

# **Waltham Police Department**

## **UNIFORMS AND PERSONAL SAFETY EQUIPMENT**

### **CHAPTER 40**

*General Order Number: GO-01 2009*

*Effective Date: 01/2009, 05/2012, 12/2015, 04/2023*

*Accreditation Standard #'s: 1.2.2, 1.1.9, 16.4.3, 22.2.5, 22.2.7, 41.3.3-41.3.6, 61.3.4*

#### **POLICY:**

It shall be the policy of the Waltham Police Department that officers and civilian employees shall wear such uniforms and be issued such equipment as the Chief of Police may, from time to time, prescribe. They shall wear only the uniforms and equipment authorized by the Chief of Police. [41.3.4-1] Officers and civilian employees should present a good physical appearance at all times and reflect a positive image as police officers and representatives of the police department [22.2.5-e], [26.1.1]. The uniform identifies the officer or civilian employee and makes him/her readily accessible to the public. It is important, therefore, that the members of the department maintain a neat and clean appearance, and that the uniform serves as an appropriate introduction to the members of the community.

This policy and the following procedures pertain to all members of the Waltham Police Department. If an officer or civilian employee does not fall under any category, the Chief of Police shall designate the clothing to be worn by this individual.

#### **PROCEDURES:**

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

- b. **COURT APPEARANCES:** Officers may dress in uniform or in a business suit. Prosecutors will enforce this procedure.
  - c. **OTHER CLOTHING:** Supervisors may prescribe other types of clothing when necessary to meet particular police objectives.
  - d. **CIVILIAN CLOTHING NOT TO BE WORN WITH UNIFORM:** Civilian clothing will not be worn with any distinguishable part of the police uniform unless otherwise directed by a supervisor. **[41.3.3]**
- 4. **OFFICERS TEMPORARILY ASSIGNED TO OUTSIDE DUTY:** If officers assigned to inside work are temporarily assigned to duty outside the station, they shall wear an appropriate police uniform.
- 5. **TIES OR TURTLENECKS:** Ties or turtlenecks shall be worn with long sleeve shirts. Turtlenecks may also be worn with sweater. The Blauer Genuine Commando Sweater, 210XER, #210 Navy with epaulets, badge tab, and name plate holder is the authorized sweater. While assigned inside the station, the sweater may be worn without a tie.
- 6. **HATS:** Shall be worn by all officers while working in uniform, and assigned to outside details, foot patrol, ceremonial functions, or a fixed post, i.e.: school crossing posts, traffic control at a fire scene, specific traffic assignments, etc.
- 7. **HIGH VISIBILITY CLOTHING TO BE WORN WHILE DIRECTING TRAFFIC:** **[61.3.1]** All officers shall wear high visibility clothing while directing traffic, whether on shift or paid detail. All high visibility retroreflective vests or clothing meet or exceed ANSI/ISEAA 207-2006 **[61.3.1]** The following uniform garments will satisfy this requirement:

White or high visibility yellow gloves or mittens and one of the following:

- a. High visibility yellow traffic vest model #900P or equivalent.
- b. High visibility yellow side of reversible sweater.
- c. Reversible raincoat (High visibility yellow/black).
- d. High visibility yellow side of reversible Ike jacket (when jacket is part of the uniform of the day).
- e. High visibility yellow traffic belt, Lenco model # 99007M or approved equivalent.

All officers shall have one of the above garments and white or high visibility yellow gloves or mittens in their possession when standing roll call.

8. **RAINCOAT:** Each officer shall have a reversible raincoat (high visibility yellow/black) [61.3.1] (Blauer long # 9690). Short reversible raincoats are permitted (Blauer short #9691). Either raincoat must be stenciled with silver reflective "Waltham Police" lettering and may be equipped with additional reflective tape.
9. **UNIFORMS IN LOCKERS:** All officers shall be prepared for any assignment upon reporting for duty by having an adequate supply of uniforms in their Lockers.
10. **UNIFORM SPECIFICATIONS:** [16.3.4], [41.3.4] As per contract, Officers receive a clothing allowance for uniforms and equipment beyond what the Department issues [22.2.5-a, b].

a. **HATS:**

1. **DARK OR NAVY BLUE 8-POINT GARRISON HAT** may be worn. There are no restrictions on the size of the visor.
  - a. Sergeants: shall wear a gold rope on the hat.
  - b. Lieutenant and above: shall wear a gold lace cloth strap.
2. **NAVY BLUE MOUNTIE OR TROOPERS STYLE FUR HATS** may be worn on outside details, walking routes, or in extremely cold weather.
3. **WATCH CAP WITH FOLD:** Winter watch cap with fold is authorized for use any time the above winter hat can be used. The cap is embroidered with a 2 ¼ in x 1 ¾ inch Waltham Police Department patch on the front center.
4. **BASEBALL CAP:** The Pacific Pro series 805M navy blue mesh Velcro or fitted baseball cap can be worn for outside traffic details. The hat has a small embroidered 2 ¼ in x 1 ¾ inch Waltham Police Patch on the front center and a 1 ¼ in x 1 ¾ in American Flag on the right side of the hat.

- b. **HAT SHIELDS:** All members must wear the issued hat shields on the 8-point garrison hats. A record shall be maintained in operations of the name of each officer and his corresponding shield number.

- c. **IDENTIFICATION CARDS:** All members (sworn and non-sworn) of the department shall carry the Waltham Police Identification Card with photograph issued to them. All officers will comply with Mass. Gen. Law, Chap 41, Sec 98D, which states that "such card shall be carried on the officer's person, and shall be exhibited upon lawful request for purposes of identification." All non-sworn members shall also exhibit their Waltham Police Identification Card with photograph issued to them, upon lawful request for purposes of identification [22.2.6 a, b].
- d. **BADGES:** Only badges authorized by the Chief of Police may be worn. While in uniform, officers are to display their badge on the outermost garment over their left breast.
- e. **JACKETS:** Three jackets are required as part of the uniform of the department.
  - 1. Ike Jacket: Superior Officers/Patrolmen - Blauer #600 (Reversible) Pea Blue/High-Visibility yellow with silver reflective "police" lettering on high visibility side.  
  
Patches and Flag and service bars shall be worn on blue side only.
  - 2. Cruiser Jacket: Feichheimer model #78190. Blauer #9010TZ, #9905Z
  - 3. Detail Coat: Officers are permitted to purchase and wear the Blauer Gortex Reefer model 9830Z Dark Navy Blue for use on outside details only.
- f. **DRESS UNIFORM:** The dress uniform is for all sworn personnel. The uniform will be worn for such things as wakes and funerals, or for other events as determined by the Chief of Police.
  - 1. Boston Blouse Coat 55/45 Raeford, single breasted, Item #8801.
  - 2. Custom pant to match 8801 Coat.
- g. **SHIRTS:** All officers shall wear LAPD blue shirts, with epaulets of the following make and model numbers:
  - 1. FLYING CROSS – LAPD Blue, MODEL NUMBERS:
    - a. Long sleeve men's - 45W6686
    - b. Long sleeve women's - 45W6686

- c. Short sleeve men's - 95R6686
  - d. Short sleeve women's - 95R6686
- 2. Tee shirts, if worn and visible, shall be white, black or dark blue
- 3. Turtleneck shirts, black, may be worn. Blauer, Black #8100, full turtleneck, with "WPD" embroidered on left side collar, in ½" claridon font lettering. Blue for patrol officer and gold for superior officers.
- h. **TIES:** Black ties (preferably clip-on ties) shall be worn by all officers when ties are required as part of the uniform of the day. Tie clasps or tacks may be worn and will be aligned with the buttons of the breast pockets of the uniform shirt.
  - 1. Patrolmen may wear silver tie clasp or tie tacks.
  - 2. Sergeants and ranks above may wear gold tie clasp or tie tacks.
- i. **PANTS:** Dark blue pants (serge, double knit, etc.) shall be worn by all officers in uniform. There are no restrictions on the number of pockets. Piping: All pants shall have a 1-inch black braid piping. When assigned to field operations officers will wear dark blue Blauer Flexforce Tactical Pants.
- j. **SHOES:** Black, plain-toed shoes (tie oxford type or shoe boots) may be worn. No loafers shall be worn. Shoes must be capable of being polished, and must be polished.
- k. **BOOTS:** Black, plain-toed boots (tie or zipper type) may be worn. Boots must be capable of being polished and must be polished.
- l. **SOCKS:** Black socks shall be worn with shoes.
- m. **GLOVES:** White gloves shall be worn by officers doing traffic. During cold weather, white mittens may be worn instead of gloves. Black leather gloves may be worn in cold weather.
- n. **SWEATERS/VESTS/SCARVES:** Officers may purchase and wear the Blauer Genuine Commando model 210 or 200 "V" Neck Navy Blue Sweater. The Waltham Police Patch shall be worn on the left shoulder, the badge holder shall be worn on the left breast, and the rank insignia shall be worn on both epaulets.

This sweater may be worn at any time of the year. Navy blue or black " V "

neck sweaters other than the above or vests may be worn in cold weather, providing that they are not visible when the outer jacket is closed. Navy blue or black scarves may be worn in cold weather.

- o. MOTOR CYCLE OFFICERS:** Motorcycle Officers shall wear a regulation helmet while operating the motorcycle. A black leather jacket or Ike jacket may be worn. Navy blue motorcycle breeches with one-inch open blue braid piping shall be worn. Black leather boots shall be worn while operating the motorcycle. A black turtleneck jersey or sweater may be worn during cold weather. Motorcycle Officers shall not wear this uniform when not actually operating the motorcycle.
- p. BICYCLE OFFICERS:** Bicycle Officers shall wear a regulation helmet while operating a bicycle. Officers in this unit will wear the approved shirt, riding pants, riding shorts, and riding jacket. Protective eyewear will be of a type approved by the Officer in Charge of the Bicycle Patrol Unit.
- q. SERVICE BARS:** Patrolmen shall wear a blue service bar for each five years of completed service on the left lower sleeve of the uniform shirt and on both the lower sleeves of the Ike jacket. Sergeants and ranks above shall wear a yellow service bar for each five years of completed service on the left lower sleeve of the uniform shirt and on both the lower sleeves of the Ike jacket.
- r. CHEVRONS:** All sergeants shall wear chevrons on their shirts and jackets.

  - 1.** Blouse Coat: large gold lace chevrons must be worn on both upper sleeves with points pointing up.
  - 2.** Cruiser and Ike Jacket: the two-inch gold stripes with the points up must be worn.
  - 3.** Shirts: blue shirt chevron, dark navy stripe light blue background, must be worn on both upper sleeves, points up.
  - 4.** Sweaters: the two-inch style gold stripe with the points up must be worn.
- s. GOLD BULLION:** Lieutenants and ranks above shall wear the appropriate gold cloth rank insignia (gold bullion) on both shoulders of their blouse coat.
- t. COLLAR BRASS:** Patrolman and Sergeants shall wear the appropriate Blackington Collar Emblem model CE-2 with blue enamel. They shall be worn on the collar of both long sleeve and short sleeve uniform shirts. The emblem shall be placed on the lower portion of the collar, with the word

“Waltham” in an upright, readable position as viewed from the point of the collar. The word “Waltham” shall not be parallel to the edges of the collar. Patrolman shall wear the emblem with blue and silver and Sergeants shall wear the emblem with blue and gold.

**u. GOLD BARS:**

**1. LIEUTENANTS:** Shall wear a smooth finish, 3/4-inch gold bar on both collar tips of their shirts. They shall wear a single corrugated 1-inch gold bar on each epaulet of their cruiser jackets and Ike jackets.

**2. CAPTAINS:** Shall wear a smooth finish, double, 3/4-inch bar on both collar tips of their shirts. They shall wear a corrugated, double, 1-inch bar on each epaulet of their cruiser jackets and Ike jackets.

**v. STARS:** Four gold stars shall be worn to designate the rank of Chief of Police; three gold stars shall be worn to designate the rank of Deputy Chief of Police. The stars shall be worn in the following manner:

- 1.** Shirts: 1/2-inch, smooth, 5 pointed stars on the tips of both collars.
- 2.** Cruiser Jackets and Ike Jackets: 1-inch, corrugated, 5 pointed stars on both epaulets.
- 3.** Blouse Coat: (gold bullion) gold cloth embroidered rank insignia on both shoulders.

**w. PATCHES:** All jackets, sweaters, and shirts shall have a "Waltham Police Patch" on the left shoulder, a reverse American flag on the right shoulder. Additionally, the Chief of Police may; authorize specialty patches to be worn on the right shoulder under the American flag, i.e., motorcycle operators, k-9 officers, etc. Sewn patches shall not be worn on raincoats.

**x. NAME TAGS:** Shall be worn centered over the right breast pocket of all outer garments, shirts, sweaters, or jackets, and shall be as follows:

- 1.** Patrolmen: Silver nametag with black lettering.
- 2.** Sergeants and ranks above: gold nametag with black lettering.

**y. UNAUTHORIZED ITEMS:** Nothing that could be considered by members of the public or members of the department as offensive or degrading shall be affixed to the uniform.

- z. OPTIONAL EQUIPMENT FOR ALL MEMBERS:** Safariland nylon gear [41.3.4]
- a.** #4302 Outer duty belt.
  - b.** #4325 Inner velcro belt.
  - c.** #070 SSIII duty holster.
  - d.** #4410 Double magazine case.
  - e.** #4250 Single cuff case w/snap.
  - f.** #4200 Keepers.
  - g.** #4612 Glove holder.
  - h.** #4721 PEPPER SPRAY Canister holder.
  - i.** Nylon Web Radio Carrier.

**11. EQUIPMENT SPECIFICATIONS: [22.2.5 c, e]**

**APPROVED WEAPONS AND AMMUNITION:** The following is a list of weapons and ammunition approved by the Chief of Police. **No other weapons or ammunition are authorized to be used or carried by members of the department, except when the Chief of Police so designates. [1.1.9-1] (Certain officers, designated by the Chief of Police, may carry a Smith and Wesson 38.) [41.3.4]**

- a. WEAPONS: [1.2.2], [1.1.9A,B]**
- 1.** Pistol: Glock Model 19 GEN5. All officers when on duty shall be armed with the department issued sidearm **only** (except as noted below).
  - 2.** Baton: Monadnock MX 24 Expandable Baton or Monadnock Autolock 22' or 26" models with or without Hindi Cap.
  - 3.** Chemical Weapon: (Department Issued) Sabre Red Pepper Spray, 1.33% Major Capsaicinoids, 10% Oleoresin Capsicum, 2,000,000SHU in a Stream Configuration. **[1.1.9c, d]**
  - 4.** Patrol Rifle: Colt LE Carbine, Caliber: Remington .223 (5.56mm)



5. Smith & Wesson 38: Model 342PD (issued only to designated Detectives assigned to MCDTF).[1.1.9G,H]
6. Pistol: Glock Model 43, 9mm (issued only to Police Command Staff and designate Drug Detectives assigned to the MCDTF).[1.1.9G,H]=

b. **AMMUNITION: [1.2.2], [1.1.9-2, A,B, G,H]**

**GLOCK 19:** 40 Caliber 180 Grain Federal Tactical Hollow Point ammunition. All officers working in uniform outside the station, with the exception of paid details, shall carry no less than 26 extra rounds of department-issued ammunition in addition to the 14 rounds of ammunition loaded into their pistols. All officers assigned to administrative duties, plainclothes, or officers working paid details shall carry no less than 13 extra rounds of department-issued ammunition in addition to the 14 rounds of ammunition loaded into their pistol. All officers shall carry this extra ammunition on their gun belts in the approved magazine carriers.

**SMITH AND WESSON .38:** .38 special + p 125 grain semi-jacketed hollow point. No ammunition other than that authorized by the department may be carried or used. [1.1.9A,B][1.1.9G,H]

**GLOCK 43:** Federal Premium 9mm Luger 147 Grain HST Tactical Ammunition. [1.1.9A,B][1.1.9G,H]

c. **RIFLES:**

**EQUIPMENT SPECIFICATIONS:**

1. **PATROL RIFLE:** Colt LE Carbine, Caliber: Remington .223 (5.56mm [1.2.2], [1.1.9A,B]
2. **AMMUNITION:** The only authorized duty service ammunition is **Federal 223a, 55 Grain Hi – Shock Soft Point.** [1.1.9a, b]

d. **SUBMACHINE GUN:**

**EQUIPMENT SPECIFICATIONS: [1.1.9A,B][1.1.9-E,F]**

1. **SUBMACHINE GUN:** H & K UMP 9 Caliber: 9mm (NEMLEC AND MOTORCYCLE USE ONLY)

- 2. AMMUNITION:** The only authorized duty service ammunition is 9MM Luger 115 Gr. FMJ
- e. APPLICATION OF THE PATROL RIFLE:** The Colt M4 Carbine is the only designated weapon, to be used as a patrol rifle. Use of the patrol rifle will be governed by The Waltham Police Department Manual, Use of Force Policy, Chapter 1. [1.2.2]
- f. ASSIGNMENTS OF THE PATROL RIFLE:** Only those officers qualified in the use of the patrol rifle will be authorized to utilize and service the weapon.
- g. MODIFICATION OF WEAPONS PROHIBITED:** Officers **shall not** alter or modify a department-authorized weapon or ammunition without permission of the Chief of Police.
- h. MAINTENANCE OF FIREARMS / LOSS OR DAMAGE OF FIREARMS:** All members of the department shall keep their firearms clean and in workable condition at all times. Any weapon that is deemed unserviceable, damaged, or lost, shall be **immediately** reported to the Officers Commanding Officer. He shall in turn, forward a full report, detailing the circumstances to the Chief of Police, and a copy to the Range Master.
- i. GUN BELTS:** Regulation belts are described as follows:
- 1.** Officers working administrative assignments may wear a black leather garrison belt (1.25" or 1.50") with appropriate colored buckle, or the black velcro dress belt, Safariland Model 99 1-1/2" or equivalent.
  - 2.** Black velcro gun belt Safariland Model 94-2 1/4" or equivalent. In addition, officers may wear the Safariland Border Patrol Duty Belt, Model #146 or high-quality nylon duty belt of similar make. All belts purchased after January 1, 1997, must be Model 146.
    - a.** While working outside the station in uniform, the Duty belt shall be worn.
    - b.** Officers working inside the station or paid details, may wear one of the authorized inside holsters with dress belt. In addition, officers must have at least one magazine containing 13 extra rounds of department-issued ammunition, Pepper spray, handcuffs, and baton.

- j. **GUN HOLSTER:** All uniformed officers working outside the station, with the exception of those working paid details, must wear the Safariland Model "070" holster. The following is a list of department-approved holsters for use by members of this department. The listed manufacturers and models are the **only** holster to be worn by members of this department while on duty. This includes details, overtimes, court or any other time an officer is being compensated by this department.

<u>Manufacturer</u>	<u>Model</u>
Blackhawk	Level 2 SERPA (CQC) (light bearing)
Blackhawk	Level 3 Serpa light bearing duty holster

Before any member can wear / utilize any holster, they must receive proper training and demonstrate proficiency in its use with members of this department's firearms training unit.

- k. **HANDCUFFS:** All officers working outside the station shall carry a set of handcuffs and a handcuff key. Hinged handcuffs are authorized. Handcuffs shall be of high quality as determined by the Chief of Police. Handcuffs shall be carried in an authorized case.
- l. **KEYS:** All officers shall carry a street spotlight key and a handcuff key.
- m. **SERVICE BATONS:** All officers working in uniform and outside the station shall carry the issued Monadnock, MX-24, Expandable Baton. Officers are also allowed to carry the Monadnock AutoLock Baton 22" or 26" inch models with or without 'Hindi Cap' at their own cost. **[1.3.9a, b]**
- n. **FLASHLIGHTS:** All officers shall carry a flashlight capable of providing illumination necessary for the safe performance of duty.
- o. **RADIOS:** All on-duty officers working outside the station shall carry a department- issued portable radio. All uniformed officers shall carry their issued portable radio in a belt-mounted case or bracket. Exceptions may be made to this procedure only at the discretion of the Commanding Officer - Platoon on Duty.
- p. **AUTHORIZED CHEMICAL SUBSTANCE:** All officers in uniform assigned to outside duty or officers assigned to a detail **SHALL BE REQUIRED TO CARRY** Department approved pepper spray.
- q. **TOURNIQUET:** All on-duty officers working outside the station shall carry or keep readily accessible their department issued CAT Tourniquet.

**r. PROTECTIVE ARMOR:**

- 1.** All sworn uniformed personnel are strongly advised to utilize their issued protective armor at all times. All sworn personnel hired after January 1, 1995, **MUST** wear protective armor at all times, when assigned to uniformed duty outside the police building. **[41.3.5]**
- 2.** Officers hired prior to January 1, 1995, who have elected to wear protective armor at all times when assigned to uniformed duty outside the police building shall be eligible for free replacement when the armor becomes unserviceable. These officers **MUST** wear such armor and are covered by separate personnel orders. Officers hired prior to January 1, 1995, who have not elected to wear protective armor **MUST** bring their protective armor to roll call and keep it readily accessible for immediate use when assigned to uniformed duty outside the police building.
- 3.** All K-9 officers **MUST** wear protective armor at all times when working K-9 duty.
- 4.** All motorcycle officers, assigned to such duty after January 1, 1996, **MUST** wear protective armor when assigned to M/C duty.
- 5.** All Field Training Officers **MUST** wear protective armor while assigned to street duty, and actually engaged in FTO activities.
- 6.** All sworn personnel **MUST** wear protective armor while engaged in highly dangerous assignments, such as executing search warrants, or performing as a member of an entry team. **[41.3.6]**
- 7.** Protective armor, although strongly recommended, will not be mandated on private paid details. All officers **MUST** have their protective armor readily accessible for immediate use when working private paid details.
  - a.** Officers purchasing protective armor **MUST** purchase armor, which is capable of stopping the .40 S&W cartridge.
  - b.** Vests are replaced every five years. The training division keeps records of what employees are due for vests and makes arrangements for officers to be fitted for vests. **[41.3.5]**
  - c.** There is an extra protective vest in every police cruiser. **[41.3.5]**

**12. CADET UNIFORM SPECIFICATIONS: [16.4.3], [22.2.5]**

All Cadet Uniforms and equipment are provided by the police department upon initial hiring and when/if replacement item is needed. [22.2.5-a, c, d]

- a. **BADGES:** Only the silver cadet badge authorized by the Chief of Police may be worn. While in uniform, cadets are to display their badge on their outermost garments over their left breast pocket.
- b. **JACKET:** Cruiser jacket, Feichheimer model #78190, Blauer # 9905Z Dark Navy, #9010TZ
- c. **SHIRTS:** Cadets shall wear light grey short sleeve shirts of the following make or model numbers.
  - 1. Blauer model # 8910 or
  - 2. Elbeco Model #3111-3
- d. **PANTS:** Black Blauer pants model #8650 shall be worn by all cadets in uniform.
- e. **SHOES:** Black, plain-toed shoes (tie Oxford-type or shoe boots) may be worn. No loafers shall be worn. Shoes must be capable of polish and must be polished.
- f. **BOOTS:** Black, plain-toed boots (tie or zipper-type may be worn). Boots must be capable of polished and must be polished.
- g. **SOCKS:** Black socks shall be worn with shoes.
- h. **SWEATERS:** Cadets may purchase and wear the Blauer Genuine Commando model #210 or “V” neck black sweater #205.
- i. **PATCHES:** All jackets, sweaters, and shirts shall have the Waltham Police Department patch on the left shoulder. The winter jacket will have a yellow cadet rocker over the police patch. The American flag shall be worn on the right shoulder with the blue facing forward.
- j. **NAME TAGS:** Silver nametag with the last name in black lettering shall be worn centered over the right breast pocket of all outer garments, shirts, sweater, or jacket.
- k. **COLLAR PINS:** Cadets shall wear the issued, silver, City of Waltham pin on their left collar and the silver, cadet pin on their right collar.

- l. BELT:** Cadets shall wear a black Garrison belt of 1-3/4". Only authorized and issued equipment that the cadet has been trained I may be worn on the belt (Handcuffs, O.C. Spray).
- m. HANDCUFFS:** All cadets after receiving training shall carry a set of handcuffs and key. Handcuffs shall be of high quality as determined by the Chief of Police and shall be carried in an authorized case. High quality hinge handcuffs are authorized.
- n. AUTHORIZED CHEMICAL SUBSTANCE:** All cadets after receiving training shall be issued, and carry a department issued 5.5% Pepper mace canister.
- o. UNAUTHORIZED ITEMS:** Nothing that could be considered by members of the public or members of the department as offensive or degrading shall be affixed to the uniform.

**13. CIVILIAN / ADMINISTRATIVE EMPLOYEES UNIFORM SPECIFICATIONS:**

- a. SLACKS:** Everybody will be required to wear black slacks (not necessarily provided by the city). Leggings, stretch pants and denim pants are not acceptable.
- b. SHIRT:** Everybody will be required to wear Polo or Oxford shirts, which will be provided by the city [22.2.5d]. All permanent employees' shirts will be embroidered with their name: the 2" Waltham Police Department badge: and Business Manager or Administrative Staff. All permanent employees will also be required to have at least one white Oxford to go with their blazer for special department occasions.
- c. BLAZER:** A black department issued blazer with a 2" Waltham Police Department badge will be issued for special occasions.
- d. OXFORD SHIRTS:** Will be white and are available in long or short sleeves. They must be tucked into your slacks and if no blazer or sweater is worn you must wear a belt (not provided by the city).
- e. BLACK CARDIGAN SWEATER:** Will be optional for all permanent, full-time employees. They are available in either long or short length and will be provided by the city.
- f. FOOTWEAR:** Everybody shall be required to wear black footwear that can take polish. stockings must be black or flesh colored (not provided by the city).

14. **ANIMAL CONTROL OFFICER UNIFORM SPECIFICATIONS:**
- a. **PANTS:** BDU style, color black.
  - b. **DRESS PANTS:** Black Blauer pants model #8650
  - c. **SHIRTS:** Department authorized black polo style shirt. The officer's last name will be embroidered on the right breast. The Waltham Police Department badge will be embroidered on the left breast with the words "Animal Control" above the badge.
  - d. **WINTER JACKET AND SWEATER:** Blauer TAC Shell Jacket (Dark Blue).
  - e. **BOOTS:** Black, plain-toed boots (tie or zipper type may be worn). Boots must be capable of being polished, and must be polished.
  - f. **UNAUTHORIZED ITEMS:** Nothing that could be considered by members of the public or members of the department as offensive or degrading shall be affixed to the uniform.
  - g. **BADGE:** Issued animal control badge worn on left breast
15. **EMERGENCY TELECOMMUNICATIONS DIVISION:** It shall be the policy of the Emergency Telecommunications Division of the Waltham Police Department that the ETD's, ETD Supervisors, and Police Officer and Supervisors assigned to the Communications Division wear such uniforms and be issued such equipment as the Chief of Police may, from time to time, prescribe. The Dispatch personnel should present a good physical appearance at all times and reflect a positive image as representatives of the police and fire department [22.2.5a, e]. This policy and the following procedures pertain to all members of the Emergency Telecommunications Division. If an employee does not fall under any category, the Chief of Police shall designate the clothing to be worn.
16. **CLEANLINESS AND NEATNESS:** Uniforms shall be neat and clean at all times. Care should be taken not to wear threadbare or faded items.
17. **PERSONAL CLEANLINESS:** Members of the department shall keep their bodies clean as circumstances will permit.
18. **CIVILIAN CLOTHING:** Employees permitted to wear civilian clothing during a tour of duty shall conform to standards acceptable for normal business wear in private business firms. Clothing that is suggestive or offensive is prohibited.
19. **COURT APPEARANCES:** Employees shall dress in uniform of the day when

attending Waltham District Court. All other Court appearances will be in business suit or business attire.

20. **OTHER CLOTHING:** The Division Commander or his designee may prescribe other types of clothing when necessary to meet particular department objectives.
21. **UNIFORMS IN LOCKERS:** Employees shall be prepared for an assignment upon reporting for duty by having an adequate supply of uniforms in their Lockers.
22. **UNIFORM OF THE DAY:** The following shall be considered standard operating procedures for the uniform of the day. Whenever, at the discretion of the Division Commander or his designee, such uniform is deemed not to be appropriate, he may order members to dress otherwise.
  - a. **ALL ETD'S:** Polo Shirt or sweatshirt with Waltham Emergency 911 Logo (Long or short sleeve permitted) or:
    1. Business casual shirt (no t-shirt).
    2. Black Pants (no jeans).
    3. Black Shoes or boots.
    4. Black Jacket 911 Logo.
  - b. **ALL ETD SUPERVISORS:** Polo Shirt or sweatshirt with Waltham Emergency 911 Supervisor Logo (long or short sleeve permitted) or:
    1. Business casual shirt (no t-shirts).
    2. Black Pants (no jeans).
    3. Black Shoes or Boots.
  - c. **ALL POLICE PERSONNEL:** WPD uniform of the day or:
    1. Polo Shirt with Waltham Emergency 911 Logo (Long or short sleeve permitted).
    2. Pullover with Waltham Emergency 911 Logo.
    3. WPD Uniform Pants or Black Pants (no jeans).
    4. Black Shoes or Boots.



- d. **UNIFORM SPECIFICATIONS:** The Waltham Police Department *annually* supplies all Waltham Emergency 911 apparel with Logo. Pants and Boots are the responsibility of the employee to provide. A clothing allowance is given annually to ETD's and is negotiated each contract. Compensations for uniforms will be decided by contractual agreement. [22.2.5b]
- e. **SCHOOL TRAFFIC SUPERVISORS:** [61.3.4c] The following is a list of items to be worn by the School Traffic Supervisors that is supplied by the department, for the initial uniform and equipment. STS receive a yearly clothing allowance as negotiated during each contract term. [22.2.5 a, b, c, d]. The following items are provided by the department except footwear:
1. **HAT:** (2) Dark Blue Baseball Hat and Watch Cap, both with STS Logo.
  2. **PANTS:** (2) Color blue.
  3. **JACKETS:** (1)3in1 All Season High-Vis green Jacket.
  4. **TIE:** (1) Color black.
  5. **SHIRTS:** (2) Long sleeve, (2) short sleeve.
  6. **GLOVES:** (1 PAIR) Winter gloves, (1 pair) cotton gloves.
  7. **SAFETY VEST:** Hi-Vis green same as regular officers.
  8. **WHISTLE, CHAIN, AND HOOK:** (1).
  9. **FOOTWEAR:** Black boots, black shoes.