



# TOWN OF MACEDON POLICE DEPARTMENT

<b>General Order:</b> 335	<b>Effective Date:</b> September 5, 2019
<b>Subject:</b> Uniforms & Personal Appearance	
<b>Reference Standards:</b> 14.1, 20.5, 41.1, 41.3, 43.6, 47.3, 55.3	
<b>Rescinds:</b>	
Page 1 of 10	Attachments: 1- Awards positioning; 2 – Accredited pin and collar insignia positioning

## Policy

- A. Personnel required to wear uniforms will wear the issued uniform unless otherwise authorized by the Chief of Police or his/her designee.
- B. While on duty, personnel will not carry unauthorized equipment. Unauthorized equipment includes, but is not limited to, items expressly forbidden by the Chief of Police, General Orders, bulletins, etc.
- C. Personnel may carry other equipment not expressly authorized, but allowed, if such equipment is used by the officer for his/her convenience (i.e., pocket knife, gloves, flashlight).
- D. The uniform will be worn only:
  - 1. While on duty
  - 2. While traveling to an official police function (to and from work, court, public appearance, etc.)
  - 3. At other times when authorized by the Chief of Police

## II. Authorized on duty equipment

### A. Police Officers

- 1. The following items are part of the regulation police uniform and will be worn and/or carried by all uniformed officers as appropriate to the season, weather, and working conditions. An (\*) indicates that employees will provide same at their expense.
  - a) Hat

- b) Watch cap
- c) Winter jacket
- d) Reversible spring jacket
- e) Reversible rain jacket
- f) High visibility safety vest
- g) Sweater \*
- h) Personal soft body armor with a trauma plate and 2 covers
- i) Long and short sleeve shirts
- j) Black tie with department tie bar
- k) Black mock turtleneck \*
- l) Black crew tee shirt worn under short sleeve shirt\*
- m) Trousers or side pocket pants
- n) Trouser belt
- o) Black socks-if visible\*
- p) Black shoes or black boots (smooth toe, no loafers)\*
- q) Rubbers or rubber boots \*
- r) Hat badge
- s) Jacket badge
- t) Shirt badge
- u) Collar insignia
- v) Authorized patches
- w) Name tag and serving since attachment
- x) Specialized field pins, flag pin, and award bars
- y) Photo identification card and/or badge card
- z) Duty belt
- aa) Belt keepers

- bb) Pistol and holster
- cc) 3 magazines and pistol ammunition
- dd) Double magazine pouch
- ee) O.C. spray and holster
- ff) Two pair of handcuffs with keys and cases
- gg) Expandable baton and special holder \*
- hh) Portable radio and case
- ii) Accurate time piece \*
- jj) Ballpoint pen with black ink \*
- kk) Issued department keys
- ll) Riot helmet
- mm) CAT tourniquet
- nn) Additional authorized equipment as necessary.

### **III. Special Units**

#### **A. Bicycle Patrol Unit**

1. Personnel assigned to the Uniform Bicycle Patrol Unit will be issued additional uniform and equipment items as specified in General Order 327.

### **IV. Uniform regulations**

#### **A. Uniforms**

1. Employees will appear in uniforms that are properly fitted, clean, neat, well pressed, and in good repair.
2. The uniform will not be worn in combination with any non-uniform clothing while on duty except as authorized by the Chief of Police. No unauthorized buttons, tie clasps, badges, patches or insignia will be worn on the uniform.
3. Personnel must wear short sleeve uniform shirts from June 1<sup>st</sup> to September 1<sup>st</sup>.
4. Personnel must wear long sleeve uniform shirts from November 1<sup>st</sup> to April 1<sup>st</sup>.

- a) Uniformed Police Officers must wear either a uniform tie or a mock turtleneck shirt whenever a long sleeve shirt is worn.

#### B. Uniform hats

1. The uniform hat will be worn straight on the head, not inclined forward, or tipped backward. Uniform personnel will not be required to wear their uniform hats, except under the following circumstances:
  - a) Special Events such as Town parades, etc.
  - b) Formal ceremonies
  - c) Enforcement details. This requirement may be waived at the discretion and direction of the detail command officer.
  - d) While directing traffic
2. In lieu of the uniform hat, a department issued knit watch cap may be worn in inclement winter weather.

#### C. Outer garments

##### 1. Police Officers

- a) Outer garments will be worn at the officer's discretion, as weather conditions dictate. Certain shirt requirements correspond with the type of outer garment being worn. Only authorized garments, as listed below, may be worn.

##### (1) Jackets

- (a) Winter jacket with liner- A long sleeve shirt with either a uniform tie or mock turtleneck shirt must be worn.
- (b) Leather jacket that is approved by the Chief of Police- A long sleeve shirt with either a uniform tie or mock turtleneck shirt must be worn
- (c) Spring jacket- A long sleeve shirt with either a uniform tie or mock turtleneck shirt; or a short sleeve shirt with or without a uniform tie must be worn.
- (d) Dress Blouse- A long sleeve white shirt with a uniform tie must be worn
- (e) Commando sweater- A long sleeve shirt with either a uniform tie or a mock turtleneck shirt must be worn.

#### D. Uniform accessories

1. Name tags and serving since attachments (Refer to Attachment #1)

- a) Name tags and serving since attachments will be silver with black lettering for Police Officers.
- b) Name tags and serving since attachments will be gold with blue lettering for command officers.
- c) Name tags and serving since attachments will be worn on the right pocket flap, centered below the top pocket seam on shirts and dress blouses. They are to be worn on the right breast of any authorized sweater, on the mounting tab affixed for this purpose.
- d) In lieu of name tags, the winter and spring jackets will have a sewn-on name strip centered on the area of the right breast. The name strip lettering will be silver for Police Officers and gold for command staff.

2. Award bars (Refer to Attachment #1)

- a) Department issued/approved award bars may be worn on shirts and dress blouses. Only award bars issued by the Macedon Police Department will be worn on the uniform.
- b) The bars will be above the top pocket seam on the area of the right breast.
- c) Award bars will be worn in the following manner:
  - (1) One Bar: on single slide, centered above the top pocket seam
  - (2) Two Bars: on double slide, centered above the top pocket seam
  - (3) Three Bars: one and two on double slide, centered above the top pocket seam, third on single slide centered above double slide
  - (4) Four Bars: two on double slide centered above the top pocket seam; third and fourth on double slide, centered above lower double slide.
  - (5) Five Bars: two on double slide, centered above the top pocket seam; third and fourth on double slide, centered above lower slide, fifth on single slide above two lower double slides.
  - (6) Six Bars: two on double slides, one above the other, centered above the top pocket seam.
- d) Awards will be worn with the highest award closest to the center of the body, in descending order of precedence as prescribed by General Order 255. Where more than one row is worn, the highest awards are moved to the top row. Blue will be the key color in wearing bars and will be worn closest to the center of the body.

3. Specialized field pins (refer to Attachments #1 & #2)

- a) The New York State Accredited Agency pin will be worn by every uniformed

officer. This pin will be worn on the left breast pocket flap, centered below the top pocket seam on the uniform shirt.

- b) Members who are granted permission from the Chief of Police to wear pins designating a specialization (FTO, FBINA Graduate, etc.) will wear them as follows:

- (1) With no awards, these pins will be worn on the right breast, centered above the top pocket seam.
- (2) With awards, these pins will be worn on the right breast, centered above the highest issued award.

#### 4. Shoulder patches

- a) Police Officers

- (1) Macedon Police shoulder patches will be worn on all uniform shirts, jackets and other outerwear, except rain gear, on either the left shoulder sleeve or both shoulder sleeves, as designated by the Chief of Police.
- (2) Specialized patches, as approved by the Chief of Police, designating a special assignment or accomplishment will be worn on the right sleeve or both sleeves, as designated by the Chief of Police.

#### 5. Badges (Attachment #2)

- a) Badges will be silver with black lettering for Police Officers. Badges will be gold with black lettering for Investigators and command officers.

- (1) An issued coat badge will be worn on all outer uniform garments and dress blouses, except for rain gear.
- (2) An issued shirt badge will be worn on all uniform shirts and authorized sweaters.
- (3) An issued hat badge will be worn on the uniform hat.
- (4) An issued badge will be worn and displayed on a belt or a neck lanyard by Investigators and other plain clothes personnel when in public.

#### 6. Hat bands

- a) Silver hat bands and buttons will be worn on the uniform hat by Police Officers.
- b) Gold hat bands and buttons will be worn on the uniform hat by command officers.

#### 7. Uniform insignia

- a) Sergeants will wear chevron patches on all shirts and outer garments, except

rain gear and commando sweaters. The chevrons will be worn below the shoulder patch on both sleeves.

- b) Police Officers will wear silver collar insignia bearing the Macedon Police Department initials "M.P.D." on both collar tabs of the uniform shirt.
- c) Command officers will wear gold rank insignia on both collar tabs of the uniform shirt.
- d) Rank Insignia will be as follows:
  - (1) Sergeant- chevrons
  - (2) Chief of Police- two stars
- e) No other pins, patches, or insignia may be worn, except by permission of the Chief of Police.
- f) All uniform insignia will be worn as shown in Attachments "#1 & #2".

## **V. Personal appearance**

### **A. Uniformed personnel**

#### **1. Personal hygiene and grooming**

- a) All personnel are expected to maintain good personnel hygiene habits and present a professional image.
- b) All personnel will maintain their hair in a natural tone. Bright, unnatural, and non-traditional hair colors are not permitted while on duty.
  - (1) All male Police Officers:
    - (a) Will be clean-shaven, without beards or goatees unless a medical waiver is granted or unless authorized by the Chief of Police
    - (b) May wear a moustache, but it will be neatly trimmed and not extend over the lips or more than one half inch beyond the corners of the mouth
    - (c) Will wear neatly barbered hair that will not extend in length beyond the middle of the ears or more than one half inch over the shirt collar, unless authorized by the Chief. Sideburns will not extend beyond the lowest tip of the earlobe and will end in clean shaven horizontal line. Sideburns will not extend to the point of connection with a moustache.
  - (2) All female officers will comply with the same hair length requirements as male officers or will wear their hair combed in a bun. A female's hair will be well groomed and not interfere with the proper wearing of the uniform hat.

- (a) Hair ornaments or ribbons will not be worn, but pins, combs or barrettes similar in color to the officer's hair may be worn, and should be concealed as much as possible
- (b) Will maintain fingernails at a length conducive to the safe and efficient performance of their duty.

## 2. Attire for assignment to plain clothes

- a) When assigned to plain clothes duty, uniformed personnel will dress in business attire unless authorized by the Chief of Police.

## 3. Jewelry

- a) Any jewelry worn should not interfere with job performance or detract from a professional appearance.

### (1) Earrings, ear gauges, and ear spacers

- (a) Male officers, while in uniform, will not wear an earring(s), unless approved by the Chief of Police. The wearing of ear gauges and/or ear spacers is prohibited while on duty.
- (b) Female officers, while in uniform, will be allowed to wear only post type earrings. Earrings will not extend below the ear lobe. The wearing of ear gauges and/or ear spacers is prohibited while on duty.

## 4. Facial and body jewelry

- a) No employees will wear jewelry in any facial or exposed body piercings while on duty.

## B. Plain clothes personnel

### 1. Personal hygiene and grooming

- a) All personnel are expected to maintain good personal hygiene habits and present a professional image.
- b) Haircuts, style, and facial hair will be appropriate to their assignment.
- c) All personnel will maintain their hair in a natural tone. Bright, unnatural, and non-traditional hair colors are not permitted while on duty.

### 2. Attire

- a) Sworn police personnel shall appear in appropriate business attire that is properly fitted, clean, neat, well pressed, and in good repair. When required, officers performing duty in plain clothes, either on a permanent or temporary assignment, shall identify themselves to the public by displaying their



identification and/or badge. When circumstances prevent such identification while affecting an arrest, it shall be sufficient to inform the subject verbally.

- b) Personnel in special assignments may be exempted from personal appearance and/or equipment standards with the approval of the Chief of Police.

## **VI. Body armor**

### **A. Personal soft body armor**

1. All sworn police personnel will be issued personal soft body armor with a trauma plate and two covers. It is to be considered a part of the police uniform/equipment and will be issued to all sworn officers.
2. The wearing of body armor is mandatory for all officers assigned to the Road Patrol Division while performing road patrol duties.
3. The wearing of body armor by plain clothes officers be will be mandatory under the following conditions:
  - a) When making a planned, foreseeable arrest
  - b) When executing a search warrant
  - c) When engaging in a foreseeable volatile situation
  - d) When deemed necessary by a supervisor

### **B. Rifle vests**

1. All Police Officer will be issued a personal Level III rifle vest.

## **VII. Safety vests**

- A. When investigating or assisting at an accident or disaster, directing traffic, working a traffic checkpoint, or other type of call that requires any personnel to be in a roadway that is open to vehicular traffic, especially when visibility is limited, the personnel will wear an issued reflective safety vest, or a reversible jacket with the reflective side exposed.

## **VIII. Care and inspection of uniforms and equipment**

- A. Issued equipment will be maintained per current training.
- B. Command officers are responsible for ensuring personnel under their supervision comply with the standards set forth in this directive.
  1. Employees will be subject to an inspection of their uniforms and/or equipment at any time that their supervisors or other established authority may specify. Personal body

armor and covers will be inspected yearly during range training. If any part of the uniform and/or equipment is missing or does not pass inspection, appropriate action will be taken to ensure compliance. This action may include, but is not limited to replacement, repair, or cleaning of the uniform or equipment item. The employee may also be required to document a deficiency, and/or face disciplinary action.

By Order of the Chief of Police

  
John P. Colella (Sep 8, 2019)

John P. Colella  
Chief of Police

Dated this 5th day of, September, 2019