall take effect on November 1<sup>st</sup> and shall consist of the following:

1. **Jacket** - Any authorized department jacket
2. **Shirt** - Long sleeve, dark navy blue shirt with either a black necktie or a turtleneck
3. **Hat** - Class A hat, dark blue winter with ear flaps, baseball cap or wool watch cap
4. **Ear muffs** - Dark blue or black are authorized

**B. Spring and Fall Uniform** - The spring uniform regulations will be in effect for the month of April only, and the fall uniform regulations will be in effect for the month of

October only. The spring and fall uniform shall consist of:

1. **Jacket** - Dark blue nylon, lightweight reversible uniform jacket, leather patrol jacket.
2. **Shirt** - Short sleeve, dark navy blue shirt will be worn starting April 1<sup>st</sup>. Commanding Officers however, may authorize officers on their shifts to continue wearing the long sleeve shirt due to unseasonably cold weather, until May 1<sup>st</sup>. Shift Commanders may authorize the long sleeve shirt again starting October 1<sup>st</sup> (although the winter changeover is not until November 1<sup>st</sup>) for unseasonably cold weather. If the long sleeve shirt is worn without a tie, a black turtleneck must be worn underneath.
3. **Hat** - Class A hat or authorized baseball cap.

C. **Summer Uniform** - The summer uniform regulations shall take effect May 1<sup>st</sup> and shall consist of the following:

1. **Jacket** - Dark blue nylon, lightweight reversible uniform jacket (optional)
2. **Shirt** - Short sleeve, dark navy blue shirt
3. **Hat** - Class A hat or authorized baseball cap
4. **Shorts** - May only be worn on road details or by officers assigned as Neighborhood Police Officers.

4. **Duty Equipment: Sworn, Full-time Officers** [41.3.4; 22.2.5]

A. **Authorized and Issued Equipment:** The department shall issue and update as needed the following equipment only. All issued equipment will remain the property of the Somerville Police Department and returned upon request:

1. One - Department approved firearm, holster and ammunition (pancake style holster to plain cloth assignments)
2. One - Department approved canister of OC spray and carrier
3. One - Department approved set of handcuffs and case
4. One - Department approved baton and carrier
5. One - Department Radio and carrier
6. Two – Spare magazines, carrier and ammunition
7. Body Armor

**Note:** All equipment listed below, whether issued or not, has been authorized by the Chief. Any equipment not list must be expressly authorized by the Chief before it can be worn.

- B. Leather Duty Equipment** - All leather duty equipment shall be black, smooth style (patent leather is optional for Chief and Deputy Chief) and all leather duty belt accessories shall be of the same style. The leather duty belt must be secured to the trouser belt by leather keepers or by the design of the duty belt, to provide stability and accessibility to the officer's weapon and other equipment.
- C. Nylon Equipment** - Nylon duty web gear is authorized for all members of the department. All accessories on the gun belt must be nylon web, **no** mixing of leather and nylon (unless department issued.) The nylon gun belt must be secured to the trouser belt, by nylon belt keepers or by design of the gun belt, to provide stability, and accessibility to the officers' weapon and other equipment.
- D. Oleo-Resin Capsicum (OC) Spray Device** - All sworn members of the department, with the exception of administrative personnel, will carry OC spray for use as a less than lethal weapon. This device shall be carried by all personnel while on-duty or assigned to a paid detail, unless otherwise authorized by the Chief of Police. See policy [124 – Use of Force](#).
- E. Handcuffs** - Only department-authorized handcuffs are to be used by officers.
- F. Firearms** - Only a department-issued firearm is to be used by officers. Unless authorized by the Chief, or his designee, all on-duty personnel shall wear their department issued firearm at all times. See policy [124 – Use of Force](#).
- G. Miscellaneous** – Any replacement holster for a department-issued weapon must be approved by the Chief or his/her designee if holster is not issued by the department. Only accessories authorized by the department shall be worn on the duty belt. Although not issued, officers are authorized to wear an flashlight and carrier on their duty belt.
- H. Specialized Units** - Jumpsuits, BDU's and other specialized uniform articles may be authorized by the Chief or Commanding Officer of the Unit.

## 5. Specialized Units

- A.** Jumpsuits, BDU's and other specialized uniform articles may be authorized by the Chief or Commanding Officer of the Unit.

## 6. Criminal Investigation Division

- A.** All employees in plainclothes assignments shall wear clothing which is in good taste and is generally accepted by society and the law enforcement community as business formal and/or business casual attire as the occasion may dictate.
- B. Authorized Attire** - The Criminal Investigation Division clothing requirements are as follows:
- 1. Shirt** - Long or short sleeve button down collared shirt, a casual polo type collared shirt or blouse. An appropriate sweater may be worn in lieu of or with a collared shirt.

**T-shirts are not authorized.**

2. **Pants** - Dress pants, business casual “Dockers, khaki, chino” style pants or slacks.

**Jeans and shorts are not authorized.**

3. **Footwear** – Shoes will be leather or similar durable material; dress shoes or casual shoes that are appropriate for long periods of standing, walking, and pursuit as well as suitable for traversing various types of terrain as an investigation may dictate.

**Sneakers, sandals, and open-toed footwear are not authorized.**

4. **Hats** – Hats are only to be worn during inclement weather and are to be removed when indoors.

- C. **On Call** - When CID personnel respond to a crime scene on afterhours or need for additional staffing call out basis, all responding CID personnel shall wear the prescribed plainclothes listed above. **Jeans, shorts and sneakers are not authorized.**

- D. **Raid Jackets and Ballistic Vests** - Raid jackets may be worn at any time while in plainclothes for a professional, standardized appearance by members of the CID. Raid jackets and ballistic vests are **mandatory** whenever a Warrant Service Operational Plan is required (see [Department Policy 130 Ballistic Vests.](#))

**Raid Jackets are not authorized for court appearances.**

- E. **Court Appearance** - Detectives must wear business formal attire when attending court. At a minimum a dress shirt and tie with a sport coat and dress pants will be worn by male detectives. Female detectives shall wear the appropriate equivalent attire.

- F. **Special Assignments** - The CID commander, at his/her discretion, may designate alternate attire for special assignments. CID personnel assigned to the Drug/Vice Unit, Gang Unit and Licensing Compliance may wear such attire that is approved by the CID Commander.

**7. K-9 Officer: Non-Issued, Authorized Attire [22.2.5]**

- A. **Shirts** - The K-9 Officer shall wear either black long or short sleeve BDU shirt (depending on the uniform season) with subdued departmental patches on each sleeve and subdued SPD badge above the left breast pocket.

- B. **Pants** - The K-9 Officer shall wear six-pocket black BDU type cargo pants.

- C. **Hat** - Baseball cap with subdued SPD badge is the authorized hat for K-9 Officers.

- D. **Footwear** - K-9 Officers are required to wear laced, polished, smooth leather boots. Pants are not to be tucked into boots unless worn with BDU style uniform.

- E. **Jacket** - The black winter BDU style field jacket with subdued SPD patches on each sleeve and subdued SPD badge above the left breast pocket is authorized.

**8. E911 Operators: Non-Issued, Authorized Attire [22.2.5]**

- A. **Shirts** - E911 operators shall wear a navy blue polo type long or short sleeve shirt, navy

blue sweatshirt or navy blue T-shirt. All shirts must bear the E911 logo in the upper left corner of the shirt.

**B. Pants** - E911 operators are authorized to wear navy blue or black chino type pants.

**C. Shorts** - Navy Blue or Black Shorts.

**D. Shoes and Socks** – Black shoes or sneakers with black socks.

## 9. Civilian Employees

**A.** All civilian employees are expected to dress to present a professional image while performing their official duties.

**B.** Civilian employees shall wear clothing that is considered appropriate for a business office environment. Civilian employees clothing shall be clean, pressed, and shall not have visible rips, tears, or be noticeably worn.

**C.** The immediate supervisor of any civilian employee can modify the uniform requirements on an individual basis as needed.

## 10. Civilian Crossing Guards: Issued, Clothing and Equipment [22.2.5]

**A. Shirt** - Crossing guards shall wear a white or grey, short or long sleeve, polo type shirt with Somerville Crossing Guard patches on both sleeves.

**B. Jacket/Vest** – Crossing guards shall wear either an ANSI certified hi-visibility vest or jacket. The vest shall have Crossing Guard on both the front and back. The jacket shall have Somerville Crossing Guard on the back.

**C. Hat** – Black baseball type hat with Somerville Crossing Guard patch is authorized.

**D. Pants/Shorts** – Black pants or black shorts are authorized.

**E. Gloves** – Hi-visibility gloves or mittens are authorized.

**F. Footwear** – Black footwear is authorized.

**G. Stop Sign** – A red and white octagonal shaped stop sign shall be provided.

**H.** Crossing will receive a onetime uniform issuance, followed by a yearly clothing allowance per contract; See policy [508 - Crossing Guards \(Equipment and Uniforms\)](#).

## 11. Animal Control Officers (ACO): Non-Issued, Authorized Attire [22.2.5]

**A. Shirt** – Long sleeve or short sleeve Navy Blue T-shirt with front and back Animal Control Logo.

**B. Jacket/Sweatshirt** – Blauer, Navy Blue, Spring Reversible Jacket XLT6001 or Navy

Blue Sweatshirt.

**C. Hat** – Black Baseball Hat with Somerville Police Animal Control Badge.

**D. Pants** – Black 511 Tactical Stryker pant.

**E. Footwear** – Black Leather Shoes or Boots.

**F. Belt** – JayPee Garrison Black Leather Belt, JayPee Black Leather Duty Belt, Double Mag Pouch, Glove Pouch.

**G.** Animal Control Officers will receive a clothing allowance, per contract.

## **12. Retired/Special Officers Working Outside Construction Details [22.2.5; 16.3.4]**

**A.** Retired Officers will be issued the following equipment when authorized by the Chief of Police to work construction details:

1. One - Department approved firearm, holster and ammunition
2. One - Department approved canister of OC spray and carrier
3. One - Department approved set of handcuffs and case
4. One - Department approved baton and carrier
5. One - Department radio and carrier
6. Two - Spare magazines, carrier and ammunition

**B.** Uniform is the same as the Class B or Class C police officer uniform.

**C.** Purchasing of all uniforms and additional gear is the responsibility of the Retired/Special Officer. See policy [419 - Special Somerville Police Officers and Auxiliary Somerville Police Officers.](#)

**D.** Special Somerville Housing Police Officers will not be issued equipment by the Somerville Police Department and will be required to carry/wear the following:

1. Issued firearms, handcuffs, radio and O.C. spray.
2. Authorized badge, hat and shoulder patches.
3. Conform to the required detail attire mentioned above.

## **13. Auxiliary Officers [22.2.5]**

**A.** Auxiliary officers shall wear modified uniforms. The color scheme will be a mix of dark blue and grey. Equipment shall be the same equipment as full-time officers, without a

firearm, unless approved by the Chief of Police. The word "Auxiliary" will be displayed in larger font and appear first and prominently on every badge, patch, and insignia.

- B.** Purchasing of all uniforms, gear and equipment will be the responsibility of the Auxiliary Officer. See policy [419 - Special Somerville Police Officers and Auxiliary Somerville Police Officers.](#)

#### **14. Grooming and Appearance**

- A. Male Police Officers (Uniformed and Plainclothes)** - Officers will be required to be neatly groomed, uniforms or civilian attire shall be clean and pressed, and male officers will be clean-shaven every day.

**1. Hair** - Hair styles shall be worn in a fashion that is professional in appearance and style, and in keeping with normal business standards as determined by the department. Maximum extension out from the head after combing shall be one-and-one-half-inch (1 1/2") provided that it is neatly trimmed and tapered so that when combed it presents an even appearance. Hair shall not extend over the top of the ear when groomed, and shall not touch the back of the collar in normal posture.

**2. Prohibited Hair Styles** - Hair styles which are prohibited for all employees (except approved Vice and Narcotics assignments) include, but are not limited to:

- a) Corn rows
- b) Mohawks
- c) Spikes or Tails
- d) Unusual Colors

**3. Tattoos** - Tattoos shall not be obscene, offensive, or profane in nature.

**4. Earrings** - Male officers shall not wear earrings.

#### **5. Facial Hair**

**a) Sideburns** - Sideburns shall not extend below the earlobe and shall at no point be more than one-and-one-half-inch (1 1/2") wide nor more than one-half-inch (1/2") in thickness. Sideburns shall not flare and shall be trimmed horizontally across the bottom.

**b) Mustaches** - Mustaches are permitted and shall be neatly trimmed at all times. Mustaches shall not extend more than one-half-inch (1/2") horizontally beyond the corners of the mouth, shall not extend below the corners of the mouth, and shall not cover any part of the upper lip.

**c) Goatees** - The Chief, on a trial basis and at his discretion, has allowed all

officers the option to grow a goatee. The goatee must be neatly trimmed and well groomed at all times so as not to present a ragged or unkempt appearance. The goatee shall not exceed 1/2 inch in depth. Depth shall be the perpendicular distance from the surface of the skin to the surface of the bulk of the beard. Each individual facial hair shall not exceed 3/4 inch in length.

- d) Exceptions to Facial Hair Policy** – The Chief of Police may authorize an officer to deviate from the proscribed facial hair policy for deeply held religious beliefs. The Officer shall submit a request to the Chief, through the Administrative Captain, requesting a waiver.

**B. Female Police Officers (Uniformed)** - Officers will be required to be neatly-groomed, uniforms shall be clean and pressed.

- 1. Hair** - Hair styles shall be worn in a fashion that is professional in appearance and style, and in keeping with normal business standards as determined by the department. Maximum extension out from the head shall be no more than two-and-one-half-inches (2 1/2") and may not be worn longer than three inches (3") below the bottom of the collar. Longer hair must be worn in an upward sweep or bun and not allowed to hang down. These hairstyles must present a neat appearance.

**C. Female Police Officers (Plainclothes)** - Officers will be required to be neatly groomed, civilian attire shall be clean and pressed.

- 1. Hair** - Hair styles shall be worn in a fashion that is professional in style, and in keeping with normal business standards as determined by the department.
- 2. Jewelry** - Jewelry worn with the uniform must be in good taste and not distract from the professional image or work performance of the employee. In general, pierced body parts that are exposed shall not have jewelry visible, with the exception of female employees' earrings. Earrings, must not be gaudy, dangling, or in excess of 3/16" in diameter.
- 3. Tattoos** - Tattoos shall not be obscene, offensive, or profane in nature.