

	ANDOVER POLICE DEPARTMENT GENERAL ORDER		Number: M1202
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			Distribution: All
Title: PERSONAL EQUIPMENT AND APPAREL		Section: Personnel	
Issued: 07/27/2010	Effective: 08/04/2010	Revised: 10/03/2014	
Rescinds: All Previous		Amends:	
CALEA References: 26.1.1, 41.3.4, 41.3.5, 41.3.6			
Review: Annual	Authority: Chief Michael A. Keller 		

I. Purpose

The purpose of this General Order is to establish the guidelines for the wearing of approved apparel and personal equipment.

II. Policy

It is the policy of the department for employees to present a uniform and professional appearance when representing the department.

III. Definitions

(This section intentionally left blank.)

IV. Regulations

- A. Employees will comply with uniform regulations as outlined in this section [A].
- B. No member is permitted to alter a uniform, other than tailoring for fit, or wear unauthorized insignias, badges, buttons, equipment, patches, hats and the like on an official uniform without proper approval (41.3.4) [A].
- C. When in uniform, an officer will wear the fully prescribed uniform [A].
- D. No member is permitted to wear any police department uniform clothing or equipment in civilian attire [A].
- E. Police department uniform equipment, boots, shoes, and belts will not be used for personal use unless approved by the Chief of Police [A].
- F. Employees will keep their uniform(s) clean, well pressed and in good repair [A].
- G. All uniform equipment turned in for any reason must be cleaned and pressed before the Department will accept the same [A].
- H. Employees operating departmental vehicles, unless otherwise authorized, shall be appropriately dressed [A].
- I. Officers in uniform and operating in field assignments will wear body armor (41.3.5) [B].
- J. Regardless of rank or assignment, all sworn members will maintain at least one set of uniforms in proper order and fit, and necessary equipment, to include one set of soft duty uniforms [A].

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V. Procedures

A. Uniformed Assignments

1. Police uniforms, as prescribed by the Chief of Police, will be worn by all officers within the Patrol Division.
2. A sufficient change of uniforms and all necessary equipment, with the exception of boots, will be furnished at department expense to each officer at the time of employment.
3. Each uniformed officer shall maintain their uniform in such a way as to present a clean, neat appearance.
4. Each officer will receive a yearly clothing allowance in order that items can be replaced and accessories maintained assuring that each officer presents a professional appearance at all times.
5. Each officer shall maintain all equipment in such a way as to ensure proper and safe functioning.
6. The short sleeve duty uniform will be worn with an open collar.
 - a. If a t-shirt is worn under the short sleeve shirt and is visible, it shall be white in color.
7. The long sleeve duty uniform will be worn with a closed collar and clip-on neck tie, or with an opened collar and a department issued mock turtle-neck shirt.
8. Each uniform worn shall identify the officer by name and agency.
9. At a minimum, a badge, nameplate, whistle chain, rank insignia or collar brass (as applicable) and shoulder patches shall be affixed to each uniform when worn.
 - a. Badges shall be affixed to pre-sewn holes in uniform shirt located above the left breast pocket.
 - b. Nameplate shall be centered and pinned at the top of the right breast pocket with the top of the name tag aligned along the lower stitching of the top pocket seam.
 - c. Whistle chains shall be hooked to the right epaulet button under the epaulet and tucked into the outside upper corner of the right breast pocket.
 - d. Shoulder patches shall be centered on the outside of both sleeves of the uniform shirt and uniform jacket and one inch below the top seam.
10. Awards ribbon bars, if worn, shall be centered and pinned in rows of two or three above the right breast pocket with the bottom of the first row aligned with the top of the pocket seam.
11. Marksmanship Awards, if worn, will be centered and worn ¼ inch above any awards ribbon bars.
12. Officers of the rank of Sergeant and above shall display rank insignia, and all other uniformed officers display "PD" insignia, centered on the uniform shirt collar between the apex of the inside seam of the collar point.



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13. Sergeants shall wear three stripes sewn centered on their shirt sleeves ¼ inch below the department patch.
14. Master Patrol Officer III shall wear two stripes and a star sewn centered on their shirt sleeves ¼ inch below the department patch.
15. Master Patrol Officer II shall wear two stripes sewn centered on their shirt sleeves ¼ inch below the department patch.
16. Master Patrol Officer I shall wear one stripe sewn centered on their shirt sleeves ¼ inch below the department patch.
17. Officers who are assigned to specialty positions may wear one specialty position ribbon bar centered on the left pocket midway between the bottom of the badge and the pocket button. Approved specialty positions include Field Training Officers, School Resource Officers, Canine Team Members, Drug Recognition Experts, Crisis Intervention Team Members, and members of the department Honor Guard.
18. Badges, collar brass, whistle chains, name plates and metal gun belt buttons and buckles (if visible) will be gold in color for officers of the rank of Sergeant and above, and silver for officers below the rank of Sergeant.
19. Uniformed officers shall wear footwear appropriate for the weather conditions and their job assignment. Footwear may be boots, low quarter shoes, or combat boots providing they are black leather with a plain toe.
20. The initial issue duty belt and associated equipment will be nylon. Upon conclusion of the calendar year the officer was hired, they may purchase leather gear with their clothing allowance; however, the leather gear will be the basket weave style.
21. Uniformed officers in patrol or extra-duty assignments will have on their duty belt, at a minimum, a holster with duty handgun, handcuffs, magazine pouch with two loaded magazines, and at least two less lethal weapons, unless otherwise stated in this or another General Order.
22. The departments approved uniform headgear may be worn at the officer's discretion, except wear will be mandatory for formal or official occasions as determined by the Chief of Police.
23. Uniformed officers in patrol or extra-duty assignments will wear concealable body armor provided by the department. The body armor will be replaced at department expense when it is no longer serviceable (41.3.5).
24. Uniformed officers in patrol or extra-duty assignments are authorized to wear the approved external vest carrier in navy blue with up to six navy blue molle style accessory pouches. The external vest carrier will have a name plate with first initial and last name along with a badge on the front of the vest carrier and a "Police" patch on the back of the vest carrier. The external vest carrier is authorized to wear when wearing the regulation uniform or the soft-duty uniform.

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Rev. 08142013

25. The external vest carrier will not be authorized for wear with the designated class A uniform or the department's authorized bicycle patrol uniform.

Rev. 08142013

26. The external vest carrier is authorized for court purposes only when the member is called to court unexpectedly and has not been subpoenaed in advance.

27. Accessories worn by uniformed officers (i.e. watches, jewelry, sunglasses, etc.) shall be of a type that is compatible and complimentary with the uniform and provide for a professional appearance. Exposed necklaces will not be worn with the police uniform.

Rev. 10032014

28. The dress uniform, or Class A uniform, for formal events will be the long sleeve uniform with closed collar, navy blue neck tie, and uniform headgear. Department issued award ribbon bars will be worn with the dress uniform.

B. Non-Uniformed Assignments

Rev. 09162011

1. Detectives assigned to the Investigations Division, and other officers as necessary, will be authorized to wear appropriate civilian clothing in the routine performance of their duties.
2. Civilian clothing must present a neat and professional appearance, and at a minimum will include:
 - a. Casual, contemporary business attire, such as trousers and collared shirts for male members;
 - b. Casual, contemporary business attire, such as dresses, skirts or full length slacks and blouses for female members; or
 - c. Department approved dress shirt with logo and coordinated slacks for male and female members.
3. Officers assigned to the Investigations Division must maintain a complete uniform and equipment issue.
4. School Resource Officers will be permitted to wear the department approved Soft Duty Uniform when in a school assignment, and will be required to wear a concealable ballistic vest (41.3.5).
5. All officers involved in the execution of pre-planned, high risk tactical situations/duties are required to wear ballistic vests whenever discharging those responsibilities. Examples of high-risk tactical situations include, but are not limited to, planned drug raids, felony warrant execution, arrest situations, etc. (41.3.6).
6. Detectives who are on-call are permitted to wear nice blue jeans and collared shirts, for men, or blouses, for women when responding to a call-out.

C. Communications Division



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1. Employees assigned to the Communications Division will wear the uniform authorized by the Chief of Police.
2. Communication Division personnel must present a neat and professional appearance and wear their uniforms in the prescribed manner.
3. When assigned to special activities and approved by the Chief of Police, Communication Officers will be authorized to wear a "Special Use" uniform which will be the Communication Division's regulation uniform with khaki BDU style shorts, black low-quarter ankle socks and black low quarter style athletic shoes.

Rev. 09162011

D. Soft Duty Uniforms

1. A soft duty uniform, approved by the Chief of Police, is authorized for wear by members of the department while on-duty when attending and/or participating in functions such as training, community meetings, presentations, etc.; while performing K9, SRO, Code Enforcement/Animal Control or administrative duties, or other activities as approved by the Chief of Police.
2. The soft duty uniform may be worn by patrol for duty use during designated summer months, May 1st through October 31st.
3. A department issued mock turtleneck shirt may be worn with the long sleeve soft duty uniform.
4. A "Special Use" uniform for activities such as bicycle patrol, park security (in the summer) and other similarly related applications, when approved by the Chief of Police, will be the regulation Soft Duty Uniform with black BDU style shorts, black low quarter ankle socks and black low quarter style athletic shoes.

Rev. 10042012

E. Court, Training and Other Attire

1. All officers appearing in court will wear the regulation uniform of the day or be dressed in civilian dress attire, which includes a suit coat and tie for men, and business attire for females.
2. The soft duty uniform is authorized for court purposes only when the member is called to court unexpectedly and has not been subpoenaed in advance.
3. Unless otherwise directed due to the type of training, permissible training attire includes:
 - a. Uniform of the day;
 - b. Soft duty uniform;
 - c. Casual, contemporary business attire, such as trousers and sport shirts for male members;
 - d. Casual, contemporary business attire, such as dresses, skirts or full length slacks and blouses for female members.

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4. Employees may wear department approved shirts bearing police department insignia with civilian attire. Wearing of these shirts is permitted for employees in non-uniform assignments and for training.

F. Lost, Stolen or Damaged Clothing and Equipment

1. Any loss or damage of uniform or uniform equipment is to be reported to the employee' supervisor immediately.
2. All issued clothing and property is the individual responsibility of each officer.
3. Should any item of departmental equipment be stolen, lost or damaged, a written report fully explaining the circumstances will be forwarded to the Chief of Police through the employee's chain of command.
4. The Chief of Police will make a determination of the method of replacement and will notify the officer of the replacement method, including:
 - a. Cash payment by the officer;
 - b. Replacement at the cost to the department; or
 - c. Replacement from supply room excess with no charge to the officer.

G. Purchasing

1. All new officers will be given an initial uniform issue and will not be eligible for re-issue of items until the beginning of the following calendar year.
2. All items to be purchased will be approved by the Chief of Police prior to the order being placed or the purchase of the item.
3. No item of uniform is to be purchased from any source other than those vendors that have been approved by the Chief of Police.
4. All officers requesting equipment must submit a written request to the Chief of Police through their chain of command which includes a description of the item to be purchased and the cost of the item.
5. Uniforms and associated equipment purchased with department funds remain the property of the Andover Police Department. When an employee terminates or retires, it will be the responsibility of the employee's immediate supervisor to ensure that all City owned equipment and uniforms are returned to the department.