

		Policy & Procedures			No. 4.05	
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CALEA STANDARDS

22.2.5 22.2.6 26.1.1 41.3.4 41.3.5 41.3.6

GENERAL CONSIDERATIONS AND GUIDELINES

It shall be the policy of the Canton Police Department 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 that reflects a positive image as police officers and representatives of the Canton 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 and clean appearance, and that the uniforms serve as an appropriate introduction to the members of the community. **41.3.4; 22.2.5 E; 26.1.1**

This policy and the following procedures pertain to all members of the Canton Police Department including civilian employees and is located on the I-Drive. If an officer does not fall under any category, the Chief of Police shall designate the clothing to be worn by this individual.

PROCEDURES **26.1.1**

I. 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.

II. PERSONAL CLEANLINESS: Members of the department shall keep their bodies, particularly their hands and fingernails, as clean as circumstances will permit.

III. CIVILIAN CLOTHING: 26.1.1, 22.2.6

- A. Civilian employees (including volunteers and interns), officers assigned to the Detective Bureau and officers assigned to specific approved assignments are permitted to wear civilian clothing during a tour of duty and 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.
- B. **COURT APPEARANCES:** Officers may dress in the uniform of the day if it is a District Court non-jury trial or in a business suit or sport coat and tie. Female officers may wear any acceptable business apparel. Officers shall wear a business suit/sport coat and tie or for female officer's business apparel to any proceeding before a jury.
- 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. **41.3.4 (1)**

IV. OFFICERS TEMPORARILY ASSIGNED TO OUTSIDE DUTY: If officers assigned to inside work are temporarily assigned to duty outside the station, they shall wear coats, etc., in accordance with the uniform of the day.

V. SHIRTS AND TIES: Ties or CPD turtleneck shirts shall be worn when an outer jacket or the authorized sweater is worn in the cooler months. In the warmer months when short sleeve shirts are the uniform of the day, a tie is not required when outer cruiser jackets are worn. The sweater is intended for, and shall be worn as an outer garment, and as such when worn a tie or Canton Police Department turtleneck shall be worn. Ties or turtlenecks shall be worn with long sleeve shirts and with a blouse coat.

VI. HATS: Shall be worn by all officers while working in uniform, and assigned to outside details, foot patrol, ceremonial functions, or a fixed post, ie., school crossing posts, traffic control at a fire scene, specific traffic assignments, etc. When an officer is assigned to cruiser patrol, the hat shall be worn when leaving the cruiser for any reason. Officers are not required to wear a hat when assigned inside the station, in the rear parking lot of the station, or while riding in the cruiser.

VII. HIGH VISIBILITY CLOTHING TO BE WORN WHILE DIRECTING TRAFFIC:
All officers shall wear florescent green high visibility clothing while directing traffic.
The following uniform garments will satisfy this requirement:

- A. Reflective Traffic Vest
- B. Reflective colored raincoat (in appropriate weather);
- C. Reflective colored side of reversible spring/winter jacket.
- D. White Gloves

VIII. RAINCOAT: Each officer shall have a full-length reversible raincoat (reflective color/black). **22.2.5**

IX. 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.

X. UNIFORM OF THE DAY SCHEDULE: The following shall be considered standard operating procedures for the uniform of the day, with respect to dates, requirements, etc. Whenever, at the discretion of the Chief of Police, such uniform is deemed not to be appropriate, he may order members to dress otherwise. The Chief of Police may also suspend the following guidelines as he deems appropriate and let Shift Commander decide the uniform of the day.

Officers working details do not have to conform to the uniform of the day schedule. However, all uniforms worn by Canton Police Officers working outside work details shall be approved uniforms. Officers working outside details may, during inclement or unseasonable weather conditions, wear a uniform other than the uniform of the day.

Officers working details that involve working both inside and outside may, during the periods that jackets are authorized, wear the jacket consistent with the uniform of the day.

Change of uniforms

- A.** Officers will wear short sleeve shirt beginning **April 15.**
 - 1. Only navy blue or black tee shirts will be visible under the shirt.
 - 2. When sweater or blouse coat is necessary, a tie or turtleneck will be worn.
- B.** Officers will wear long sleeve shirt, black tie or turtleneck with hat beginning **October 15.**

NOTE: The Chief of Police may extend the uniform change date depending on the weather with the understanding that everyone on the shift changes accordingly.

XI. UNIFORM – ISSUED SPECIFICATIONS: 22.2.5 E; 41.3.4 (1)

- A. HATS:** Dark blue or black hats department issue may be worn. Summer breezy may be worn from April 1st through September 30th only. *Navy blue “Mountie “or “Trooper” style fur hats may be worn on outside details, walking routes, or in extremely cold weather, from December 1st through March 1st.*
 - 1. Sergeants: shall wear a gold rope on the hat.
 - 2. Lieutenant and above: shall have gold metal band affixed to hat.

- B. HAT SHIELDS:** Issued hat shields must be worn on hats by all officers. Patrolman shall wear a silver band around the front portion of the hat and shall have a silver hat shield. Sergeants and above shall have gold hat shields corresponding to their rank and shall have a gold rope around the front of their hats.
- C. IDENTIFICATION CARDS:** The Canton Police Department is required to issue a Canton Police Identification Card to all paid employees with at least the individual's photograph and identifying information on it. 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." Such requests will include those made by citizens as well. All civilian employees, with the exception of volunteers and interns, will be held to the same standard and must display their identification card upon lawful request. **22.2.6**
- 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. They shall be worn as specified in the uniform of the day schedule.
1. Blauer gore-tex short cruiser jacket OR Blauer gore-tex long winter jacket. Sergeants chevrons and superior officers rank insignias shall be worn. Department Patches shall be worn on the left arm and the American Battle Flag is to be worn on the right arm.
 2. Reversible wind breaker jacket. Patch shall be on the left side of the blue.
 3. Reversible green and black rain coat
- Non-Issued Jackets will need to be approved by the Chief prior to wearing **41.3.4 (2)**
- F. SHIRTS:** Patrolmen, Sergeants and Lieutenants shall wear dark blue short-sleeve shirts in the warmer months. In the cooler months, all officers will wear dark blue long sleeve shirts with a tie or turtleneck. Under-shirts, if worn shall be navy blue or black in color.
- G. TIES:** Black ties (clip-on ties for officers assigned to patrol duty) 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

- H. PANTS:** Dark blue pants (serge, double knit, etc.) shall be worn by all officers in uniform. They will be equipped with ten pockets or as designated by the Chief of Police. Piping:
1. Patrol officers shall have blue piping (Boston Blue) on their pants.
 2. Sergeants shall have a one-half inch black piping on the outside of each pant leg.
 3. Lieutenants and above shall have a one-inch black piping on the outside of each pant leg.
- I. 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.
- J. BOOTS:** Black, plain-toed boots (tie or zipper type) may be worn. Boots must be capable of being polished and must be polished. Black sneaker style boots may be worn.
- K. SOCKS:** Black socks shall be worn with shoes. Officers with a medical reason may wear white socks with permission of the Chief of Police.
- L. GLOVES.** Black leather gloves may be worn in cold weather. Gloves are not to be worn when just wearing a shirt with the exception of safety gloves for a particular police purpose.
- M. SWEATERS/VESTS:** Officers may wear the Blauer V-neck style sweater. The Canton Police Patch shall be worn on the left shoulder and the American Battle Flag on the right shoulder. The badge holder shall be worn on the left breast, and the rank insignia shall be worn on both epaulets.
- N. 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. If a bicycle officer is assigned to a detail other than the bicycle for a period of time in excess of one hour, the officer will change from the bicycle uniform to the patrol uniform of the day.
- O. SERVICE BARS:** Patrolmen have the option to wear a blue service bar for each five years of completed service on the left lower sleeve of the blouse coat. Sergeants and ranks above shall wear a gold service bar for each five years of completed service on the left lower sleeve of the blouse coat.
- P. CHEVRONS:** All sergeants shall wear chevrons on their shirts and jackets.

Q. GOLD BARS:

1. Lieutenants: Shall wear a smooth finish, 1-inch gold bar on both collars of their shirts. They shall wear a single 1-inch gold bar on each epaulet of their cruiser jackets and nylon jackets.

R. STARS: Four gold stars shall be worn to designate the rank of Chief of Police.

S. PATCHES: All sweaters, and shirts and jackets designated by the Chief of Police shall have a "Canton Police Patch" on the left shoulder. Additionally, the Chief of Police may; authorize specialty patches to be worn on the right shoulder such as The MetroLEC Unit Patch. Sewn patches shall not be worn on raincoats.

T. NAME TAGS: Shall be worn centered over the right breast pocket of all shirts and shall be as follows:

1. Patrolmen: Silver name tag with black lettering.
2. Sergeants and ranks above: Gold name tag with black lettering.

U. UNAUTHORIZED ITEMS: Nothing other than what is stated above or without the permission of the Chief of Police can be affixed to any uniform part or equipment issued by the Canton Police Department. **41.3.4 (1,2)**

V. UNIFORM REPAIRS: Only the Chief of Police or his designee will give approval for repairs. **22.2.5**

XII. EQUIPMENT – ISSUED SPECIFICATIONS 41.3.4 (1,3)

A. GUN BELTS: Regulation belts are described as follows and no officer is allowed to carry anything other than what is listed without the written permission of the Chief of Police.

1. Officers working administrative assignments may wear a black leather garrison belt (1.25" or 1.50") with appropriate colored buckle.
2. Black gun belt plain. In addition, officers may wear the Uncle Mike's Patrol Duty Belt.

a. While working outside the station in uniform, the Duty belt shall be worn. If working a traffic detail as an outside work detail, the officer may wear the assigned off duty holster and police radio.

b. While working inside the station in uniform, the dress belt alone may be worn.

All accessory items affixed to belts must be plain black nylon.

- B. GUN HOLSTER:** All uniformed officers working outside the station must wear the holster purchased and issued by the Canton Police Department. Uniformed officers working administrative duties and detectives may wear the authorized off duty holster. Holsters shall be kept in good condition.
- C. HANDCUFFS:** All officers are issued one pair of handcuffs. All officers working outside the station shall carry a set of handcuffs and a handcuff key provided by the Canton Police Department. Handcuffs shall be of high quality as determined by the Chief of Police. Officers may purchase and carry an additional set of handcuffs provided that the Chief of Police or his designee has authorized it. Handcuffs purchased by officers must be able to be unlocked by the keys issued to all officers. Hinged handcuffs are authorized. Handcuffs shall be carried in an authorized case.
- D. KEYS:** All officers shall carry a handcuff key.
- E. SERVICE BATONS:** All officers working in uniform and outside the station shall carry the Expandable Baton in which they were trained.
- F. FLASHLIGHTS:** Officers assigned to patrol duty shall have at their disposal a flashlight capable of providing illumination necessary for the safe performance of duty. Officers may purchase and carry a “Stinger” flashlight and appropriate carrier to wear on their belts.
- G. RADIOS:** All Canton Police Officers have been assigned a portable radio equipped with a panic button dedicated with their department identification number. 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, bracket, or clipped to the belt. Exceptions may be made to this procedure only at the discretion of the Shift Supervisor. Detail officers will also carry their assigned radios
- H. AUTHORIZED CHEMICAL SUBSTANCE:** All officers in uniform assigned to outside duty **SHALL BE REQUIRED TO CARRY OLEORESIN CAPSICUM.** All inside personnel and all other officers working plain clothes are required to have the oleoresin capsicum at their disposal. **The spray issued is the only authorized chemical spray.**
- I. PROTECTIVE ARMOR & USE: 41.3.5 (3)**
1. All sworn uniformed personnel are issued individual protective armor. Officers shall utilize (must wear) their issued protective armor at all times while on patrol. **41.3.5 (3,4,6)**

The Department will establish the minimum protection level for protective vests.
41.3.5 (2I)
 2. All Probationary officers shall wear protective armor.

3. All Field Training Officers **MUST** wear protective armor while assigned to street duty, and actually engaged in FTO activities.
4. All sworn personnel **MUST** (except for cleaning) store their protective armor in a safe place when not in use. (Ex. Locker) **41.3.5 (5)**
5. All sworn personnel **MUST** wear protective armor while engaged in pre-planned highly dangerous assignments such as executing search warrants, drug raids or performing as a member of an entry team. **41.3.6 (2)**
6. Protective armor, although strongly recommended will not be mandated on private paid details. **41.3.5 (1)**
 - Each full-time officer shall be individually fitted for a protective vest. This vest will be replaced by the agency upon its recommended replacement date. **41.3.5 (6)**
 - Part-time officers, if their vest expires, are permitted to use a spare one from those that have been surrendered and kept in the clothing storage closet or they are expected to purchase a vest at their own expense. **41.3.5 (5)**
 - Tactical vests should be kept available in the Office of the Bureau of Criminal Investigations as well as one in the Lieutenant's cruiser. **41.3.5 (5,6)**

XIII. NON- ISSUED EQUIPMENT APPROVED 41.3.4 (3)

1. Pocket Knife
2. Window Puncher
3. Seat Belt Cutter