



BRAINTREE POLICE DEPARTMENT

Policy and Procedure

UNIFORMS

2019-49

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Policy
26.1.1

It is the policy of the Braintree Police Department that sworn personnel shall wear only uniforms authorized by the Chief of Police and carry only equipment issued by the Braintree Police Department or authorized by the Chief of Police

The uniform identifies sworn personnel or civilian employees and makes him/her readily accessible to the public. It is important, therefore, that the members of the department maintain a neat and clean appearance, and that the uniform serves as an appropriate introduction to the members of the community. Further, all employees will abide by the ***Town's Professional Conduct Policy*** and all sworn personnel will follow the ***Law Enforcement Code of Ethics*** found in the Rules and Regulations. **[26.1.1] [1.2.1]**

This policy and the following procedures pertain to all members of the Braintree Police Department. If a member of sworn personnel or civilian employee does not fall under any category, the Chief of Police shall designate the clothing to be worn by this individual.

Wearing of Basic Uniform and Equipment

The uniform of the day shall be worn by all sworn personnel of the department while on duty with the following exceptions;

- Sworn personnel assigned to specialty positions such as detectives, evidence, community policing, and administration.

-When authorized by the Chief.

Sworn personnel of the department will carry all authorized issued equipment, while on-duty or assigned to a paid detail, unless otherwise authorized by the Chief. Sworn personnel on paid details will wear the uniform of the day.

Sworn personnel assigned to dispatch or administrative duties are not required to wear a full duty belt, but may wear an authorized off duty holster.

Sworn personnel attending court may wear the uniform of the day or appropriate civilian attire. If a member of sworn personnel wears a uniform to court he/she shall wear the complete uniform of the day. Sworn personnel attending court while on duty will wear the uniform of the day unless prohibited by the particular court. Sworn personnel shall not wear the external vest carrier to court.

Wearing of the uniform is prohibited in connection with the following circumstances:

- Private employment, except with written permission of the Chief.
- Off-duty activities, public speeches, interviews, picket lines, marches or rallies, or any other public demonstration which may imply official sanction without permission of the Chief.

Sworn personnel are required to have uniforms and equipment suitable for their assignments. Uniforms and equipment purchased must conform to department standards.

The Winter Uniform (long sleeve shirt with a tie, mock necks, turtleneck or a black tee shirt) mandated changeover will begin on November 1st and the Spring/Summer Uniform (short sleeve shirt) mandated changeover will begin on May 1st. Unusual cold or warm weather will be the exception to the mandated change. Sworn personnel will have the option to wear either Summer Uniform or Winter Uniform from October 1st thru November 1st.

Note: Sworn personnel assigned to the Plaza or Communications are allowed to wear short sleeves year round.

Clothing Allowance and Reimbursement or Direct Pay to Vendor
22.2.5

Clothing allowance for officers is a reimbursement process or direct pay to the vendor. Officers may order or purchase authorized clothing and authorized equipment that is not issued. The Town reserves the right in the CBA language that, “the purchased clothing or equipment shall then be provided to, reviewed and approved by the Chief or his/her designee prior to reimbursement.” **[22.2.5]**

The town will reimburse or purchase uniforms for newly hired or newly promoted officers. For newly hired student officers entering the police academy, the Town agrees to purchase all police academy uniforms and equipment needed for the academy.

Partial uniform changes agreed upon by the Chief and the Union are to be paid out of the clothing allowance. The Town shall pay for any partial or complete change in the present standard uniform ordered by the Chief of Police. **[22.2.5]**

The Town will also maintain funding within the Police Department budget to replace any uniforms damaged in the line of duty. **[22.2.5]**

Officers have a clothing allowance in the form of a reimbursement or direct pay to vendor of \$800/fiscal year and \$200.00/fiscal year allowance for body armor. **[22.2.5]**

Each December officers receive an annual Cleaning Allowance of \$500 in order to clean and maintain their uniforms. **[22.2.5]**

Dispatchers have a clothing allowance in the form of a reimbursement or direct pay to the vendor of \$300.00/fiscal year. **[22.2.5]**

Animal Control and Building Custodians have a \$300/year clothing allowance and \$250/year for safety shoes paid through payroll. **[22.2.5]**

Clerical Staff has a clothing allowance of \$150.00 paid through payroll. **[22.2.5]**

Hats
41.3.4

Officers will wear a Navy eight point cap with an issued hat badge. Patrol officers hats will have a silver (medal) expansion strap and Sergeants, Lieutenants, and Deputies hats will have a gold (fabric/cloth) expansion strap. The Chief’s hat will have a black velvet headband with a gold (fabric/cloth) expansion strap and gold

leaf clusters on the brim. In hot weather the summer mesh version of the Navy eight point cap is allowed.

A Blauer model black watch cap with embroidered "Braintree Police" (silver for patrol officers, gold for ranking officers) may be worn during cold weather conditions.

A black baseball cap embroidered with badge (silver for patrol officers, gold for ranking officers) may be worn on police details or during severe inclement weather.

Wearing the uniform hat is optional for most calls and/or incidents; however, the appropriate hat must still be worn under the following conditions;

- Directing Traffic- i.e. traffic posts
- Ceremonies- Navy eight point cap - parades, funerals, special events, and when the dress uniform is worn.
- Outdoor Details- i.e. road construction sites, athletic events, auctions, road races, extended outdoor foot patrol, etc.

Shirts 41.3.4

All officers will wear a police uniform dress shirt. Shirts will be **Blauer model # 8446 or #8472** (short sleeve) and **#8436 or #8471** (long sleeve). The shirt will have a sewn in military crease military press, epaulets on the shoulder, pocket flaps, and Braintree Police patch on both arms. Additionally, Sergeants shall wear gold stripes on each arm of the shirt. Lieutenants shall wear a gold bar on each shoulder on the "x" stitching of the epaulet at the edge of each shoulder. Cuffs on long sleeve shirts must be buttoned and not rolled up. Shirt pockets are to be kept buttoned. Tee shirts, when worn and visible, shall be black.

For functions where high visibility is required (bike patrol, details etc.), the **Blauer model #8137 high visibility polo** with POLICE on the back is authorized.

The **Armorskin Street Shirt model #8372** short sleeves, **#8371** long sleeves and **#8373** fleece lined long sleeve are authorized for under the protective vest wear only.

Pants 41.3.4

Pants will be **Blauer 8 pocket pants or cargo pants, model #8560, #8655 or #8565**. These pants are dark blue in color, will have no cuffs and be long enough to "break" at the shoe.

Stripes on 8 pocket pants are 1/8 inch royal blue for Patrol Officers. Sergeants shall have a ½ inch black stripe. The Chief, Deputy Chiefs and Lieutenants shall have a 1 inch black stripe. From the date of this policy newly purchased pants' stripes will begin at the bottom of the pant pocket.

Officers working road details will be allowed to wear **Blauer model# 8823 FlexForce** pants in black or blue. From the date of this policy any newly purchased detail pants will be black in color.

Shorts
41.3.4

Officers may wear shorts while working road details or another outside event authorized by the Chief if the temperature is expected to exceed 75 degrees between the months of May to September. Shorts authorized will be the **Blauer model #8842 FlexForce** Shorts in Navy.

Turtlenecks/Mock
Necks
41.3.4

Officers may wear a black turtleneck or mock neck as part of the winter uniform in place of wearing a tie when required. Turtlenecks shall be embroidered with BPD in silver (gold for ranking officers) 1/2" high letters on left side of collar (block lettering, no script).

Sweaters
41.3.4

Officers have the option of wearing a regulation navy blue sweater versus a jacket as their outer garment with the winter uniform. From the date of this policy newly purchased Sweaters will be the **Blauer Fleece Lined Quarter Zip Sweater model # 228**. Sweaters shall be worn tucked into the trousers for a neat appearance and to allow access to equipment. Sweaters may be worn over the short sleeve shirt during cool weather; however, the shirt collar must be worn outside of the sweater collar. Braintree Police department patches shall be affixed on both arms.

Jackets
41.3.4

The following jackets are authorized for wear;

Navy Soft Shell Fleece Jacket model # 4660
Colorblock Softshell Fleece model #4670
High Viz Supershell Gortex Jacket model # 9970V
SuperShell Gortex Jacket, Black model #9970

Motorcycle Officer Leather Jackets are only authorized for motorcycle officers.

All jackets will have either colored or subdued patches on both sleeves.

Footwear
41.3.4

Class A "Trooper Style" Jacket with angled French Blue cuff. Silver buttons for patrol and gold for ranks Sergeant and above. Class A Coat will be worn with Blauer 8 pocket patrol pants and a high gloss duty belt. (Required to purchase from clothing allowance as of June 30, 2016)

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. Clarino shoes are allowed.

Boots- Black, plain-toed boots (tie or zipper type) may be worn. Boots must be capable of being polished and must be polished.

Sneakers – Plain black only.

Pants are not to be tucked into boots unless worn with a BDU style uniform and authorized by the Chief.(K-9, Tactical Team, ATV Officers)

Emblems,
Patches, Ties, Tie
Clasps, Ribbons
41.3.4

Department issued badges, silver for patrol officers and gold for ranking officers, will be worn over the left breast of the outer most garment. Embroidered badge patches are authorized for officers wearing outer body armor and are to be worn in the same fashion.

The Department patch is to be worn on both shoulders of all shirts, jackets, coats, sweaters, fleeces, and jumpsuits, except the high visibility polo shirt that with POLICE on the back. Patches will be positioned 1/2 inch down from the shoulder seam, centered on sleeve.

Special unit patches shall be worn on the left shoulder, but only while the officer is assigned to that unit and authorized by the Chief.

Special insignias such as pins, flags, etc. will not be worn on the uniform without authorization from the Chief. Officers are permitted to wear the union pin on the right pocket flap of the uniform shirt.

Black police clip-on or velcro break away ties will be worn with the winter uniforms as an alternative to the turtleneck, mock neck, or the black tee shirt.

Tie clips, tie clasps, and tie tacks bearing the department insignia or other appropriate law enforcement design may be used. Silver for patrol officers and gold for ranking officers. These will be centered

on the tie. Ties which are designed to button to the shirt, without the use of clips, clasps, etc. are authorized.

Issued name tags, silver for patrol officers and gold for ranking officers, shall be worn on the uniform shirt. Authorized nametags will be affixed above the right breast pocket, centered left to right, with bottom touching pocket seam.

Department issued collar brass, silver for patrol officers and gold for ranking officers, will be worn vertically, not at an angle, on the collar of the uniform shirt. The B is on the bottom of the collar on the badge side and on the top side of the collar on the name tag side. Collar Brass will not be worn in conjunction with officers who elect to wear the outer carrier.

Departmental commendation ribbons may be worn on the uniform shirt above and parallel to the top edge of the nametag. Other departmental unit designations shall be worn above and centered on the ribbons.

Ranking officers will wear such insignia on their uniforms as designated by the Chief;

- Sergeant three gold stripes
- Lieutenants one gold bar
- Deputy Chief three gold stars
- Chief 4 gold stars

Sergeants will wear gold stripes on the sleeves of all shirts, coats, and jackets.

Lieutenant bars on the outer edge of the epaulets of all coats, jackets, sweaters and on the collars for shirts. Insignias may be embroidered on the epaulets.

Chief and Deputy Chief gold stars will be worn on the epaulets of all coats, jackets, sweaters and uniform shirts.

Wearing of
Mourning Bands
on Uniforms
41.3.4

Black mourning bands shall be worn on a law enforcement badge only in the following circumstances;

- Upon the line of duty death of an active law enforcement officer in the department. The mourning band should be worn for a period of thirty days from the date of death.

-By all law enforcement officers in uniform or in civilian clothing while displaying a badge when attending the funeral of an active law enforcement officer. Upon the completion of the funeral, the mourning band shall be removed.

-Upon the line of duty death of a law enforcement officer from a neighboring jurisdiction. The mourning band will be worn from the date of death and removed at the conclusion of the day of burial.

-National Peace Officers Memorial Day (May 15th).

-The day of any memorial service your agency has honoring your department's law enforcement officers who have died in the line of duty.

-At the direction of the Chief of Police, when special circumstances dictate that a department display of official mourning is appropriate.

The mourning band worn shall be a solid black band that will fit tightly around your agency's badge. The width of the black band should not exceed ½ inch. Mourning bands with the thin blue line may be worn at the discretion of the Chief.

Highly Visibility
Clothing
41.3.4

All officers shall wear high visibility clothing that meets ANSI/ISEA 107-2004 standards while directing traffic on any road detail. The following clothing items are acceptable;

- High visibility Gortex Jacket model #9970V
- High visibility softshell fleece model #4670
- High visibility yellow polo model shirt #8137

Note: It is recommended the stencil of Braintree Police 3 ½ inch stencil be on the back of any high visibility yellow coat/jacket.

Motorcycle
Officers
41.3.4

Motorcycle Officers shall wear a regulation helmet while operating the motorcycle. Motorcycle Officers shall be issued necessary clothing and equipment specific to motorcycle operation safety. Issued equipment will include boots, breeches, helmet, and high visibility all season jacket. Officers shall wear eyeglasses, riding gloves, and cross straps, or high visibility jacket for protection. A patrol jacket may be worn. Motorcycle Officers shall not wear this uniform when not actually operating the motorcycle. If an officer is reassigned to another mode of transportation due to inclement weather, manning, etc. they can complete their shift or assignment in motorcycle attire if they chose to.

K9 Officers and
Tactical Officers
41.3.4

Canine Officers shall wear a BDU style uniform authorized and approved by the Chief of Police. Tactical Team members shall wear the style of uniform consistent with their duties while activated under METRO-LEC. This uniform shall not be worn while on duty at the Braintree Police Department.

Bicycle Officers
and ATV Officers
41.3.4

Bicycle Officers shall wear a regulation helmet while operating a bicycle. Officers will be issued a standardized uniform to be worn while patrolling. This will include bike helmet, jacket, shirt, shorts, pants, and nylon style gun belt.

Officers operating ATV are required to wear the following safety equipment a DOT approved helmet, gloves, boots above the ankle, long sleeve shirt, and pants.

Specialty
Positions
41.3.4

Members of this department assigned to specialty positions may wear appropriate civilian attire. As an alternative, officers may elect to wear 5.11 khaki pants and Navy Blue Polo. The polo will have an embroidered badge and have Braintree Police stenciled on the back per the approval of the Chief

Special Police
Officers
41.3.4

Shall wear the same uniform of the day as full time officers and carry the same equipment that is authorized by the Chief of Police for full time officers.

Civilian
Clothing
41.3.4

Any member of the department permitted to wear civilian clothing during a tour of duty 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. This shall apply to interns and volunteers. See Town Policy ***Code for Professional Attire in the Workplace***.

Civilian
Dispatchers and
Animal Control
Officer
Clothing
41.3.4

Dispatchers shall wear a navy blue polo style dress shirt and khaki 5.11 style pants. Shirts will be embroidered with a smaller version of the department patch. In addition Dispatchers will also wear black shoes. The Animal Control Officer has the option to wear either a department patrol uniform or blue polo and khakis, similar to what is authorized for civilian dispatchers.

School Traffic
Supervisors and
Matrons
41.3.4

See Department Policy ***School Traffic Supervisors***

Duty
Equipment
17.5.2

All equipment issued to officers shall remain the property of the Town, but upon issuance, shall become the responsibility of the employee to whom it is issued to. Equipment will be issued by the Deputy of Administration or his/her designee. All issued equipment will be signed for and an inventory will be kept. Equipment shall be returned to the Town immediately upon the direction of the Chief of Police and upon termination of employment. This inventory of equipment will be inspected and reissued if in good condition and working order. The town shall replace equipment when necessary in the judgment of the Chief of Police. **[17.5.2]**

Duty Belt – Black plain leather or nylon duty web gear is authorized for all members of the department. All accessories on the gun belt must be leather or nylon web. The nylon gun belt must be secured to the trouser belt, by belt keepers or by design of the gun belt, to provide stability, and accessibility to the officers’ weapon and other equipment.

Outer Carrier- Department issued First Spear carrier and matching pouches are authorized as an alternative to the wear of a traditional full duty belt. The outer vest carrier will have Velcro panels front and rear embroidered with “Braintree Police”, Velcro embroidered badge and name tag.

Protective Vest- See Department Policy ***Protective Vests/Body Armor***.

Firearms-Department issued only. See Department Policy ***Firearms Department Issued***

Ammunition magazines -Officers shall carry two or three spare magazines loaded with approved ammunition.

Holsters- If the department does not issue holsters, the replacement holsters for department weapons must be approved by the Chief or Supervisor in Charge of Firearms Training.

OC Spray-Officers will carry Oleoresin Capsicum (OC) spray for use as a less than lethal weapon. This device shall be carried by all personnel while on-duty or assigned to a paid detail, unless otherwise authorized by the Chief. See Department Policy ***Oleo-Resin Capsicum.***

Radio-Officers shall carry the department issued radio on duty or detail.

Flashlights-Officers shall have a flashlight accessible and capable of providing illumination necessary for the safe performance of duty.

Baton-Officers shall carry their department issued baton.

Handcuffs-Officers shall carry one set of department issued cuffs. It is recommended officers carry a second set.

Tourniquet- Officers shall carry their department issued tourniquet.

LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deceptions, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional Rights of all individuals to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature will be kept forever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for the crime and with relentless persecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve those objectives and ideals, dedicating myself before God to my chosen profession... law enforcement.



TOWN OF BRAINTREE
 PERSONNEL POLICIES & PROCEDURES
PROFESSIONAL CONDUCT

PURPOSE	The Town of Braintree has established a Professional Conduct Policy to ensure employees act honestly, conscientiously, reasonably and in good faith at all times with regard to their responsibilities, the interests of the Town and the welfare of its residents.
SCOPE	This policy and procedure is applicable to all paid and appointed employees in the service of the Town other than those positions under the supervision and control of the School Committee and the Braintree Electric Light Department. Employees subject to Massachusetts Civil Service Laws and /or collective bargaining agreements are subject only to those provisions in this policy which are not specifically regulated by Civil Service Laws or collective bargaining agreements.
POLICY	<p>Town employees have an obligation to be present at work as required and to be absent from work with proper authorization only; to carry out their duties in an efficient and competent manner and to maintain specified standards of performance and behavior; to comply with reasonable employer instructions and policies and to work as directed; to respect the privacy of individuals and use confidential information only for the purposes for which it was intended; to neither use, no allow the use of Town property, resources, or funds for other than authorized purposes; to incur no liability on the part of the Town without proper authorization; and to maintain all qualifications necessary for the performance of their duties legally and efficiently.</p> <p>Failure to behave in a manner consistent with the standards of conduct and the policies included herein may result in disciplinary action being initiated against the offending employee. The Town shall utilize a fair and equitable process in reviewing an employee’s alleged violation of these standards and policies and shall discipline the employee, if warranted, in a manner appropriate to the alleged violation.</p>

Approved:
 January 24, 2012



Policy #:

Date:

TOWN OF BRAINTREE

PERSONNEL POLICY & PROCEDURES

CODE FOR PROFESSIONAL ATTIRE IN THE WORKPLACE

<p>PURPOSE</p>	<p>The Town of Braintree has established a Workplace Dress Code to ensure employees are dressed appropriately for their daily responsibilities and work locations.</p>
<p>POLICY</p>	<ul style="list-style-type: none"> • Pursuant to the Town’s General Rules and any applicable collective bargaining agreements, those employees required to wear a uniform while performing their duties must follow, without exception, the dress code requirement of their particular position. • Managers may not designate a weekly “casual day” for employees who are required to wear uniforms. Union representatives and supervisors should be prepared to answer any questions and/or to clarify information regarding the use and acquisition of appropriate uniforms. • Although there is no specific dress code for Town employees not required to wear a uniform, the Town expects employees to apply good judgment when selecting professional clothing for their work location. Managers must ensure that the policy is communicated to their employees, and, if the employee requests, that they provide direction regarding any interpretation of the policy. In addition, managers must take necessary action if an employee is inappropriately dressed for the workplace. Suggested appropriate executive dress includes, but is not limited to, suits, sports jackets and ties, dresses, skirt/pant suits, slacks and sweaters. • The Town has designated Friday as an optional “<i>Casual Day</i>.” Because it is not appropriate for every administrative department to have a weekly <i>Casual Day</i>, adoption of a <i>Casual Day</i> will be at the discretion of the Department Head. At no time are short/shorts, track or running suits, halter tops, t-shirts or shirts with inappropriate or offensive statements, mini skirts, cut-offs or midriff baring tops acceptable as appropriate work attire for the Town of Braintree. In some areas, beech thongs presenting a possible safety hazard, will not be allowed.