

Germantown Police Department

Policies and Procedures

Number: 11-3
Effective Date: September 21, 2006
Subject: Authorized Uniforms and Equipment
Previous Revisions: January 1, 2003; August 16, 2005; August 4, 2006

I. PURPOSE

The purpose of this policy is to establish guidelines for the proper wearing of department issued uniforms and equipment and to establish a departmental dress code consistent with City of Germantown policy.

II. POLICY

It is the policy of the Germantown Police Department to provide each member with appropriate uniforms and equipment for use in the performance of his/her assigned duties. All members of the Germantown Police Department will continually maintain at least one complete uniform ready for immediate wear (summer or winter).

III. AUTHORIZED UNIFORM EQUIPMENT

The following authorized uniform equipment is required for all applicable members of the Germantown Police Department, and will be subject to regular inspections for compliance and serviceability.

A. EQUIPMENT REQUIRED

1. UNIFORM - Uniform Coat (cloth or leather)

- Uniform Shirt
- Uniform Trousers
- Uniform Hat
- Uniform Necktie (clip-on or Velcro type)
- Uniform Shoes/Boots
- Uniform Rain Coat
- Appropriate Civilian Clothing

2. SERVICE - Service Weapon (Department Issued)

Handcuffs
Baton (ASP) (21 inch)
Flashlight
Ammunition magazine(s)

3. LEATHER GOODS –Basket weave design

Uniform Belt
Uniform Holster with retention strap
Uniform Magazine Holder
Uniform Handcuff Case
Uniform Baton Carrier

B. EQUIPMENT ISSUED

Safety Reflector Vest

"Bullet Resistant" Vest

C. OPTIONAL EQUIPMENT

UNIFORM - Navy Sweater

Foul Weather Clothing

Navy Wool Watch Cap (the navy wool cap will not be worn in a city or police facility or during a special event. This cap is designed as foul weather gear and should only be worn during inclement weather)

Uniform Cap Covers

Approved Department Baseball Cap

SERVICE - Mini-Flashlight

Folding Blade Knife

LEATHER GOODS - Knife Scabbard

Baton holder

Mini-Flashlight Holder

Approved NYLON gear may be utilized in place of leather goods.

OTHER - Any equipment that is approved on an allotment purchase order.

D. UNIFORM REPLACEMENT FORMS

To secure replacement of authorized required uniform items, members should submit a Uniform Equipment Form to the Administrative Captain.

IV. DUTY UNIFORM

- A. Regulation navy blue shirt, short sleeve for summer long sleeved for winter. Lieutenants and above may opt for long sleeved Class "A" uniform year round.
 - 1. The GPD patch (right sleeve), the American flag (left sleeve), the member's nameplate, and collar insignias will be properly displayed on the shirt. S.W.A.T. members will wear the unit patch on each sleeve.
 - 2. Shirt sleeves will be fully extended, not rolled up. Only the collar button will be open.
- B. Regulation Uniform Trousers.
- C. Regulation Uniform Hat. Required with the Class "A" Uniform.
- D. Black Plain Shoes or Full Boots.
- E. Black Socks.
- F. Black, round neck undershirt.
- G. Black Regulation Basket Weave Design Belt.
- H. Black Regulation Basket Weave Design Holster.
- I. Black Regulation Basket Weave Design Handcuff Carrying Case.
- J. Regulation Uniform Jacket.
 - 1. A leather jacket or a navy sweater are optional.
 - 2. The GPD patch and the American flag patch are required on the jacket.
 - 3. When the jacket is worn, the badge and nameplate will be displayed on the jacket as on the uniform shirt.

4. When the navy sweater is worn, the badge, nameplate, and rank insignias only will be displayed.

V. CLASS "A" UNIFORM

Regulation long sleeved shirt and tie (clip-on or Velcro type). The remaining uniform items are the same for both the duty uniform and the Class "A" uniform.

VI. CHANGE DATES BETWEEN SUMMER AND WINTER UNIFORMS

The change dates between summer and winter uniforms will be determined by the Chief of Police.

VII. DUTY GEAR

A. Uniform Patrol Belt:

1. A two-belt over-under Velcro arrangement in which the outer belt is secured firmly to the inner belt by keepers, which ensures the holster is being kept securely. The belt will be a wide 2 ¼" black basket weave design. (Alternate belt: Ranger belt, nylon belt, or other approved belt).
2. Nylon belts will not be worn with Class "A" uniforms.

B. Uniform Holster:

1. For uniformed members, the holster will be a holster made for the H&K USP 40, black in color and a leather basket weave design or ballistic nylon. Any other holster must be of like design and approved by the Chief of Police.
2. For plainclothes members, and members carrying the department weapon off-duty, the holster must be equipped with a safety strap to contain the weapon. Shoulder holsters or other special holsters are not permitted, unless approved by the Chief of Police.
3. After the initial issue of holsters to members in uniform or plainclothes, it is the responsibility of the individual member to obtain the proper holster as dictated by any changes in his/her work assignment.

C. Magazine Pouch: Must be a single or double magazine holder, black with basket weave design.

D. Uniform Handcuff Cases: Black basket weave design handcuff cases must hold the handcuffs securely but allow them to be easily accessible.

VIII. SAFETY VESTS AND "BULLET RESISTANT" VESTS

Safety reflector vests and "Bullet Resistant" body armor are issued to every member for use in situations deemed necessary by the member, or upon direction from their commanding officer. The use of the safety reflective vest is required when members are directing traffic. The use of the bullet resistant body armor is strongly encouraged.

IX. OPTIONAL CLOTHING

Foul weather clothing: Department approved foul weather clothing may be worn at the member's discretion as dictated by weather.

X. NON-UNIFORM ITEMS

- A. When wearing the duty uniform, no necklace or medallion will be worn in a manner that would allow it to be seen with an open collar. Under shirts must be black in color. Only crew neck under shirts will be acceptable.
- B. No fraternal or any other type pins will be worn on the uniform other than an authorized specialized training pin (i.e., FTO, CIT pins) or as when worn as a tie tack.
- C. Watches and rings are to be worn at the discretion of the individual. Rings should be limited to no more than three (3) rings.
- D. Ear studs may be worn with the uniform by female Police Officers and female Police Communications personnel. Such items will be limited to no more than one ear stud per ear.
 - 1. Earrings will be plain, solid gold or silver in color and shall be of the stud type with only a single gemstone.
 - 2. Earrings will not extend below the bottom of the ear lobe and will not have loose or dangling parts.
- E. Male department members (*excluding undercover officers*) are not authorized to wear any type of earrings or any ornamentation attached to the ear while on duty, whether in uniform or not.
- F. Personal items will be worn at the individual's risk.

XI. ITEMS WORN ON THE UNIFORM SHIRT AND JACKET

All items worn on the uniform shirt and jacket shall be worn in the following manner:

- A. Rank Insignia: Supervisors will wear the designated insignia on the collar of the shirt. The insignia will be parallel to, and $\frac{3}{4}$ inch from, the leading edge of the collar. Supervisors will wear the designated rank insignia on the shoulder of the jacket. The insignia will be centered on the epaulet $\frac{3}{4}$ inch from parallel to the shoulder seam.
- B. GPD Shoulder Patch: The GPD patch will be worn on the right sleeve and an American flag patch shall be worn on the left sleeve one inch (1") below the shoulder seam and centered on the crease of the sleeve. Any other unit patch that has been approved by the Chief of Police may be worn on the uniform as an alternate to the GPD patch.
- C. Nameplate: The authorized nameplate for will be brass or gold plated metal with black block lettering. The nameplate will be worn on the right pocket flap centered so that the top border parallels the top seam of the pocket.
- D. Unit Insignia and Specialized Uniforms: Members assigned to work units having unique insignias and specialized uniforms will wear the insignia on uniform as approved by the Chief of Police.
- E. Badge: The badge will be worn over the left pocket of the uniform shirt and fastened in the eyelets provided.
- F. Merit Ribbons: Merit ribbons will be worn on the left pocket flap, centered below the badge with the top border of the ribbon parallel to the top seam of the pocket.
- G. Shooter Pins: Shooter pins as awarded by a Germantown Police firearms instructor are to be worn centered above the nameplate.
- H. Service Stripes: Service stripes may be worn on the left sleeve of long sleeved uniform shirts or jackets. One service stripe represents three (3) years of full-time employment with the Germantown Police Department. Service stripes will be gold in color.

XII. APPROVED COURT ATTIRE

Police Officers and Police Communications personnel appearing in Court, Grand Jury, or any designated function where the members appear as a representative of the Germantown Police Department and are reimbursed for their time, in any way, by or through the City of Germantown, will wear the following:

- A. Male officers will wear a neat, clean uniform or a suit/sport coat and tie.
- B. Female officers will wear a neat, clean uniform or a skirt and blouse, a pantsuit, or a dress.

XIII. APPROVED ATTIRE FOR POLICE ADMINISTRATIVE DIVISION & POLICE INVESTIGATIVE DIVISION

Personnel assigned to the Police Administration Division and Police Investigation Division will wear apparel, which meets the following criteria:

- A. Administrative police personnel and Investigative police personnel are authorized to wear an approved polo-type collared shirt with the embroidered badge and member name properly placed and approved by the division commander:
 - 1. White or Black, round neck, undershirt
 - 2. Plain or pleated trousers
 - 3. 5.11 type trousers w/utility pockets
 - 4. Brown shoes/boots (approved) and brown belt (approved).
 - 5. Black shoes/boots (approved) and black belt (approved).
 - 6. Brown/Navy/Black socks.
- B. Regulation uniform.
- C. Business suit, sport coat and trousers, with dress shirt and tie.
- D. Skirt and blouse, pantsuit, dress.
- E. Approved special event type uniform.
- F. Approved City of Germantown business casual attire for men: shirt with a collar, dress slacks and dress shoes for men.
- G. Approved City of Germantown business casual attire for women: a dress, skirt and blouse, dress slacks and blouse and dress shoes.
- H. All coats, overcoats, sweaters, etc., will be of sufficient length to cover equipment such as pistol, handcuffs, etc.). (*Exception - members assigned to a detail requiring specialized attire and with the approval of their Division Commander*).

XIV. UNACCEPTABLE ATTIRE

Unacceptable attire includes:

- A. T-shirts, sweatpants or workout attire, cut-offs or shorts, flip flops, tank tops, halter tops, miniskirts or jeans/denim of any color.

- B. In all cases, clothing shall not contain any lewd, suggestive or other types of wording, pictures or figures which could reflect negatively on the City of Germantown.

XV. APPROVED ATTIRE FOR COMMUNICATIONS DIVISION

Personnel assigned to the Communications Division will wear attire which meets the following criteria:

- A. Regulation light blue shirt, short sleeve (Class B) for summer.
- B. Regulation light blue shirt, long sleeve (Class A) with clip-on or Velcro navy tie for winter. PSDJ supervisors may opt for long sleeve (Class A) year round.
 - 1. The GPD patch (right sleeve), the American flag (left sleeve), the member's badge, nameplate and supervisors collar insignia will be properly displayed on the shirt. *See Paragraph XI.*
 - 2. Shirt sleeves will be fully extended, not rolled up. Only the collar button will be open on the short sleeve (Class B) shirt.
- C. Regulation navy blue uniform trousers.
- D. Black plain shoes or full boots.
- E. Black socks.
- F. White, round neck undershirt
- G. Black regulation basket weave design belt (Ranger belt or other approved belts).
- H. Regulation uniform jacket.
 - 1. A leather jacket or a navy sweater are optional.
 - 2. The GPD patch and the American flag patch are required on the jacket.
 - 3. When the jacket is worn, the badge and nameplate will be displayed on the jacket as on the uniform shirt.
 - 4. When the navy sweater is worn, the badge, nameplate and rank insignias only will be displayed.

- I. Communications personnel are authorized to wear an approved polo-type collared shirt with the embroidered badge and member name properly placed and approved by the division commander:
 - 1. White, round neck undershirt.
 - 2. 5.11 type khaki trousers w/utility pockets
 - 3. Black shoes/boots (approved) and black belt (approved).
 - 4. Black socks.

- J. Communications personnel are authorized to wear approved foul weather clothing at the member's discretion as dictated by weather:
 - 1. Uniform rain jacket.
 - 2. Navy wool watch cap (*the navy wool cap will not be worn in a City or police facility. this cap is designed as foul weather gear and should only be worn during inclement weather.*)
 - 3. Approved Department baseball cap.

- K. Communications personnel are subject to all remaining applicable provisions of Chapter 11, Section 3.

XV. MEMBERS ATTENDING TRAINING OR WORKING LIMITED DUTY / NON-ENFORCEMENT STATUS

- A. Members attending training sponsored by the department will wear the police department regulation uniform, or

- B. Approved City of Germantown business casual attire for men shirt with a collar, dress slacks and dress shoes.

- C. Approved City of Germantown business casual attire for women: a dress, skirt and blouse, dress slacks and blouse and dress shoes.

- D. Members attending training at an off-site location may adhere to the host agency's dress code.

- E. Members working a limited duty assignment will wear the police department regulation uniform, approved court attire, or approved City of Germantown business casual attire.

- F. Non-enforcement members will not wear the police regulation uniform.

XVII. GROOMING STANDARDS FOR POLICE MEMBERS

See Chapter 11, Chapter 7 - Physical Appearance and Grooming.

XVIII. UNIFORM CLOTHING DISPOSITION AND RETURN OF EQUIPMENT AT RETIREMENT, TERMINATION OR RESIGNATION

- A. Upon separation from the payroll, the employee will report to the Administrative Captain or his/her designee.
- B. The employee will be given a property checklist of items to be returned to the Germantown Police Department.
- C. A letter or memo must accompany the check-in list on any non-returned items, and restitution must be made before the final paycheck will be released.

XIX. REVIEW PROCESS

An annual review of this policy shall be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.