

CLOTHING, EQUIPMENT AND APPEARANCE

WILLIAMSTOWN POLICE DEPARTMENT POLICY & PROCEDURE NO. 4.61	EFFECTIVE DATE: 08/08/2022
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I. GENERAL CONSIDERATIONS AND GUIDELINES

The police uniform identifies the officer and makes him or her readily accessible to the citizen. It is, therefore, vital that the officers of the department maintain a neat and clean appearance, and that the uniform serves as an appropriate introduction to the members of the community.

II. POLICY

Employees shall wear such uniforms, equipment, and insignia as the Chief of Police may, from time to time, prescribe. A professional, uniform appearance enhances morale and fosters teamwork and esprit de corps. Employees should present a professional appearance to the public at all times and reflect a positive image as members of the Williamstown Police Department.

Sworn officers will wear the approved police uniform unless plainclothes are authorized by the Chief of Police for a particular purpose. Officers attending training or court are authorized to wear the prescribed uniform or business attire. In the case of training having particular clothing or equipment requirements, employees may wear such clothing and carry such equipment as is necessary for the training.

III. PROCEDURES

Newly-hired employees of the Williamstown Police Department are provided with an initial issue of uniforms and equipment under the following specifications:

Sworn officers are issued and will wear and/or carry:

1. Short-sleeved uniform shirts (minimum 2)
2. Long-sleeved uniformed shirts (minimum 2)
3. Uniform trousers (minimum 2)
4. Polo shirts (minimum 2)
5. Uniform hat
6. Baseball cap
7. Raincoat and hat cover
8. Jacket
9. Traffic vest
10. Body armor and carrier
11. Shoes
12. Trouser and Duty belts
13. Holster and other equipment holders
14. Handcuffs
15. Weapon, magazines, ammunition
16. Radio, speaker-mic, charger
17. OC spray
18. Baton
19. Electronic Control Weapon
20. Badge and collar brass appropriate to rank

Civilian employees are issued and will wear:

1. Polo shirts (minimum 2)
2. Long-sleeved shirts (minimum 2)

The initial issue of uniforms and equipment is provided for the first year of employment. Replacement of worn or damaged uniform items after the initial issue is the responsibility of the employee if provided with a uniform allowance. Sworn officers are provided with a uniform allowance annually. Civilian employees may be provided with a uniform allowance or the department may elect to provide replacement uniform items. Civilian employees with worn or damaged uniforms will report this to the Chief of Police for repair or replacement.

Replacement of worn or damaged equipment is the responsibility of the department. Employees with worn or damaged equipment will report this to the Chief of Police for repair or replacement.

Authorized Equipment

The only equipment to be used by employees of the department is equipment issued by the department or approved by the Chief of Police. Generally, the department provides the necessary equipment to its employees. Certain items of personally-owned equipment have received blanket authorization by the Chief of Police:

1. Hinged handcuffs
2. Flashlights

3. Slip-on grip adapters for service firearms
4. Weapon-mounted lights, with or without laser
5. Folding knives
6. Small, inconspicuous fixed-blade knives
7. CPR masks
8. Ear pieces for portable radios
9. Level II or greater holsters for service firearms with weapon-mounted lights attached
10. Shoes or boots

In each case the Chief of Police reserves the right to deny the use of a particular piece of equipment for reasons of quality, suitability, appearance or such other factors as he may determine to be in the best interests of the department.

Appearance

Appearance standards for sworn officers are contained within the Rules and Regulations for the Williamstown Police Department, Section 9. The following standards apply to civilian employees of the Williamstown Police Department.

- Employees should present a professional appearance to the public at all times and reflect a positive image as members of the Williamstown Police Department.
- Care should be taken not to wear threadbare or faded items.
- Dungarees and/or designer jeans etc. are not considered proper attire for employees working outside of the secure area of the police station.
- The Chief of Police may prescribe other types of clothing when necessary to meet particular department objectives.
- No shorts, T-shirts or shirts without a collar may be worn without approval of the Chief of Police.

Personnel Identification

The Williamstown Police Department will provide an identification card containing the individual's photograph and department seal to all employees. Identification standards for sworn officers are contained within the Rules and Regulations for the Williamstown Police Department, Section 9. The following standards apply to civilian employees of the Williamstown Police Department.

- Civilian employees shall carry their official identification cards on their persons while on duty.
- Employees shall inform any person so requesting their name whenever they are on duty unless the withholding of such information is required for the proper performance of their police duties or is authorized by the Chief of Police.