




**WINCHESTER POLICE DEPARTMENT OPERATION ORDER**

**NOTE:** This policy is for internal use only, and does not enlarge an employee’s civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

<b>Number</b> 2-51		<b>Effective Date</b> December 11, 2024	<b>Review Date</b> December 11, 2024	<b>Reviewing Division</b> Administration
<b>Subject</b> <b>UNIFORMS, CLOTHING, AND EQUIPMENT</b>	<input type="checkbox"/> New Policy <input type="checkbox"/> Amends <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised		<b>This policy shall apply to personnel assigned to the following division:</b> <input checked="" type="checkbox"/> All Personnel <input type="checkbox"/> Patrol Division <input type="checkbox"/> Administration Division <input type="checkbox"/> Investigation Division <input type="checkbox"/> ECC Personnel	
<b>References</b>				
 <hr/> <b>Chief of Police or Designee</b>		<b>December 11, 2024</b> <hr/> <b>Date</b>		

**I. PURPOSE**

The purpose of this policy is to provide the basic guidelines to Department personnel regarding the issuance, wearing, maintenance, and care of uniforms, clothing, and issued equipment.

**II. POLICY**

It is the policy of the Winchester Police Department to provide sworn officers and designated civilian personnel with the apparel and equipment required in the performance of law enforcement functions, that demonstrates a sense of pride, professionalism, and uniformity. Department personnel are responsible for wearing and maintaining their uniforms in a manner consistent with the personal appearance procedures listed in this order. Each employee shall dress and maintain equipment in a neat and clean manner, which illustrates police professionalism. Only items which are issued or hereafter approved by the department will be worn in combination with the issued uniform.

**III. PROCEDURES**

**A. Police Uniforms and Equipment**

1. There are two (2) general types of police uniforms and several special types of uniforms for sworn officers, which are worn according to assignment

and/or specific orders. All sworn officers shall receive the basic allotment of uniforms. Subsequent to the original issue, replacement items may be acquired from the Administration Division.

2. In cases where officers are reassigned from a specialty unit (bicycle unit, SWAT, canine unit, etc.), previously issued specialty uniforms and apparel must be returned to the Administration Division.
3. To obtain replacement uniforms, an officer shall return the uniform which is to be replaced in order to receive a replacement. Each replacement request will be checked against the computer database, which shows the officer's current uniform inventory and purchase request history and Rules and Regulation 1-9 Personal Appearance and Grooming.

B. Non-Uniform Dress

With the exception of personnel assigned to specialized enforcement duties and other operations that require an inconspicuous appearance, sworn officers assigned to duties that do not require the wearing of Department issue uniform and non-sworn Department personnel shall dress according to the City of Winchester Comprehensive Employee Management System dress code.

#### IV. UNIFORM CLASSIFICATIONS

A. Class A Uniform

1. The Class A uniform consists of a long sleeve uniform dress shirt with service ribbons and hash marks if applicable, tie, dress pants, dress shoes, and Department issue hat, if applicable
2. Boots shall not be worn with the Class A uniform.
3. The Class A uniform shall be worn only for ceremonial or official occasions approved by the Chief of Police or his/her designee.

B. Class B Uniform

1. The Class B uniform consists of a long or short sleeve uniform dress shirt or polo, and uniform dress pants or basic duty pants. The Chief of Police or his/her designee may at his or her discretion, require officers to wear the Department issue hat with the Class B uniform.
2. The Class B uniform shall be worn for patrol duties unless the shift supervisor approves a special unit uniform or other manner of dress for special assignments.
3. The Chief of Police or his/her designee may at his or her discretion, require officers to wear the Class B uniform and designate the wearing of a long or short sleeve shirt with this uniform.

C. ECC Uniform

1. When the ECC uniform is directed to be worn it must consist of an issued uniform top bearing position title and ECC insignia, solid colored dress or BDU pants, and appropriate dress footwear. Female personnel are permitted to wear solid color skirts that fall below the knee. Tennis shoes, flip-flops, or croc style footwear are not permitted. See General Order 1-9 Personal Appearance and Grooming for further on ECC attire.
2. Uniforms will be clean, neat and presentable at all times.

V. **UNIFORM AND EQUIPMENT REQUIREMENTS**

A. Short Sleeve Shirt

1. The Department issue short sleeve shirt shall be worn with an open collar.
2. The wearing of an undershirt with the Department issue short sleeve shirt is optional. If an undershirt is worn, it must be navy blue or black in color. The undershirt sleeves cannot be visible below the uniform shirt sleeves.

B. Long Sleeve Shirt

1. Only a Department issue tie shall be worn with the Class A uniform shirt.
2. An undershirt or mock turtleneck will be worn with a Class B uniform long sleeve dress and polo shirt. A Department issue tie can be worn with the class B uniform shirt. The undershirt or mock turtleneck must be navy blue or black in color with no visible insignia.
3. Long sleeve shirts shall not be rolled or pushed up. The exceptions to this are the K-9 and SWAT Uniforms.

C. Pants

1. Department issued dress pants will be worn with the Class A and Class B uniform.
2. Department issue basic duty pants will be worn with the Class B and special unit uniform as appropriate.

D. Special Unit Uniforms

1. For the purpose of uniform wear, the following are considered special units: bicycle unit, canine, CRT, SRO, and SWAT.

2. Special unit uniform clothing shall be issued by the Department and shall not be worn with the Class A or Class B uniforms.
3. The Department issued dress hat will not be worn with special unit uniforms. Special unit headwear shall be a Department issue baseball style hat that will be worn at the officer's discretion. Department issue helmets will be worn with bicycle unit and SWAT uniforms when required.
4. Special unit uniforms shall not be worn while off-duty. Special unit uniforms are defined as any item issued by the Department that is not class A or B style. Only approved special uniforms are approved for wear.

E. Sweater

1. A Department issued sweater may be worn with a Class B uniform. Sweaters shall not be worn with the Class A uniform.
2. If a sweater is worn, it shall display the badge.

F. Coat

The Department issue coat can be worn with the Department issue long sleeve shirt, short sleeve shirt, or sweater in the manner described for each. The Department issue coat shall be worn at the officer's discretion.

G. Rain Coat

The Department issue rain coat shall be worn during inclement weather at the officer's discretion.

H. Safety Vest

The Department issue safety vest shall be worn by all personnel while conducting any type of traffic control, including traffic check points, during any time of the day or night. It may also be worn if directed by Command Staff for special events. Additional provisions on the wearing of the safety vest are found in General Order 2-14.

I. Socks

Navy blue or black socks shall be worn with all Department issue uniforms when the socks are visible.

J. Boots

Boots worn with all Department approved uniforms shall be black in color, and a style approved by the Chief of Police or his/her designee.

K. Hats

1. When issued, the Department dress hat can be worn with the Class A uniform, unless required by the Chief of Police or his/her designee.
2. During cold weather conditions, Department approved navy blue or black ear grips, ear bands, or issued watch caps may be worn.
3. Issued baseball style caps are approved for wear with Class B uniforms and shall not be worn with the Class A. The issued baseball style cap shall be worn in a manner that projects a professional, clean appearance and shall sit squarely on the head and not tilted to the side or rear.

L. Helmets

Officers shall wear an issued helmet, with chin strap secured, at all times while riding a bicycle, operating a motorcycle, or during SWAT and CDU operations when wearing a helmet is required.

M. Duty Gear

Only Department issue or Department approved duty gear will be worn with Department issue or approved uniforms. The basic Department issue duty gear will consist of a duty belt, holster, magazine pouch, handcuffs, handcuff case, chemical spray, chemical spray case, flashlight, flashlight holder, ASP baton and baton holder, and belt keepers, if needed. All Department issue duty gear shall be worn unless approved by the Chief of Police or his/her designee. Some gear will not be issued until certification on the equipment has been completed. All other duty gear worn with Department uniform must be approved by the Chief of Police or his/her designee.

N. Gloves

Gloves can be worn with Class B and special unit uniforms at the officer's discretion. Gloves must be solid navy blue or black in color. White gloves may be worn with Class A uniform for special ceremonies as assigned by overseeing supervisor.

O. Badge

1. A metal or cloth badge must always be affixed to the outer most garments.
2. The Department issue metal badge shall be worn on the left side front of the Class A and Class B uniform dress shirt.
3. A Department issue cloth badge shall be worn on the left side front of the bicycle unit uniform shirt or jacket, canine unit uniform shirt, and Department issue sweater, ballistic vest carriers, and coat.

P. Name Plate

A Department issue nameplate shall be worn directly below the top row of stitching on the flap of the right breast pocket of the Class A and Class B uniform shirt, centered directly above the button. The outer ballistic vest carrier will have a Velcro fastened name tape on the right chest area.

Q. Tie Pin

A tie pin is optional when wearing a Department issue tie. If a tie pin is worn, only a Department issue tie pin is authorized.

R. Pins

All officers who have received the 40-hour CIT training shall wear the pin while on duty and wearing a Class B uniform. The pin will be placed directly above the name plate on either the dress shirt or exterior vest.

S. Knives

Pocket knives are permitted for carry on the uniform pant only. Fixed blade knives are permitted for carry on the outer vest with the following guidelines:

1. Not easily identifiable or capable of folding or collapsing;
2. Is black in color and secured in a black polymer sheath;
3. Must be secured to the molle system without paracord or rope;
4. Cannot exceed 7 ½" in overall length; and
5. Must be approved by Captain of the Patrol Division.

## **VI. BODY ARMOR**

A. Issuance of Body Armor

1. The Department shall issue protective body armor to each sworn officer.
2. All body armor issued by the Department will comply with the current minimum protective standards prescribed by the National Institute of Justice.
3. The Department shall replace body armor that is worn or damaged. Officers may be required to pay for any body armor that must be replaced due to misuse or abuse by the officer.

B. Wearing Body Armor

1. Body armor shall be worn by all officers while on duty and wearing a Department issue uniform, unless otherwise directed by the Chief of Police.

2. Officers must wear body armor when engaged in any off-duty employment that requires enforcement authority.
3. All sworn personnel, both uniformed and non-uniformed, shall have their body armor in their possession and immediately accessible while on duty.
4. All sworn personnel shall wear their body armor when engaged in pre-planned arrests of felony suspects, or when serving any non-administrative search warrant, or when engaged in any other planned police activity which by its nature would indicate an element of danger.
5. Body Armor may be worn in an outer vest carrier approved by the Department. Only gear approved by the Department will be allowed on the outer vest carrier. Outer vest carriers are not approved to be worn with Class A uniform and there may be times when it will not be allowed with Class B uniforms. If the outer carrier cannot be worn for certain events the supervisors will make notification to the officers.
6. All outer vests must display the yellow police patch on the back of the carrier at all times and the yellow name tape on the front. The following Department issued items will be allowed and optional to be moved up from the belt to the outer vest: radio, magazines, pepper spray, handcuffs, compact flashlight, Taser and tourniquets. Other items allowed to be worn on the outer vest are personal cell phones and Department approved fixed blade knives. Cell phone case must be plain back if worn on the outer vest.
7. No AR magazines or other unapproved items/equipment are to be worn on the outer vest carrier. AR magazines are approved when the AR is being deployed by the officer under justifiable circumstances
8. Uniformed officers shall wear body armor while engaged in field activities unless exempted for the following reasons:
  - a. When a physician determines that an officer has a medical condition that would preclude the use of body armor; or
  - b. When an officer is involved in an undercover or plainclothes assignment and the use of body armor would compromise the operation. The officer's supervisor must approve this exemption.
9. Armored plates can be worn in issued outer vest carries on a daily basis or at officer's discretion. Armored plate in armor plate carriers may be worn during an active shooter type or equivalent event. Once the threat has been eliminated the carriers shall be removed.

C. Care and Maintenance of Body Armor and Outer Carrier.

Each officer assigned protective body armor and carrier is responsible for the proper care, maintenance, and storage of his or her equipment in accordance with the manufacturer's instructions, which also includes daily inspection for general cleanliness and signs of damage. If the outer carrier is not kept clean and serviceable it may be removed from service for that officer.