

# GENERAL ORDER

G.O. 5-415

**SUBJECT: UNIFORMS**



DATE EFFECTIVE: February 4, 2021
DATE WRITTEN: 12/08/00 DAB AMENDED: 04/11/11, 02/04/21, 05/05/2026 JMB
AMENDS: Dept. Order Dated 04/02/71, Dept. Order Dated 10/14/88; Police Manual, Section 9.
DISTRIBUTION: ALL SWORN PERSONNEL, COMMUNICATIONS UNIT
A.S. 1.5.6 1.7.3 3.3.20 3.5.3
ADMIN:
SIGNATURE:
INDEX: EQUIPMENT, POLICE UNIFORMS, OFFICIAL UNIFORMS AND EQUIPMENT

## I. PURPOSE AND RESPONSIBILITY:

- A. Purpose: To set the policy and make the rules and regulations concerning the uniform of the Monroe Police Department.
- B. Responsibility:
  - 1. It will be the responsibility of all officers, except officers assigned to the Detective Division when performing that duty assignment, and Communications Unit Dispatchers, to be in the complete uniform of the day. The only exception will be by special permission of the Chief of Police.
  - 2. It will be the responsibility of all officers to be neat and clean in person and uniform, with shoes shined and uniform in conformity with the rules and regulations of this directive. The only exception will be if the uniform is soiled or damaged due to the weather or other sufficient cause arising from the

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immediate discharge of duties. In such an instance the uniform shall be put in proper condition as soon as circumstances permit.

3. It will be the responsibility of the Deputy Chief/Captain, as the Department quartermaster, to issue all uniforms and equipment. The Deputy Chief/Captain will record the issue in the Individual Clothing Record (ICR) or Individual Equipment Record (IER) maintained for each employee.
4. It will be the responsibility of the Patrol Division (PD) supervisor to inspect the uniforms and equipment of all subordinates about to go on duty as part of the daily roll call procedure.
5. It will be the responsibility of the Deputy Chief/Captain, as the Department quartermaster, to inspect, as needed, all issued uniform and equipment items. The Deputy Chief/Captain will prepare a report to the Chief of Police analyzing the Department's uniform and equipment needs for the following fiscal year.
6. It will be the responsibility of the Deputy Chief/Captain, as the Department quartermaster, to inspect all articles of uniform and official equipment purchased from vendors. The Deputy Chief/Captain shall not accept the articles or equipment unless they conform in detail to the specifications.

## II. DISCUSSION:

- A. This general order deals with the uniform and its manner of wear and the identification of the officer to the public. Uniforms should be well-fitting and suited for seasonal change in climate to provide maximum comfort. One of the most important aspects of the uniform is its uniformity. The uniform and the manner of wear should convey uniformity as a symbol of professionalism.

## III. DEFINITION:

- A. UNIFORM AND OFFICIAL EQUIPMENT: Uniforms and equipment, as used in this directive, are all articles issued, supplied, made available for the use of, required of, or authorized for employees.

## IV. POLICY:

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- A. It will be the policy of the Monroe Police Department that the rules and regulations of this directive will be followed by all employees of this Department.
- B. It will be the policy of the Monroe Police Department that the rules and regulations of this directive will be strictly enforced by the supervisory and command officers of this Department.
- C. It will be the policy of the Monroe Police Department that on-duty uniformed police officers shall adorn:
  - 1. The Monroe Police Department official badge or facsimile, affixed prominently to the outer-most garment of their uniform and
  - 2. The official name plate/swatch affixed prominently to the outer-most garment of their uniform, including (at minimum) the police officer's last name.
- D. It will be the policy of the Monroe Police Department that any on duty plain clothes police officer working an assignment during which he/she is interacting with the public and wearing an outer uniform garment, as defined by this general order, shall adhere to one of the following options:
  - 1. The Monroe Police Department official badge or facsimile, must be displayed at a conspicuous position on the outer most uniform garment, if applicable (e.g. jacket, outer vest carrier), and
  - 2. The official name plate/swatch, including (at minimum) the police officer's last name, must be displayed at a conspicuous position on the outer most uniform garment, if applicable;
  - 3. Present an official Monroe Police Department identification card or Monroe Police Department issued official business card, which displays the officer's name and Monroe Police Department badge facsimile.
- E. It will be the policy of the Monroe Police Department that an on-duty officer is not required to wear the above referenced badge and/or nametag if working an

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assignment during which the badge and identification requirements listed above would:

1. Place the officer's and/or any member of the public's personal safety in jeopardy, or
2. Compromise the integrity of a sensitive investigation.

### V. RULES AND REGULATIONS:

#### A. AUTHORIZED ARTICLES OF UNIFORM:

1. All articles of uniform, insignia, equipment and firearms shall conform in style and design to specifications as provided for, and approved by, the Chief of Police and no other shall be substituted or added to these items without the express approval and permission of the Chief of Police.
2. All officers and Communications Unit dispatchers shall wear such uniforms and insignia and shall be provided with, and shall carry, such equipment of such style and design as the Chief of Police may, from time to time, prescribe.
3. Any item of clothing or jewelry worn by an officer or Communications Unit Dispatcher when on duty and is visible to one viewing the employee, is governed by these regulations. Generally, an employee should refrain from wearing anything not specifically permitted until a clarification is obtained from the Chief of Police, and permission is granted to wear or display such item.

#### B. CLASS OF UNIFORM: There shall be four classes of uniform for police officers assigned to a uniformed division, or for officers assigned to a non-uniform division when they perform duty as a uniformed officer. Those classes are:

1. CLASS A: The dress uniform to be worn at special ceremonies, events and occurrences. The component parts of this uniform will be enumerated in a Special Order by the Chief of Police at the time of planning for the specific occasion;

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2. CLASS B: The winter uniform consisting of the winter hat, or arctic hat, (at the discretion of the PD supervisor), long-sleeved shirt, necktie, uniform sweater (optional wear at the officer's discretion), heavyweight winter coat leather, weapon and equipment belt with required equipment:
    - a. For the officer performing duty as a headquarters officer, or in headquarters, the Class B uniform does not include the heavyweight winter coat or the uniform hat;
    - b. In the event of rain, the officer is authorized the substitution of the raincoat for the heavyweight winter jacket.
  3. CLASS C: The winter and fall uniform consisting of the winter hat, long-sleeved shirt, necktie, winter pants, uniform sweater (worn at the officer's discretion underneath the lightweight jacket or as the external garment), the leather, weapon and equipment belt with required equipment and the lightweight jacket which is optional with the individual officer. The black turtle-neck is optional in place of the necktie;
  4. CLASS D: The spring and summer uniform consisting of the summer hat, the short-sleeved shirt, the lightweight summer pants, and the leather, weapon and equipment belt with required equipment, and the lightweight jacket which is optional with the individual officer.
- C. SEASON OF WEAR:
1. The Chief of Police shall prescribe the class of uniform to be "the uniform of the day" with the changing of the seasons. All officers shall wear the class of uniform prescribed for their particular squad (i.e. Squad A, Squad B, and Squad C);
  2. Officers whose normal duty assignment spans more than one squad by more than one hour, will wear the uniform of the day for the squad representing more than one-half of the normal duty day of the assignment;
  3. Officers who are assigned to a relief shift, or to an extra duty assignment and perform duty on more than one shift, will wear the uniform of the day for the

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squad on duty when the duty is being performed. In special circumstances the Shift Commander may prescribe a different class of uniform for officers on a private duty assignment if the conditions of that assignment are substantially different to those under which the on-duty squad is operating.

- D. MANNER OF WEAR: The various items of uniform, and uniform equipment, shall be worn only as specified in this directive:
1. HAT: The uniform hat will be worn at all times with the brim of the hat approximately two fingers above the nose. The uniform hat must be worn when the officer is in public view. The exceptions to this rule are as follows; When the officer is:
    - a. Inside any building or residence;
    - b. Inside a Department vehicle;
    - c. Involved in an emergency situation;
    - d. Involved in a motor vehicle or pedestrian stop;
    - e. Authorized to do so by a ranking officer due to weather or conditions.
  2. BADGE: The breast badge will be displayed at all times when the uniformed officer is on duty, or in uniform, above the left breast pocket of the outer-most garment of the class of uniform prescribed for wear at any particular time;
  3. NAMEPLATE: For the Class B uniform, the individual nameplate will be worn above the right breast pocket of the heavyweight winter coat with the bottom horizontal line of the nameplate not more than one quarter (1/4) inch above the seam of the right breast pocket flap, and centered left to right;
  4. INSIGNIAS: For all classes of uniform, special metal insignias (ie. EMT-1, FTO, DARE, etc.), when authorized, will be worn on the right breast pocket flap of the uniform shirt, one-half way between the top of the buttonhole in the flap and centered left to right. Medals of Citation will be worn on the left breast with the badge holder;

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5. RANK INSIGNIA: Metal insignia of rank shall be worn on:
  - a. The collar of the uniform shirt not more than one half ( $\frac{1}{2}$ ) inch from the front edge of the collar and centered from top to bottom;
  - b. The collar of the heavyweight winter coat in the grommeted hole provided;
  - c. The collar of the lightweight jacket (sergeant insignia) not more than one (1) inch from the front edge of the collar and centered top to bottom;
  - d. The shoulder epaulets of the lightweight jacket (Lieutenant, Deputy Chief/Captain and Chief) not more than one (1) inch from the shoulder seam;
  - e. Embroidered or Department issued patch insignias are authorized in-lieu of metal badge and insignias.
6. SHIRT: The uniform shirt will be worn with all buttons buttoned with the exception of the top button of the summer short sleeved shirt;
7. TIE: The necktie will be worn to the top and not pulled down or allowed to flop. The tie clasp will be worn so as to keep the necktie in place and will be positioned between the second and third buttons down from the neck;
8. LEATHER WEAPON AND EQUIPMENT BELT: For all classes of uniform, the leather sidearm and equipment belt will be worn at the waist. On the officer's strong hand side, the holster and sidearm will be positioned at the hip with leather straps securing the equipment belt to the pants belt immediately in front of and immediately to the rear of the holster. The other equipment worn on this belt will be arranged, starting at the center front and progressing toward the officer's weak hand side, as follows:
  - a. Leather extra magazine holder with two magazines may be left or right of center buckle at the officers discretion;
  - b. Leather strap securing the equipment belt to the pants belt;

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- c. Plastic expandable baton holder with expandable baton;
  - d. Leather portable radio case, if the officer is assigned to other than headquarters duty;
  - e. Leather strap securing the equipment belt to the pants belt;
  - f. Mini-flashlight case with mini-flashlight may be worn at the option of the officer;
  - g. Leather handcuff case with handcuffs positioned to the officers weak side of the spine- no equipment on the equipment belt should be placed in direct alignment with the spine;
  - h. Leather strap securing the equipment belt to the pants belt;
  - i. Leather pistol holster with sidearm;
  - j. Leather strap securing the equipment belt to the pants belt; and
  - k. Leather O.C. case with O.C. cannister.
9. KEY RING: The style of any key ring that an officer desires to wear on a clip that is visible when the uniform is worn, shall be one approved by the Chief of Police. The key ring shall be suspended from the pants belt and not from the leather weapon and equipment belt;
10. IDENTIFICATION: Photograph identification is intended to be a means of identifying the officer when the officer is in plainclothes.
11. SWEATER: The uniform sweater may be worn:
- a. At the employee's discretion, underneath the heavyweight winter coat as part of the Class B uniform;
  - b. At the employee's discretion, underneath the lightweight jacket or as the external garment as part of the Class C uniform;

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- c. Inside the police headquarters building as an external garment when either Class B or C is the uniform of the day;
  - d. And the shirt nameplate will be moved to the nameplate strip provided on the sweater unless the name tag is stitched onto the sweater.
- E. OFF-DUTY WEAR: The uniform of the Police Department shall not be worn when the employee is off-duty, or outside the territorial limits of Monroe, CT except:
  1. When necessary in the performance of duty;
  2. By special permission of the Chief of Police;
  3. When the employee is either reasonably enroute to, or reasonably enroute from, a scheduled tour of duty or an authorized extra duty assignment.
- F. PARTIAL WEAR:
  1. While enroute from home to any duty, or after an employee is relieved from any duty and while going from such duty to home, the employee may be in partial uniform (without either the tie or the hat or without the leather weapon and equipment belt), providing the employee wears such exterior garment as is, or garments as are, necessary to prevent the breast badge and shoulder patches from being exposed to view;
  2. This stipulation applies to any area of police headquarters where the employee is potentially exposed to public view;
  3. With the Class D uniform, the exterior garment is not required between the police headquarters building and the municipal parking lot.
- G. REQUIRED ARTICLES: The Police Department will issue and replace, all uniforms, equipment, and paraphernalia required of an employee when on duty. The exceptions are:
  1. SHOES: Shoes which shall be black in color of a smooth, plain, unpatterned, non-decorative style with lace in the front. Boots which shall be black in color

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of a smooth, plain, unpatterned, non-decorative style with lace in front, or zippered side, neither having a heel more than two inches high;

2. SOCKS: Socks which shall be black, navy blue, or a blue dark enough to be mistaken for black or navy blue. The exception being the officer elects to wear boots that extend higher up the leg than the socks;
  3. FLASHLIGHT;
  4. CLIPBOARD AND FIELD NOTEBOOK;
  5. WRITING UTENSILS: Pens, pencils, erasers, etc.;
- H. ARTICLES PROHIBITED: The following items are specifically prohibited if visible when worn:
1. EARRINGS (officers only);
  2. NECKLACES: (or neck chains);
  3. BRACELETS: (other than "Medic Alert" bracelets);
  4. OTHER: Any badge, button, insignia or decoration not specifically authorized in these regulations;
  5. UNDERSHIRT: Any tee-shirt of any color, other than navy blue, which is visible at the neck of the Class D uniform.
- I. AUTHORIZED OPTIONAL ARTICLES: The following items are specifically authorized for an officer to wear as part of the uniform, but are completely optional and are not provided by, or required by, the Department:
1. WRISTWATCH;
  2. FINGER RINGS: Provided that rings will not be worn on more than one finger of each hand.
- J. UNIFORMS TITLE, EQUIPMENT, AND DESIGN:

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1. UNIFORM TITLE: Title to all uniforms and equipment purchased by the Town of Monroe and issued to employees of the Department is retained by, and in, the Town of Monroe. Department employees shall be held strictly accountable for the proper care, use, and maintenance of all uniforms and equipment. An employee shall produce any article of uniform or equipment on the demand of any ranking officer.
  2. TITLE TO DESIGN: Title to the design of all uniforms, insignia, and equipment that bears the name "Monroe Police" in any form is retained by, and in, the Town of Monroe. No employee shall, without permission of the Chief of Police, purchase or possess any badge, patch or insignia without permission. Permission shall not be granted unless the employee acknowledges, in writing, that such article will be surrendered to the Department on demand.
- K. UNIFORM CARE, CLEANING, AND MAINTENANCE:
1. CARE: Department employees shall be responsible for the good and reasonable care and maintenance of Department property, whether fixed or movable, issued to, assigned to, or authorized for their use or keeping. Employees shall promptly report to their supervisor the loss, or damage to, or unserviceable condition of, Department property.
  2. CLEANING: Department employees shall, as often as necessary, examine and clean the uniform and equipment. Employees shall keep uniforms and equipment in good serviceable condition. No employee who keeps uniforms and equipment at home shall be relieved of responsibility for damage or loss that is the result of improper care or storage.
  3. CLEANING ALLOWANCE: The Department will pay each employee, in June of each year, a uniform cleaning allowance balance not expended. The rate will be determined by contract. The cleaning allowance is for the purpose of maintaining uniforms in a clean and neat condition. Such payment shall be for the previous twelve month period and shall be pro-rated for new employee's and employee's not actively performing duty. Employees will be reimbursed for uniform cleaning prior to June if proof of out-of-pocket cleaning expenses is submitted to the office of the Chief of Police.

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L. FINANCIAL RESPONSIBILITY:

1. NO FAULT: If the loss, damage, or unserviceable condition, as described in subparagraph J, section 1, occurs in the course of fair and normal wear and tear or is caused by the member reasonably pursuing the duties of this office, in compliance with these rules and regulations, the Department will replace the article, or repair it, provided the member first reports it and obtains authorization from the Chief of Police to repair or replace it.
2. FAULT: If the loss or damage above is the fault of, or is due to the negligence of an employee of this Department, that member shall be required to pay all costs for the repair or the replacement of the article, as prescribed by the Chief of Police.
3. WEIGHT GAIN: The expense of purchasing uniform items or equipment that becomes necessary because the employee of the Department gains weight that causes otherwise serviceable items to become unserviceable, shall be paid by the individual employee. Any tailoring expenses for the uniform items or equipment that becomes necessary because of weight gain shall be paid by the individual employee.
4. TAILORING: Any employee who desires specialized tailoring of any uniform item may, if approved by the Chief of Police, have that tailoring done at the employee's own expense.

M. AUTHORIZED UNIFORMS AND EQUIPMENT: Every officer of the Department shall be issued by the Deputy Chief/Captain, as the Department quartermaster, and shall be authorized and required to possess, the following items of personal uniform and equipment without cost to the officer:

1. ALL OFFICERS:
  - a. One (1) breast badge;
  - b. One (1) hat badge;
  - c. Two (2) pairs of winter trousers;

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- d. Two (2) pairs of summer trousers;
- e. Three (3) long-sleeved shirts with shoulder patches;
- f. Three (3) short-sleeved shirts with shoulder patches;
- g. One (1) soft body armor vest;
- h. One (1) heavyweight winter coat with shoulder patches and one (1) removable liners;
- i. One (1) lightweight jacket with shoulder patches;
- j. One (1) winter hat;
- k. One (1) summer hat;
- l. One (1) arctic hat;
- m. Two (2) clip-on neckties;
- n. One (1) raincoat;
- o. One (1) rain cover for hat;
- p. One (1) pair rubber boots;
- q. One (1) Glock 9mm semi-automatic handgun;
- r. Fifty (50) rounds of SPEER 124 GR+P GOLD DOT HP;
- s. One (1) Expandable baton;
- t. One (1) baton holder;
- u. One (1) leather weapon and equipment belt;

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- v. One (1) leather pants belt;
  - w. Four (4) leather snap straps (keepers);
  - x. One (1) pistol holster;
  - y. One (1) handcuff case;
  - z. One (1) leather extra magazine carrying case;
  - aa. One (1) pair metal handcuffs with key;
  - bb. Two (2) nameplates;
  - cc. One (1) police manual;
  - dd. One (1) locker;
  - ee. One (1) photo identification card;
  - ff. One (1) uniform sweater with shoulder patches and badge patch;
  - gg. One (1) O.C canister;
  - hh. One (1) O.C. canister carrying case;
  - ii. One (1) Department tie clip;
  - jj. One (1) traffic vest;
  - kk. One (1) portable radio;
  - ll. Two (2) turtleneck sweaters.
2. RANKING OFFICERS: In addition to the above:

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- a. One (1) pair of light weight metal insignia of rank for shirt and one (1) pair for jacket;
  - b. One (1) pair of heavy weight metal insignia of rank for leather jacket.
3. DETECTIVES: For officers assigned to the Detective Division, the following items will be issued, in addition to the above:
- a. One (1) detective badge;
  - b. One (1) plainclothes holster; and
  - c. One (1) belt badge holder.
4. SPECIAL ASSIGNMENTS: For officers assigned to special units or special duties certain insignias will be issued. Example is "FTO", for field training officers, etc.
- N. SIGNATURE UPON ISSUE: The employee, at the time of original issue of any item of uniform or equipment, shall sign for that item with the Deputy Chief/Captain, as the Department quartermaster. The signature shall be placed on the employee's ICR and IER and will be maintained by the Department quartermaster. This includes any personally acquired items authorized under subparagraph I, section 2.
- O. UNIFORM REPLACEMENT: Replacement items will be issued on a "turn-in-an-old-for-each new-issue" basis and not receipted.
- P. TERMINATION: When an employee terminates, or is terminated from this Department, the employee shall surrender all items issued. The employee will be charged for any items not turned in. This includes any personally acquired items authorized under subparagraph I, section 2. In the event of the death of an officer, the Chief of Police shall cause the receipt of, and make proper disposition of, all Department property which the employee possessed. The ICR and IER shall be filed in the employee's permanent file upon termination.
- Q. UNIFORM ANNUAL INSPECTION: At least once each fiscal year, the Deputy Chief/Captain, as the Department quartermaster, will cause an inspection of all

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items of uniform and equipment issued to individual employees to:

1. Assure that the employee has the items issued;
2. Assure that the items issued are serviceable;
3. Prepare a report to the Chief of Police analyzing the Department's uniform and equipment needs for the following fiscal year.

### R. UNIFORM VIOLATIONS:

1. **IMPROPER WEAR:** Any employee who wears the uniform, or any part thereof, other than as prescribed will be found to be guilty of "Improper Wear or Improper Display of Uniform".
2. **OUT OF UNIFORM:** Any employee who fails to wear the uniform, or any part thereof, as prescribed will be found to be guilty of being "Out of Uniform".
3. **IMPROPER USE:** Any employee who carries, uses, abuses, or displays any equipment, uniform or part thereof, or personal items other than as authorized or prescribed, will be found to be guilty of "Improper Use of Equipment" or "Possession of Unauthorized Equipment".
4. **NOT PROPERLY EQUIPPED:** Any employee who fails to carry any required equipment will be found to be guilty of "Not Being Properly Equipped for Duty."

### S. BODY ARMOR: All sworn personnel will be required to wear their Department issued soft body armor while engaged in "field activities". Field activities includes all duties that reasonably can be expected to require an officer to act in an enforcement capacity, such as assignment to the Patrol Division. Administrative and plainclothes personnel are exempt from this mandate unless they are performing a "High Risk Situation". High Risk" shall be defined as those situations which present a higher potential for the use of less than and/or lethal force against sworn personnel. "High Risk Situations" requiring the use of Department issued soft body armor by sworn personnel will include, but not be limited to, the following:

1. Search and seizure warrant service where there is indication or likelihood of

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physical confrontation;

2. Drug raids;
3. Barricaded persons and/or hostage situations;
4. Arrest warrant service where there is indication or likelihood of physical confrontation;
5. Civil disturbance incidents;
6. High Level VIP visits.

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## HISTORICAL CHANGES TO POLICY

April 1, 2011 – Section V,S. Wording was changed for requirement of wearing of body armor.

April 22, 2019 - Section V-H, #5. The word "white" was changed to "navy blue".

February 4, 2021- Section IV, C-E. Sections added in order to comply with Police Badge and Name Tag Identification requirement in accordance with Public Act No. 20-1, Section 14 of House Bill No. 6004.

May 5, 2026 – Pages 2, 7, 12, 15. Updated references to Captain to Deputy Chief/Captain.