UNIFORMS AND EQUIPMENT:

This policy and procedure statement is issued to establish regulations for wearing and the maintenance of the Worcester Police Department uniform.

POLICY:

It is the policy of the Worcester Police Department that certain standards be established and maintained as to the uniform appearance of all sworn department personnel.

The primary reason police officers wear uniforms is to make them readily identifiable and hence, readily accessible to the citizens they serve. Our citizens need and are comforted with a sense of safety and security provided by a visible police presence. Moreover, crime and disorder are deterred by a visible police presence. Our citizens’ general opinion of the police are not only based on our performance but also the way our officers look in the performance of their duties. Accordingly, it is important that officers of this department maintain a neat, clean and consistent appearance at all times and that the uniform that they wear be easily identifiable as that of a Worcester Police Officer.

UNIFORM OVERVIEW:

Rank Insignia:
Sworn police personnel may only wear such uniform and insignia of rank that corresponds with their official rank.

Uniform and Equipment Care and Maintenance:
1. All issued equipment furnished to sworn police personnel shall remain the property of the Department.
2. Officers shall keep their uniforms clean, well-brushed (lint/hair free) and pressed, badges and buttons clean and bright, and wear well-polished black shoes, boots or uniform sneakers.
3. Caps shall be worn straight on the head, not tilted to the side or rear. The brim shall not be bent, shortened, or removed.
4. Each officer shall be held responsible for the proper use, care, and keeping of his/her uniform/equipment and for the return of the same when requested.
5. When an officer’s uniform/equipment becomes damaged or destroyed in the performance of duty it will be replaced or repaired by the City at no cost to the officer if such damage was not caused by reason of the officer’s own negligence. A petition to the City Council for reimbursement shall be submitted by the officer.
6. It will be deemed neglect of duty on the part of an officer to fail to take reasonable care of his/her equipment, to lose any part of his/her equipment through carelessness, or to neglect to report such loss immediately to his or her supervisor in writing.

7. An officer shall return any part of his/her equipment or property of the Department that has been issued to him/her, when a duly authorized police official has made a demand upon him/her. The equipment shall be in as good condition as it was when issued, reasonable wear and depreciation excepted.

CLASSES OF THE WORCESTER POLICE UNIFORM:

The classes of Worcester Police Uniform are designated as follows:
1. Class A: Dress Uniform
2. Class B: Standard Uniform of the Day
3. Class C: Uniform of the Day Warm Weather Adjusted
4. Duty-Specific uniforms as approved by the Chief of Police.

The Class A Dress Uniform is detailed in a separate manual. This uniform is considered to be an optional purchase and is used primarily for formal functions and in conjunction with Honor Guard, Color Guard and Drill Team deployments. This uniform may not be worn on ordinary duty.

The Class B Uniform of the Day is the standard uniform that may be worn on duty all year round. Its elements, which are listed in detail later in this document, are as follows:
A. Long-sleeve dark blue shirt, black clip-on tie, with badge, nametag and patch.
B. Full length dark blue eight-pocket trousers of wool or wool blend construction.
C. Approved seasonally-appropriate dark blue jacket.
D. Serge eight-point police hat with appropriate hat badge.
E. Rank Insignia: Police officials are to have the appropriate rank insignia on all uniform shirts, outermost weather jackets and hats.
F. An approved v-neck sweater may be worn in winter months over the aforementioned police shirt. If worn as an outermost garment, it must display the police patch, badge and nametag.
G. During winter months, an optional pullover black turtle-neck shirt may be worn beneath the police shirt. No tie is required when wearing this shirt. This turtle neck may bear the WPD insignia embroidered in a manner consistent with rank.

Class C Uniform of the Day Warm Weather Adjusted may be worn in the warmer months only when specifically authorized by the Chief of Police. Its elements, which are listed in detail later in this document, are as follows:
A. Short-sleeve dark blue shirt with badge, nametag and patch.
B. No tie is to be worn.
C. No undergarments are to be visible in the neck or sleeve area of these short-sleeve shirts.
D. Full length dark blue eight-pocket trousers of wool or wool blend construction.
E. Approved lightweight dark blue jacket consistent with current weather.
F. Mesh eight-point police hat.
G. Rank Insignia: Police officials are to have the appropriate rank insignia on all uniform shirts, outermost weather jackets and hats.
H. No sweater or turtle neck is to be worn with the Class C uniform.
**Duty-Specific Uniforms as Approved by The Chief of Police** may be authorized where the specific job function of the officer is such that the ordinary uniform of the day is contraindicated. Examples of these personnel include but are not limited to the following; Crash Reconstruction Unit, Emergency Operations personnel, K9 officers, cell room personnel, Gang Unit, Vice, Street-Violence team.

**WHEN THE UNIFORM WILL BE WORN AND WHO IS TO WEAR IT:**

All sworn members of the Department shall wear the uniform of the day while on duty, with the following exceptions:

A. Personnel of the Office of the Chief
B. Sworn personnel of the Crime Analysis Unit.
C. Personnel of the Bureau of Professional Standards.
D. Detectives assigned to the Detective Bureau, Vice Squad, Crime Scene Unit, Gang Unit, Anti-Crime Team, Street-Violence team and Background Unit.
E. Training Division Personnel when not engaged in classroom instruction.
F. All other personnel specifically exempted by the Chief of Police.

Police officers on normal patrol, on paid details, meeting the public, in public facilities, at community meetings and when before the public, must be in uniform.

Personnel on paid details shall wear the standard uniform of the day, with cap, except they need not wear jackets when inside premises.

Personnel need not wear caps while inside vehicles, but must put them on before alighting from the vehicle. During emergent and other situations where wearing the police cap is clearly contraindicated, officers may dispense with wearing the cap.

All officers attending court shall be attired in a manner consistent with the regulations delineated at WPD Policy & Procedure # 470 (Court Appearances).

Wearing of the Worcester Police Uniform is prohibited in connection with the following circumstance:

A. During or in connection with private employment.
B. When participating in off-duty activities, including, but not limited to, public speeches, interviews, picket lines, marches, rallies, or any other public demonstration which may imply official sanction, unless prior written approval has been granted by the Chief of Police.
C. Personnel may not use the uniform in connection with any personal or professional endorsement nor use the uniform in such a way that would create the perception thereof unless prior written approval has been granted by the Chief of Police.
D. No Worcester Police Officer shall wear his/her uniform while appearing as a juror.

**Detectives Attire:**

Detectives are to be dressed in business casual attire unless assigned in an undercover capacity. Business casual attire does not include the wearing of sneakers, jeans, shorts or shirts without collars. Detectives appearing in court shall dress in a manner consistent with the regulations delineated at WPD Policy & Procedure # 470 (Court Appearances).
**Duty Specific Uniforms:**
These alternative uniforms are authorized where the specific job function of the officer is such that the ordinary uniform of the day is contraindicated. Such uniforms standards are to be promulgated and maintained by the Unit Commander and only with the approval of the Chief of Police. Such uniforms must bear visible indicia identifying the officer as a Worcester Police Officer.

**UNIFORM SPECIFICATIONS:**

All officers are required to wear the uniforms and equipment suitable to their assigned units consistent with these regulations. All uniforms must conform to department specifications as outlined below. All detectives, and officers regularly assigned to plain clothes, must maintain a full uniform of the day that is available to them should their deployment be required under emergent conditions.

All uniformed officers shall carry and/or wear only a department-issued safety holster and such other weapons and equipment as are issued and approved by the department for uniformed sworn personnel. The department issued weapon, safety holster, baton, and chemical irritant shall be carried and/or worn by all uniformed sworn personnel, while on a tour of duty, assigned to a paid detail, or appearing in court, unless specifically excepted by another Department Rule or Special Order.

A. **Police Cap and Accessories:**

Class B Uniform: Standard cloth, eight-point, dark blue police cap for sworn police personnel.

Class C Uniform: Mesh, eight point, dark blue police cap for sworn police personnel.

Police Officials hat accessories are as follows:

- Police Officers – Black High Gloss Cap Band
- Sergeants – Gold Three Piece Rope Cap Braid
- Captains and Lieutenants – Gold Cloth Cap Band
- Chief and Deputy Chiefs – Gold Cloth Cap Band

The Chief of Police and Deputy Chiefs of Police may wear their cap with gold leaf trim on the visor.

For winter outdoor use in the extreme winter months, officers and officials may use the faux-fur lined flap hat provided a badge is affixed and clearly visible one the front fold up portion of the hat.

During construction and traffic off-duty assignments in the extreme winter months, officers may wear an authorized black wool or synthetic pullover hat. This hat must have the Worcester Police Department’s badge embroidered on the front flap. For the most extreme weather, a balaclava may be worn with the pullover hat but only for off-duty assignments on construction or traffic details. This pullover hat and balaclava are not to be worn for regular duty.

B. **Shirts:**

Officers of all ranks, while in Class B Uniform of the Day, shall only wear the authorized navy blue colored long sleeve shirts listed below. Class B Uniform of the Day shall include long sleeve shirts and a tie.
The shirt for the Class C uniform of the day (weather adjusted) consists of the authorized navy blue colored short sleeve shirts listed below. This shirt is to be worn without a tie. No “T” shirt shall be visible under the open neck of the uniform shirt (except for a ballistic vest carrier), and the sleeves of the “T” shirt shall never extend below the end of the sleeve of the uniform shirt.

The approved WPD patch will be worn on the left sleeve of both the long and short sleeve shirts. The patch for police officers and sergeants will bear navy blue trim on the outer edges of the patch. Lieutenants and higher ranks will have gold trim on the outer edges of their official patches.

The Class B Uniform of the Day as well as the Class C uniform of the day (weather adjusted) shall include the appropriate badge of office to be worn on the officer’s/official’s left breast. A name tag worn bearing the officer’s/official’s name (first and middle initial and full last name) shall be fastened immediately atop the officer’s/official’s right shirt pocket. These name tags shall be silver tone for police officers and sergeants and gold tone for lieutenants and higher ranked officials.

Sworn personnel in uniform shall only wear one of the authorized shirts listed below:

**Blauer “Super Shirt”, Navy Blue:**

- Long-sleeve 100% Polyester Model #: 8670
- Short-sleeve 100% Polyester Model #: 8675
- Long-sleeve Wool Blend Model #: 8436
- Short-sleeve Wool Blend Model #: 8446
- Long-sleeve Rayon Blend Model #: 8906
- Short-sleeve Rayon Blend Model #: 8916

**Blauer “Class Act” Shirt, Navy Blue:**

- Long-sleeve Rayon Blend Model #: 8900
- Short-sleeve Rayon Blend Model #: 8910

**Flying Cross, Navy Blue:**

- Long-sleeve Rayon Blend Model #: 48W6686
- Short-sleeve Rayon Blend Model #: 98R6686

- Long-sleeve Power Stretch Wool Blend Model #: 42W84862
- Short-sleeve Power Stretch Wool Blend Model #: 92R84862

- Long-sleeve Power Stretch 100% Poly Model #: 42W78862
- Short-sleeve Power Stretch 100% Poly Model #: 92R78862

**C. Trousers:**

Regulation dark blue eight pocket police duty trousers without flares or cuffs for both the Class B Uniform of the Day and the Class C Weather Adjusted Uniform of the Day. Striping of these trousers shall be as follows:

Striping:
Police Officers: none
Sergeants: ½ “ Black Braid
Lieutenants: 1” Black Braid
Captains: 1” Black Braid
Chief of Police & Deputy Chiefs: 1 ½ “ Black Velvet Stripe

Riding breeches shall be worn by police officers and officials assigned to and while working on motorcycle duty.

Sworn personnel shall only wear one of the authorized trousers listed below:

**Blauer Trousers, Navy Blue:**

- Wool blend, 8-pocket Model #: 8560P8F
- Wool blend, 10-pocket Model #: 8560P10

**Flying Cross Trousers, Navy Blue:**

- Wool blend, 8-pocket Model #: 37289
- Wool blend, 10-pocket Model #: 37289, custom ordered w/ “Route book” pocket

**D. Necktie:**

Plain black with pointed bottom. Minimum width of 3” and maximum width of 4.”

*A breakaway tie is required.*

Silver tie clip bearing the City of Worcester seal or the seal of the Commonwealth of Massachusetts will be worn by Police Officers, the clip to be centered on the tie. Gold tie clip of bearing the City of Worcester seal or the seal of the Commonwealth of Massachusetts is to be worn by Lieutenants, Captain Deputy Chiefs and the Chief of Police.

**E. Jackets:**

Cruiser Jackets: The following waist-length jackets are approved for ordinary uniform duty:
- Blauer B. Dry Model 6001 reversible duty jacket, with “Worcester Police” screened on back on yellow side, black ink.
- Blauer Ike-Length Duty Jacket Model 6045 reversible, with “Worcester Police” screened on back on yellow side, black ink.
- Blauer Tacshell Jacket, Model 9820 with or without Model 4660 blue liner
- Leather Cruiser Coat Maker: Tailor’s Leather Wear, Model: #V4461Z

Cold Weather Duty Parka:
- Blauer B. Dry Parka Shell (may be used on winter details with vest)
- Note: The former navy blue Blauer “Detail/Storm Coat” may be used provided it is presentable)
Cold Weather Fluorescent Detail Coat:

- Blauer B. Dry 3 in 1 All Purpose Jacket, Model 26950-1, with “Worcester Police” screened on back on yellow side, black ink.

On all of the aforementioned jackets in this section, the Worcester Police Department patch will be worn on both the left sleeve, 1” directly below the shoulder seam. Appropriate badge of office will be worn on these jackets on the left breast. If a name tag holder is affixed to these jackets, the name tag shall be placed thereon.

Rank designations shall be affixed to these jackets according to the following standards:
- Sergeants: Yellow chevron stripes (3) shall be affixed to both sleeves.
- Lieutenants: Gold single bar shall be affixed to the both jacket epaulets centered in the middle portion of the epaulet material.
- Captains: Gold double bars shall be affixed to the both jacket epaulets centered in the middle portion of the epaulet material.
- Deputy Chiefs: Gold three-star panels shall be affixed to the both jacket epaulets centered in the middle portion of the epaulet material.
- Chief of Police: Gold four star panels shall be affixed to the both jacket epaulets centered in the middle portion of the epaulet material.

Service Stripes or ‘hash marks” may be affixed to the left sleeve of the outermost uniform garment worn. (These designations may not be placed on short sleeve shirts). The marks are to be either silver or gold (based upon rank) and one mark shall indicate four complete years of police service. After a third year of police service, the officer or official may claim the next stripe/mark.

F. Optional Uniforms:

For use only with the Class B Uniform of the Day during winter months.

Sweaters: The only optional authorized sweater, as an outer garment, must conform to either of the following:
- Blauer Model 225, Navy blue, wool-blend, fleece-lined sweater, with epaulets, badge tab and nametag tab

The sweater must be reinforced with patches at the shoulders and elbows, and equipped with epaulets on the shoulders with Velcro fasteners and a double stitched badge tab attached on the outside left breast.

The Worcester Police Department patch will be worn on both the left sleeve directly below the shoulder seam.

Sergeant stripes will be worn on both sleeves and all other rank insignia will be affixed on the shoulder epaulets as described above.

Turtleneck Shirt: The authorized turtlenecks for all ranks must conform to the following specifications:
- Black
• full turtleneck or mock-neck shirt
• long sleeve
• pullover top
• jersey knit with 4.5 inch high collar folded to 2.25 inch collar when worn
• Centered horizontally on the front of the collar shall be embroidered on a single line the initials “WPD” in 3/8 inch letters’ silver varnished thread for Police Officers; gold varnished thread for lieutenants, captains and deputies and the Chief of Police.
• There shall be no other markings, manufacturer’s labels or logos on the outside of the garment.

Optional Traffic Detail/Road Construction Detail Summer Uniform:
• The following optional uniforms may be worn in place of the Class C Uniform of the Day (weather adjusted) for traffic/road construction details and from May 1 to September 30. The ordinary uniform of the day may be worn as well.
  1. Short pants, knit navy polo pullover shirt (block lettered and baseball hat bearing the WPD patch.) or,
  2. Knit navy polo pullover shirt (block, lettered), ordinary long trousers, mesh 8-point police hat.

Blauer Navy shorts, Model 8842

Blauer Navy Polo shirt, with reflective screen “Police” screen on back, with WPD patch sewn on, and embroidered badge with accurate number or metal shirt badge affixed, Model 8130

G. Socks:

Black or navy blue to extend above ankle.

H. Footwear:

Low quarter, military style, black shoes of smooth leather with plain toes and laces; buttons, straps, or buckles are not permissible. Soles shall not be more than ¾ of an inch in thickness. Heels shall not be more than 1” in height (measured from the sole). Boots may be worn instead of shoes, provided that they are polished, and that the soles and heels are within specifications allowed for shoes.

Pants shall not be tucked into boots, except as authorized by the Chief of Police for special events. Shoes shall be clean, have no visible logos and able to take a shine. Black running shoes shall not be worn with the uniform. “Uniform sneakers” so-called, are permissible provided that are capable and have in fact received a high-gloss shine.

I. Motorcycle Boots:

Black leather, over calf style. For use by police officers and officials while on motorcycle patrol duty only.

J. Buttons:
Worcester Police buttons are optional for jacket pockets and epaulets. All Worcester Police officials and officers shall wear gold buttons. Buttons are to be in good repair and be periodically polished as needed.

K. Gloves:

- Black gloves (fabric or leather)
- White gloves (fabric or leather), for use by personnel when so ordered.
- Heavy-duty black leather. For use by officers while on motorcycle patrol duty only.

L. Traffic Vest: (either)

- Blauer Model Number 343R
- 5-11 Model Number: 49022

*All vests must be lettered with “Worcester Police Department”.*

M. Rain Gear:

*Rain Jackets – to be worn only during inclement weather.*

The following rain jackets are to be screened with “Worcester Police” on the back in black ink.

- Blauer Model #233R, B. Dry Reversible Rain Gear, mid-length
- Blauer Model #26976-1 B. Dry Raincoat, full length, non-reversible

N. Hat Cover:

- Blauer Model 107, Hi-Vis Yellow & Black reversible hat cover.

O. All Weather Uniform Pants:

*To be used in inclement outside duty only.*

- Blauer Model #134 or #9972, color black, rain pant.
- Blauer Model #9825Z navy blue insulated winter pant.

P. Helmets:

Motorcycle Helmet – WPD blue with department issued helmet badge centered on the front. For use by officers assigned to motorcycle patrol only.

Q. Trouser Belt:

Plain black leather, 1 ¾” wide with silver colored buckle for Police Officers and gold colored buckle for Detectives and Superior Officers.

R. Leather Equipment:

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It is mandatory for all officers to wear an equipment belt over the trouser belt whenever the officers are in uniform and assigned to outside duties.

The duty belt is to be a plain black leather equipment belt, silver colored buckle for police officers and sergeants and gold colored buckle for lieutenants and higher ranked officials.

Standard department-issued safety holster will be worn whenever officers are in uniform. This includes uniformed officers assigned to inside duty, officers on paid details, and officers appearing in court.

Duty belt equipment for uniformed officers is to include the following gear:
- Police radio
- Magazine Pouch, hidden snap, Model # 77-419-2HS
- Handcuff carrier, hidden snap, Model # 90-2HS
- Belt keepers Model 65-2
- Baton keeper, Monadnock Swivel baton holder, Model 3034L or hidden snap Model 38-2-2HS
- OC Spray holder

S. Service Weapon:

Only the firearm(s) issued to personnel and approved for carry by the Chief of Police may be carried on duty.

T. Eyewear:

Sunglasses:

Sunglasses may be worn during the daylight hours only, and must be of a color and style that compliments a proper uniform appearance. The following are acceptable:
- Non-mirror lenses - Lens color must be conservative in nature and compliment a proper uniform appearance.
- Frames and lenses must be free of ornamentation.
- Frames (metal or plastic) will be silver, gold, black or brown.
- Neck straps may be worn for officers safety (but must be thin material, black or brown in color)

Safety Eyewear must be worn by Officers when operating motorcycles while on duty.

U. Baton:

Expandable baton is to be worn on the equipment belt.

Monadnock Auto lock, Model 9146 with Model #6214 Hindi-cap
Monadnock Friction Lock, Model 2526

V. Oleoresin Capsicum Spray:
Only department-issued OC may be carried. Chemical irritant (OC) is to be carried on the duty belt in a holder to prevent unintentional discharge.

**W. Ear Piece:**

The only ear piece that is to be worn is for the police handset radio.

**X. Handcuffs:**

One or more pair of department issued handcuffs are to be worn on the equipment belt.

**Y. Rank Insignia, Emblems, Patches, Tie Clips, and Badges:**

Silver coat badge to be worn over the left breast of the outermost garment by police officers and sergeants. Gold badges are to be worn by all officials of the lieutenant or higher rank.

Silver initials “WPD” to be worn on both collars of the shirt parallel to the bottom edge of the collar, ½” up from and parallel with the bottom edge and 1” in from the front edge of the collar by police officers and sergeants. Gold initials “WPD” to be worn by all personnel of the lieutenant rank and higher.

Worcester Police patches to be worn on the left sleeve of all uniform shirts, jackets, coats, and BDU’s, directly below the shoulder seam.

Gold chevrons worn by all Sergeants on both sleeves of their shirts and jackets. It is not necessary for sergeant chevrons to be sewn onto jackets designed exclusively for rain.

Special insignias such as pins, flags, and clover leafs are not to be worn on the cap or uniform clothing except for:

- Those ribbons designating the recipient of any medal or commendation awarded by the Department.
- Such other Department approved ribbons as the Chief of Police shall from time to time determine.
- The ribbon designating a recipient of the George Hanna Award is authorized for wear.

ALL SUCH RIBBONS SHALL BE WORN OVER THE RIGHT BREAST POCKET OF THE UNIFORM JACKET OR SHIRT.

Silver tie clip of department design will be worn by police officers and sergeants, the clip to be centered on the tie. Gold tie clip of department design to be worn by all officials of the lieutenant rank and higher.

One gold metal bar worn by all Lieutenants positioned ½” in from the shoulder seam and centered on the epaulets (from front to rear) of the shirts and jackets.

Two gold metal bars worn by all Captains positioned ½” in from the shoulder seam and centered on the epaulets (from front to rear) of the shirts and jackets.
Three gold metal stars worn by all Deputy Chiefs mid-shoulder on the epaulets of the shirts and jackets.

Five gold metal stars worn by the Chief of Police mid-shoulder on the epaulets of the shirts and jackets.

Service bars (a/k/a Hash Marks), one bar for each five years of service as a police officer in the Worcester Police Department, may be worn on the both sleeves of the outermost jacket worn by sworn personnel. Royal blue bars for the police officers, silver bars for sergeants and gold bars for officials of the rank of lieutenant and above.

Embroidered, gold thread, cloth rank insignia may be worn on the epaulets in place of the metal rank insignia by all officers who hold the rank of Lieutenant, Captain, Deputy Chief or Chief of Police. The embroidered gold thread cloth rank insignia must be the same color, size, and design as the metal rank insignia.

Z. Ballistic Vest Systems:

Uniformed personnel when engaged in duty outside of police headquarters are required to wear an issued ballistic vest in accordance with department policy and procedure.

The following ballistic vest systems are authorized for use by sworn personnel:

- All vests issued by the department to uniform and plain-clothes sworn personnel.
- Blauer Armourskin Ballistic Panel Holders and accompanying undershirts, (Model 8370) are approved provided the officer’s badge and nametag are affixed.
- Tactical ballistic vests may be worn by personnel with the authorization of their unit commander.

Per:

Gary J. Gemme
Chief of Police