

Waltham Police Department

CHAPTER 40A

UNIFORMS – SWORN PERSONNEL

General Order Number: GO-04 2025

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Accreditation Standard #'s: 1.2.2, 1.1.9, 16.4.3, 22.2.5, 22.2.7, 41.3.3-41.3.6, 61.3.4

POLICY:

It is the policy of the Waltham Police Department that sworn personnel shall wear only the uniforms authorized by the Chief of Police [41.3.4-1]. Sworn personnel should always present a professional appearance and reflect a positive image as police officers and representatives of the Police Department [22.2.5-E], [26.1.1]. The uniform identifies the officer and makes them readily accessible to the public. It is important 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.

This policy and the following procedures pertain to all sworn members of the Waltham Police Department.

APPEARANCE:

1. **UNIFORM CLEANLINESS AND NEATNESS:** Uniforms shall be kept neat and clean. Uniforms that appear to be worn out or faded shall not be worn.
2. **PERSONAL CLEANLINESS:** All members of the Department shall keep their bodies clean as circumstances will permit.
3. **UNIFORMS IN LOCKERS:** All officers shall be prepared for any assignment upon reporting for duty by having an adequate supply of uniforms in their lockers.

UNIFORM SPECIFICATIONS: [16.3.4], [41.3.4-2]

As per the Collective Bargaining Agreement, officers receive an annual clothing allowance for uniforms and equipment beyond what the Department issues [22.2.5-A, B].

1. **SHIRTS:** All sworn members on street duty shall wear either the Blauer model #8675 (short sleeve), Blauer model #8670 (long sleeve) or equivalent in navy blue with epaulettes. All sworn members that wear the outer carrier are authorized to wear either a shirt mentioned above or a polo shirt Blauer model #8362 (short sleeve), Blauer model #8361 (long sleeve) or equivalent in navy blue. The Waltham

Police Department patch shall be sewn on the left shoulder (Velcro patch may also be used). A reverse American flag shall be sewn on the right shoulder.

*Undershirts, if visible, shall only be white, black, or navy blue.

2. **PANTS:** All officers on street duty or on detail (patrolmen & sergeants) shall wear navy blue pants, Blauer model #8823 or equivalent. All uniformed personnel from the rank of lieutenant and above, shall wear navy blue pants, Blauer model #8560P8FT or equivalent and shall have a 1" black braid piping down each pant leg. They can also wear the Blauer model # 8823 or equivalent on details.
3. **CIVILIAN CLOTHING:** All officers that are permitted to wear civilian clothing during a tour of duty shall conform to standards acceptable for normal business wear as anyone would in a private business firm. The Chief of Police or designee, may require officers to dress in a more formal or less formal manner as circumstances dictate. Clothing that is suggestive or offensive is prohibited.
 - a. **COURT APPEARANCES:** Officers shall be in uniform when attending Waltham District Court or any other District Court. Officers shall dress in business attire when attending Superior, Federal, Civil or Appeals court trials. Prosecutors will enforce this procedure.
 - b. **OTHER CLOTHING:** Supervisors may prescribe other types of clothing when necessary to meet police objectives.
 - c. **CIVILIAN CLOTHING & ON-DUTY UNIFORM:** Civilian clothing will not be worn with any distinguishable part of police clothing (uniform). Exceptions to this include arriving to or departing from your assigned shift (ex. Civilian jacket or sweatshirt with police pants, or t-shirt and police pants, etc.) or attending outside training (ex. polo shirt and khakis with badge and duty weapon) [41.3.3].
4. **OFFICERS TEMPORARILY ASSIGNED TO OUTSIDE DUTY:** If officers are assigned to inside work, and are then temporarily assigned to duty outside of the station, they shall wear an appropriate police uniform.
5. **TIES:** Black ties (clip-on) may be worn by all officers when wearing long sleeve uniform shirts. Tie clasps or tacks may be worn and will be aligned with the buttons of the breast pockets of the uniform shirt.
 - a. Patrolmen may wear a silver tie clasp or tie tack.
 - b. Sergeants and ranks above may wear a gold tie clasp or tie tack.

6. **TURTLENECKS / MOCK TURTLENECKS:** Turtlenecks or mock-turtlenecks can be worn with long sleeve shirts or sweaters (no tie required). Turtlenecks or mock-turtlenecks shall be embroidered with 'WPD' on the left side collar, with ½" clarendon typeface lettering. Blue lettering for patrol officers and gold lettering for superior officers.
7. **SWEATERS:** May be worn with the above-mentioned turtleneck or mock-turtleneck. The Blauer Classic V-Neck Sweater, navy blue, Model #210 or equivalent, with epaulets, badge tab, and name plate holder. While assigned inside the station, the sweater may be worn without a tie. The Waltham Police patch shall be sewn on the left shoulder (Velcro patch may also be used), a reverse American flag shall be sewn on the right shoulder, the badge holder shall be worn on the left breast, and the rank insignia (sergeant and higher) shall be worn on both epaulets.
8. **HATS:** The list below dictates where and when you can wear each hat.
 - a. **NAVY BLUE 8-POINT GARRISON HATS:** May be worn on calls for service and outside details. This hat shall be worn on foot patrol, ceremonial functions, and any City sponsored event (ex. Fourth of July). All members must wear their issued hat badge on the front of this hat.
 1. Sergeants: Shall wear a gold rope on the hat.
 2. Lieutenant and above: Shall wear a gold lace cloth strap.
 - b. **NAVY BLUE MOUNTIE OR TROOPERS STYLE FUR HATS:** Weather permitting, this hat can be worn on street duty, outside details or foot patrol. All members must wear their issued hat badge on the front of this hat.
 - c. **NAVY BLUE OR BLACK WINTER WATCH CAP WITH FOLD:** Weather permitting, this cap can be worn on street duty, outside details, and foot patrol. The cap must be embroidered with a 2 ¼" x 1 ¾" Waltham Police Department patch on the front center.
 - d. **BASEBALL HAT:** A navy blue mesh Velcro or fitted baseball hat can be worn for outside details only. The hat must be embroidered with a 2 ¼" x 1 ¾" Waltham Police Patch on the front center and a 1 ¼" x 1 ¾" reverse American flag on the right side of the hat.
9. **HIGH VISIBILITY CLOTHING TO BE WORN WHILE DIRECTING TRAFFIC / OUTSIDE DETAILS:** [61.3.1-2] All officers shall wear high visibility clothing while directing traffic, whether on street duty or outside details. All high visibility retroreflective vests or clothing must meet or exceed

ANSI/ISEAA 207-2006 [61.3.1-3]. The following uniform garments will satisfy this requirement:

- a. High visibility yellow polo shirt, Blauer model #8137 (short sleeve) or Blauer model #8147 (long sleeve) or equivalent. The Waltham Police Department patch shall be sewn on the left shoulder (Velcro patch may also be used). A reverse American flag shall be sewn on the right shoulder. The badge will be embroidered on the left breast.
 - b. High visibility yellow traffic vest, Blauer model #343P or equivalent.
 - c. High visibility yellow/black reversible raincoat, Blauer model #9691 (short) or model #9690 (long) or equivalent with badge tabs.
 - d. High visibility yellow/black reversible Ike-length jacket, Blauer model #6045 or equivalent with badge tabs. Each jacket must be screen-printed with 'Waltham Police' in silver reflective lettering
 - e. High visibility yellow/white traffic straps or equivalent.
10. **RAINCOAT:** Each officer shall have a high visibility yellow/black reversible raincoat, Blauer model #9691 (short) or model #9690 (long) or equivalent with badge tabs [61.3.1]. Either raincoat must be screen-printed with silver reflective 'Waltham Police' lettering and may be equipped with additional reflective tape.
11. **JACKETS:** The following jackets are permitted (weather dependent) as part of the Department uniform:
- a. **IKE JACKET:** Patrolmen/Superior officers – high visibility yellow/black reversible Ike-length jacket, Blauer model #6045 or equivalent with badge tabs. Each jacket must be screen-printed with Waltham Police in silver reflective lettering. The Waltham Police patch shall be sewn on the left shoulder (Velcro patch may also be used), a reverse American flag (stars on right side) shall be sewn on the right shoulder, the badge tab shall be worn on the left breast, and the rank insignia (sergeant and higher) shall be worn on both epaulets on the black side of the jacket only.
 - b. **SOFTSHELL FLEECE JACKET:** Navy blue, Blauer model #4660. The Waltham Police badge shall be worn on the left breast and affixed by Velcro. The Waltham Police patch shall be sewn on the left shoulder (Velcro patch may also be used), a reverse American flag shall be sewn on the right shoulder, and rank insignia shall be worn on both epaulets

- c. **CRUISER JACKET:** Navy blue, Blauer model #9810Z or equivalent. The Waltham Police patch shall be sewn on the left shoulder (Velcro patch may also be used), a reverse American flag shall be sewn on the right shoulder, the badge tab shall be worn on the left breast, and rank insignia (sergeant and higher) shall be worn on both epaulets
 - d. **OUTSIDE DETAIL WINTER COAT:** High visibility yellow/black Blauer model #26950 or equivalent. The Waltham Police patch shall be sewn on the left shoulder (Velcro patch may also be used), a reverse American flag shall be sewn on the right shoulder, the badge tab shall be worn on the left breast.
- 12. **SHOES:** Black, plain-toed shoes may be worn.
- 13. **BOOTS:** Black, plain-toed boots (tie or zipper type) may be worn. Boots must be capable of being polished and must be polished.
- 14. **SOCKS:** Black, white, or navy blue socks shall be worn with shoes.
- 15. **GLOVES:** White or high visibility yellow gloves shall be worn by officers directing traffic. During cold weather, yellow or white mittens may be worn instead of gloves. Black leather gloves may be worn in cold weather.
- 16. **SERVICE BARS:** Patrolmen may wear a blue service bar for each five years of completed service on the left lower sleeve of the long sleeve uniform shirt and on both the lower sleeves of the Ike jacket. Ranks above Sergeant may wear a yellow service bar for each five years of completed service on the left lower sleeve of the long sleeve uniform shirt and on both the lower sleeves of the Ike jacket. Completed service, includes, but not limited to other police agencies previously employed.
- 17. **CHEVRONS:** All sergeants shall wear chevrons (3, with point up) on their shirts and jackets.
 - a. **CRUISER AND IKE JACKET:** 2" chevrons in gold with points up and must be worn on both upper sleeves.
 - b. **SHIRTS:** 2" chevrons in gold with points up and must be worn on both upper sleeves.
 - c. **SWEATERS:** 2" chevrons in gold with points up and must be worn on both upper sleeves.
- 18. **GOLD BULLION:** Lieutenants and ranks above shall wear the appropriate gold rank insignia on both shoulders.

19. **COLLAR BRASS:** Patrolman and Sergeants shall wear the appropriate Blackinton Collar Emblem model CE-2 with blue enamel. They shall be worn on the collar of both long sleeve and short sleeve uniform shirts. The emblem shall be placed on the collar points, with the word “Waltham” in an upright, readable position as viewed from the point of the collar. The word “Waltham” shall not be parallel to the edges of the collar. Patrolman shall wear the emblem with blue and silver and the rank of sergeant and above shall wear the emblem with blue and gold.

a. **GOLD BARS:**

1. **LIEUTENANTS:** Shall wear a smooth finish, $\frac{3}{4}$ ” gold bar on both collar points of their shirts. They shall wear a single corrugated 1-inch gold bar on each epaulet of their cruiser jackets and Ike jackets.
2. **CAPTAINS:** Shall wear a smooth finish, double, $\frac{3}{4}$ ” bar on both collar points of their shirts. They shall wear a corrugated, double, 1-inch bar on each epaulet of their cruiser jackets and Ike jackets.

b. **STARS:**

1. **DEPUTY CHIEF:** Three gold stars shall be worn on the collar points to designate the rank of Deputy Chief of Police.
2. **CHIEF:** Four gold stars shall be worn on the collar points to designate the rank of Chief of Police.

The stars shall be worn in the following manner:

- a. **SHIRTS:** $\frac{1}{2}$ ”, smooth, 5 pointed stars on the tips of both collars.
- b. **CRUISER JACKETS AND IKE JACKETS:** 1”, corrugated, 5 pointed stars on both epaulets.

20. **PATCHES:** All jackets, sweaters, and shirts shall have a Waltham Police patch on the left shoulder, a reverse American flag on the right shoulder. Additionally, the Chief of Police may authorize specialty Waltham Police patches to be worn. Other approved specialty patches may be worn on the right shoulder under the American flag, i.e., motorcycle operators, K-9 officers, etc. Sewn patches shall not be worn on raincoats as it will compromise the integrity of the coat.

21. **NAME TAGS:** Shall be worn centered over the right breast pocket of all outer garments, shirts, or sweaters, and shall be as follows:

- a. **PATROLMEN:** Silver nametag with black or blue lettering.

- b. SERGEANTS AND RANKS ABOVE:** Gold nametag with black or blue lettering.
- 22. IDENTIFICATION CARDS:** All members (sworn and non-sworn) of the department shall carry the Commonwealth of Massachusetts Police Identification Card or Waltham Police Identification Card with photograph issued to them. All officers will comply with M.G.L. Chapter 41, Section 98D, which states that "such card shall be carried on the officer's person, and shall be exhibited upon lawful request for purposes of identification." **[22.2.6 A, B].**
- 23. BADGES:** Only badges authorized by the Chief of Police may be worn. While in uniform, officers are to display their badge on the outermost garment over their left breast.
- 24. SPECIALTY POSITIONS:**
 - a. MOTORCYCLE OFFICERS:** Officers assigned to the Motor Unit shall wear a regulation helmet while operating the motorcycle. A black leather jacket or Ike jacket may be worn. Navy blue motorcycle breeches with 1" blue braid piping shall be worn. Black leather boots shall be worn while operating the motorcycle. A black turtleneck jersey or sweater may be worn during cold weather. Motorcycle officers can only wear the above-mentioned uniform when assigned to the motorcycle.
 - b. BICYCLE OFFICERS:** Shall wear either the Cornerstone Tactical polo shirt in navy blue, model #CS410 (short sleeve) or model #CS410LS (long sleeve) or equivalent. All shirts shall have a Waltham Police patch on the left shoulder, a reverse American flag on the right shoulder. The badge will be embroidered on the left breast and the officer's last name will be embroidered on the right breast. On the back of each shirt will be the word 'POLICE' screen printed in either white block lettering or block gray retroreflective lettering. Officers assigned to the Bicycle Unit shall wear either the Flex-force zip-off bike pants, Blauer model #8822Z or Flex-force bike shorts, Blauer model #8842 or equivalent. Bicycle officers shall also wear bicycle helmet and protective eyewear while operating the bicycle. Bicycle Unit officers can only wear the above-mentioned uniform when assigned to the bicycle.
 - c. K9 OFFICERS:** Officers assigned to the K9 Unit shall wear one of the following black BDU style pants. Either the First Tactical V2 BDU pants, model #114011, Blauer model #8831 BDU pants, or equivalent. The K9 officer shall wear a short or long sleeve black shirt. Either the First Tactical BDU defender, model #112017 (short sleeve), the Tenx BDU armor skin shirt, Blauer model #8782 (short sleeve), the First Tactical BDU defender,

model #111004 (long sleeve), or equivalent. Depending on the shirt worn, badges and patches are either sewn on or are affixed via Velcro.

- d. **DRONE OPERATORS:** Officers assigned to the Drone Unit shall wear the following (weather dependent): Black Blauer FlexRS short sleeve, Armorskin Base shirt model #8362, model #8262W (women's) or equivalent. Black Blauer FlexRS long sleeve, Armorskin Base shirt model #8361, model #8361W (women's) or equivalent. All shirts shall have a subdued Waltham Police patch on the left shoulder, a subdued reverse American flag on the right shoulder. The badge will be embroidered on the left breast and the officer's last name will be embroidered on the right breast. On the back of each shirt will be the word 'DRONE UNIT' screen printed in block, retroreflective lettering. Drone officers shall wear either the Black Blauer Flex-force Tactical Pants model #8823, #8823W (women's) or equivalent. Black Under Armour Men's Friend and Foe Stretch Fit Cap with embroidered badge. For cold weather deployments, Drone operators may wear a Black Winter Skull Cap with embroidered department badge.
- e. **SCHOOL RESOURCE OFFICERS (SRO'S):** Shall wear either the navy blue Blauer model #8134 (short sleeve) or Blauer model #8144 (long sleeve) performance polo shirt or equivalent. All shirts shall have a Waltham Police patch on the left shoulder, a reverse American flag on the right shoulder. The badge will be embroidered on the left breast and the officer's last name will be embroidered on the right breast. On the back of each shirt will be the word 'POLICE' screen printed in either white block lettering or block gray retroreflective lettering.
- f. **TRIAD:** Shall wear either the navy blue Blauer model #8134 (short sleeve) or Blauer model #8144 (long sleeve) performance polo shirt or equivalent. All shirts shall have a Waltham Police patch on the left shoulder, a reverse American flag on the right shoulder. The badge will be embroidered on the left breast with 'TRIAD' under it. The officer's last name will be embroidered on the right breast. A navy blue mesh Velcro or fitted baseball hat can be worn. The hat must be embroidered with a 2 ¼" x 1 ¾" Waltham Police Patch on the front center and a 1 ¼" x 1 ¾" reverse American flag on the right side of the hat.