

Waltham Police Department

CHAPTER 40C

CIVILIAN CLOTHING

General Order Number: GO-02 2025

Effective Date: 08/2025

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 Civilian employees shall wear only the clothing authorized by the Chief of Police [41.3.4-1]. Civilians should always present a professional appearance and reflect a positive image as representatives of the police department [22.2.5-E], [26.1.1].

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

PROCEDURES:

CLOTHING CLEANLINESS AND NEATNESS: Clothing shall be kept neat, clean, and well always pressed. Uniforms that appear to be worn out or faded shall not be worn.

PERSONAL CLEANLINESS: Members of the department shall keep their bodies as clean as circumstances will permit.

1. **CLOTHING SPECIFICATIONS – CIVILIAN EMPLOYEES:** [16.3.4], [41.3.4-2]
 - a. **PANTS:** All civilian employees will be required to wear black pants. Leggings, stretch pants and jeans are not acceptable.
 - b. **SHIRTS:** All civilian employees will be required to wear either a white or black polo or oxford style shirt, which will be provided by the city [22.2.5-D]. All permanent civilian employee shirts will be embroidered with a 2” Waltham Police Department badge, and their respective Department name.
 - c. **BLACK CARDIGAN SWEATER:** Is optional for all civilian employees. They are available in either long or short length and will be provided by the city.

- d. **FOOTWEAR:** Everybody shall be required to wear black footwear that can take polish.

2. **UNIFORM SPECIFICATIONS – ANIMAL CONTROL OFFICER:**

- a. **PANTS:** BDU style, color black.
- b. **SHIRTS:** Black polo style shirt. The officer's last name will be embroidered on the right breast, the Waltham Police Department badge will be embroidered on the left breast, and the words "Animal Control" below the badge.
- c. **OUTERWEAR:** Black Blauer TAC Shell Jacket and Black Carhart multi-season jacket with embroidered, name, badge, and Animal Control Officer under badge. Animal Control screen printed on the back.
- d. **BOOTS/UTILITY FOOTWEAR:** Black, plain-toed boots (tie or zipper type may be worn). Boots must be capable of being polished, and must be polished. Black utility footwear is also acceptable for warmer months.
- e. **BADGE:** Issued animal control badge worn on left breast.

3. **CLOTHING SPECIFICATIONS – EMERGENCY TELECOMMUNICATIONS DISPATCHERS (ETD):**

It is the policy of the Emergency Telecommunications Division, that ETD's, ETD Supervisors, Police Officer's, and Supervisors assigned to the Emergency Telecommunications Division wear such clothing and be issued such equipment as the Chief of Police prescribes. If an employee does not fall under any category, the Chief of Police shall designate the clothing to be worn. A clothing allowance is given annually to ETD's and is negotiated each contract. Compensations for uniforms will be decided by contractual agreement. [22.2.5-B]

CIVILIAN CLOTHING: ETD's are permitted to wear non-department issued or prescribed clothing during a tour of duty shall conform to standards acceptable for normal business wear in private business firms. Clothing that is suggestive or offensive is prohibited. Civilian clothing is permitted from the first half shift on Fridays through the first half shift on Sundays.

COURT APPEARANCES: ETD's may dress in the uniform listed below or in business suits when attending court.

- a. **EMERGENCY TELLECOMMUNICATIONS DISPATCHER (ETD):**
Polo shirt with Waltham Emergency 911 logo (long or short sleeve permitted) or:
 - 1. Pullover or zip up jacket with Waltham Emergency 911 logo.
 - 2. Black pants (no jeans).
 - 3. Black shoes or boots.

- b. **ETD SUPERVISORS:** Polo Shirt or sweatshirt with Waltham Emergency 911 Supervisor logo (long or short sleeve permitted) or:
 - 1. Pullover or zip up jacket with Waltham Emergency 911 logo.
 - 2. Black pants (no jeans).
 - 3. Black shoes or boots.

4. **CLOTHING SPECIFICATIONS – SCHOOL TRAFFIC SUPERVISORS (STS):** [61.3.4-C] The following is a list of items to be worn by the School Traffic Supervisors and supplied by the department, for the initial uniform and equipment (except footwear). STS receive a yearly clothing allowance as negotiated during each collective bargaining term [22.2.5-A, B, C, D].

- a. **SHIRTS:** (2) Long sleeve, (2) short sleeve (light blue).
- b. **PANTS:** Navy blue BDU style or regular plain front pants.
- c. **JACKET/RAINCOAT:** 3-in-1 all-season high-visibility reversible green.
- d. **HAT:** Navy blue baseball hat and winter watch cap. Both embroidered with the STS logo.
- e. **SAFETY VEST:** High-visibility green.
- f. **TIE:** Black clip-on tie.
- g. **GLOVES:** Hi-visibility winter gloves or white cotton gloves.
- h. **FOOTWEAR:** Black boots or black shoes (no sneakers).
- i. **WHISTLE, CHAIN, AND HOOK**