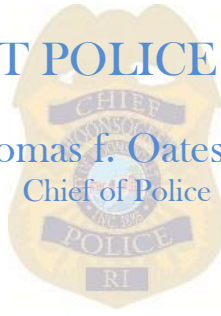


WOONSOCKET POLICE DEPARTMENT

Thomas J. Oates, III
Chief of Police



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	220.01	4/24/2020	4/24/2020
SUBJECT		PREVIOUSLY ISSUED DATES	
Uniforms		11/12/2014, 11/20/2013	
ACCREDITATION		RE-EVALUATION DATE	
CALEA Standards: 22.2.5, 26.1.1 RIPAC Standards: 5.1		4/24/2023	
INDEX		DISTRIBUTION	
Uniform Standards		All Personnel	

UNIFORM POLICY

I. PURPOSE

The purpose of this policy is to provide standardization for the uniform of the day, business attire and special operations while acting in an official capacity for the Woonsocket Police Department. This policy is designed to ensure a professional appearance that is consistent with professionalism, respect and pride expected of and by this Department.

II. POLICY

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Each member of the Woonsocket Police Department shall wear the uniform of the day, business attire or special operations attire for the Woonsocket Police Department as codified by the standards herein.

III. PROCEDURES

A. Patrol Operations

The Patrol Division and other sworn members will wear the uniform of the day as determined by the Chief of Police, contract and/or policy as it applies. A unified

appearance in the tradition of the Woonsocket Police Department will be proudly worn in the following manner.

1. **Class A Uniform**

The Class A Uniform will be worn at all formal events as determined by the Chief of Police and shall consist of:

a) **Hat**

A navy-blue garrison style hat with a silver band above the Corfram brim for patrol officers and gold band for sergeants and above in rank. All garrison hats will be maintained in proper looking order. Officers will also adorn the hats with silver or gold hat badges, as specified for their respective ranks. The design of the hat badge will remain with the traditional Woonsocket Police Department shield. A rain cover is permitted to protect the uniform hat during a rain or snow event.

b) **Shirts**

- 1) **Long sleeve** – Department issued and approved navy-blue dress shirt with hard epaulets with royal blue trim, Velcro for a number board over the right breast, provisions for a breast badge over the left breast, and the current Woonsocket Police Department patch on each sleeve at the shoulder. Service bars are worn on the left sleeve with each bar indicating three (3) years of completed service.
- 2) The police badge will be worn on the left breast.
- 3) The badge number board shall be worn on the right breast centered above the pocket using the provided Velcro strip.
- 4) Rank Insignias:
 - a) Lieutenants and above shall wear their rank insignias on the uniform shirt epaulets. The rank shall be pinned 1" from the outside edge and centered on the epaulet.
 - b) Sergeants shall wear chevrons on the sleeves of the uniform shirt below the Department patch. "Rockers" shall be added to the chevron as determined by time in grade as a sergeant.
 - i. Sergeants shall receive the first rocker upon completing five years in grade as a sergeant.
 - ii. Sergeants shall receive the second rocker upon completing eight years in grade as a sergeant.
 - iii. The sergeant with the most time completed in grade shall receive a third rocker.

- 5) Field Training Officers (FTO) will receive the approved FTO chevron below the Department patch on each sleeve.
- 6) Awards shall be worn with the Class A uniform on the right breast centered and ½" above the pocket.
 - a) All awards are worn in in order of distinction.
 - b) Senior most award shall be worn at the topmost position and awards in descending order of distinction shall be worn from inside (closest to the heart) to the outside (closest to the shoulder).
- 7) Collar insignias:
 - a) The "W.P.D." collar pin will be worn by all uniform personnel. They shall be silver letters for patrol officers and gold letters for supervisors.
 - b) The collar pins will be uniform and placed 1½" from the peak of the collar and parallel with the breast pocket.
- 8) Special unit insignia such as the Special Reaction Team (SRT) members shall wear "Operator" pins on their left breast pocket flap centered and ½" below the seam.
- 9) Necktie – Navy-blue clip-on. The standard necktie will always be worn with the Class A Uniform.

c) **Pants**

The Class A uniform trouser is the issued and approved navy-blue dress pant with the royal blue braid down the outside seam. The trouser will be of the standard four pocket design with two in the front and two in the back.

2. **Class B Uniform**

The Class B Uniform will be worn by all officers acting in the day to day patrol operations and shall consist of:

a) **Shirts**

- 1) **Long sleeve** – Department issued and approved navy-blue patrol shirt with Velcro for a number board over the right breast, provisions for a breast badge over the left breast, and the current Woonsocket Police Department patch on each sleeve at the shoulder. Service bars are worn on the left sleeve with each bar indicating three (3) years of completed service. From December 1st till March 1st, patrol officers have the option of wearing a Department issued or approved mock turtleneck (III, A,10). A necktie shall be worn on the Class B Uniform when not wearing the mock turtleneck.

- a) Supervisors shall always wear a necktie when wearing the Class B Uniform.
- 2) **Short sleeve** - Same as described for long sleeve except that no service bars are possible. No necktie is worn with the short sleeve Class B Uniform. Any visible T-shirt must be white, black or V-neck style undergarments are preferred.
- 3) The police badge will be worn on the left breast.
- 4) The badge number board shall be worn on the right breast centered above the pocket using the provided Velcro strip.
- 5) Supervisors shall receive custom hard epaulets with royal blue trim.
- 6) Rank Insignias:
 - a) Lieutenants and above shall wear their rank insignias on the uniform shirt epaulets. The rank shall be pinned 1" from the outside edge and centered on the epaulet.
 - b) Sergeants shall wear chevrons on the sleeves of the uniform shirt below the Department patch. "Rockers" shall be added to the chevron as determined by time in grade as a sergeant.
 - i. Sergeants shall receive the first rocker upon completing five years in grade as a sergeant.
 - ii. Sergeants shall receive the second rocker upon completing eight years in grade as a sergeant.
 - iii. The sergeant with the most time completed in grade shall receive a third rocker.
- 7) Field Training Officers (FTO) will receive the approved FTO chevron below the Department patch on each sleeve.
- 8) Awards shall optionally be worn with the Department Class B uniform on the Department issued breast badge holder.
 - a) Maximum of the five most senior awards are displayed on the badge holder.
 - b) Awards are displayed by distinction from top to bottom.
- 9) Collar insignias:
 - a) The "W.P.D." collar pin will be worn by all uniform personnel. They shall be silver letters for patrol officers and gold letters for supervisors.
 - b) The collar pins will be uniform and placed 1½" from the peak of the collar and parallel with the breast pocket.

10) Special unit insignia such as the Special Reaction Team (SRT) members shall wear "Operator" pins on their left breast pocket flap centered and ½" below the seam.

b) **Uniform Body Armor Carrier**

Officers may wear an approved exterior uniform body armor carrier. The uniform carrier simulates the appearance of a uniform shirt.

- 1) All the insignia associated with the uniform shirt shall be affixed to the uniform carrier.
- 2) The uniform carrier shall not be worn in lieu of the uniform shirt.
- 3) The uniform carrier shall not be worn over outer garments such as sweaters or coats.

c) **Pants**

The Class B uniform trouser is the issued and approved navy-blue patrol pant with the royal blue braid down the outside seam. The trouser will be a flat front with two standard pockets front and back. Additional "cut-in" cargo pockets will also be available as needed.

d) **Hats**

Officers shall wear their Class A uniform hat at roll call and have their hat with their gear should a formal occasion arise for its use. The hat is not required during routine patrol operations or calls for service.

- 1) Officers may opt to where the uniform hats with a rain cover during rain or snow weather events.
- 2) A winter hat will be allowed at any time weather conditions require protection for the ears. Anytime the sustained temperature is less than 32 degrees Fahrenheit, the winter hat shall be allowed. This hat will be the "WPD" knit watch cap with embroidered patch or an approved "fur trooper" hat with the standard hat badge.
- 3) Baseball style caps will not be worn with the patrol uniform unless otherwise provided within this policy.

3. **Footwear**

- a. Shoes-lace up black leather that can take a spit-shine. Slip-on shoe or sneaker is not permitted.
- b. Boots-black leather of good quality and capable of taking a spit-shine.

4. **Leather gear**

- a. **Sam Browne Belt** - Duty belt and accessories are as approved by the Training Lieutenant. A silver or brass buckle depending on rank or buckle-free Velcro outer and inner belt is permitted. Snapped belt keepers and accessory pouches will be used with a buckled Sam Browne belt while Velcro accessories will be utilized with a Velcro belt.
- b. **Holster** – The standard issue level 3 holsters as approved by the Training Lieutenant.

5. **Winter Coat**

Department issued and approved navy-blue coat with a Velcro number board over the right breast and eyelets for a breast badge on the left front. Current Woonsocket Police patches will adorn both sleeves near the shoulder seam.

- a) Sergeants will have chevrons on both shoulders.
- b) Lieutenants and above shall wear their rank insignia on the epaulets.

6. **Leather Coat**

The leather coat shall be the issued and approved leather coat with a silver Woonsocket Police plaque on the left shoulder for patrol officers and gold plaque for supervisors.

- a) All supervisors shall wear their rank insignia on the epaulets.

7. **Mid-weight jacket**

The mid-weight jacket is the issued and approved reversible coat with navy blue on one side and HiViz (ANSI certified) “strong yellow” on the other. The navy side shall have Velcro for a number board over the right breast, provisions for a breast badge over the left breast, current Woonsocket Police patches on both sleeves near the shoulder seam. The “strong yellow” side shall have reflective “POLICE” letters across the back in three (3) inch letters and provision for a breast badge on the left front.

- a) Sergeants will have chevrons on both shoulders.
- b) Lieutenants and above shall wear their rank insignia on the epaulets.

8. **Raincoat**

- a. Department issued and approved reversible raincoat with black on one side and HiViz (ANSI certified) “strong yellow” with reflective scotch lite strips on the reverse side. Full length or 30” or 32” inch length coat/jackets are permitted. Standard issue will be full length. The shorter model is optional.

9. **Sweater**

- a. Department issued and approved, jersey knit commando style V-neck sweater with number board, breast badge, and current Woonsocket Police patches consistent with other coats and shirts. Fleece lined or with wind stopper, both in dark navy.

1) A zip up sweater may be worn as an option.

10. **Mock Turtlenecks**

- a. Black in color with letters, WPD embroidered on the left front of the neck. Letter size will be consistent and as of this time approximated to be ¾ inch. The lettering will be white for patrol officers and gold for supervisors.
- b. Turtlenecks are authorized for use under the long sleeve Class B shirt.
- c. The mock turtleneck shall be fitted to the neck and in good condition. Worn or frayed turtlenecks and/or embroidery will not be used.

11. **Combinations**

There is no mandate that each member wears the same jacket, sweater or combination thereof on a given shift, allowing officers to wear his/her preferred combination concerning weather and other conditions.

12. **Wearing of the Uniform**

- a) The prescribed uniform will be kept clean, neatly pressed and in good repair at all times. Faded or worn uniforms will be replaced. Uniform shoes and leather gear shall be shined and not scuffed or worn looking.
- b) Jackets or shirts will be buttoned or zipped in the appropriate manner.
- c) The badge and number board shall be displayed on the outermost garment.
- d) When wearing the uniform hat, it shall be set squarely on the head in military fashion, not tilted to the side or worn on the back of the head.

13. Neither the uniform nor parts thereof will be worn by officers of the Department in the following circumstances:

- a) Outside employment
- b) Social functions unless the wearer is representing the Department and has authorization by the Chief of Police or designee.
- c) While consuming alcoholic beverages.

B. Detective Division

1. The Detective Division and any Department member who is temporarily assigned to that division will wear the following attire for daily investigative assignment:
 - a. Shirts: Any business casual, button front shirt with a coordinating necktie.
 - 1) During warm months, as determined by the Detective Captain, an open collared business casual, button front shirt or a style such as a “golf” shirt may be worn. T-shirts are not permitted.
 - b. Pants: Any business casual pants with a zippered or closed button front. Denim jeans are not permitted.
 - 1) Tactical pants with low profile cargo pockets (e.g. Blauer tactical pant or Vertx tactical pant) are acceptable.
 - 2) Battle Dress Uniform (BDU) or Tactical Dress Uniform (TDU) style pants are not permitted.
 - c. Socks are required.
 - d. Shoes: Any business casual shoe with a closed toe that may be polished or suede. Sneakers are not permitted.
 - e. Any member of the unit wishing to dress up will also be allowed to wear clothing as described in the next section.
2. The Detective Division for court presentation or other assignment as determined by the Detective Lieutenant shall wear business attire.
 - a. Shirt: Any dress shirt that is appropriate for a sport jacket and tie or suit and tie.
 - b. Suit or sport jacket: Any style business suit or blazer.
 - c. Pants: Any business casual pants or suit pants.
 - d. Female investigators shall wear the appropriate similar attire such as pantsuit or skirt/blouse combination.
3. Bureau of Criminal Identification (BCI) Personnel
 - a. Shirts: BCI sworn personnel shall wear a polo with the Department patch embroidered on the left breast and division on the right breast.
 - b. Slacks: BCI sworn personnel shall wear any business casual or tactical type pants with a zippered or closed button front. Denim jeans are not permitted.
 - d. Shoes: Any business casual shoe or boot with a closed toe that may be polished or suede. A trainer or hiker type boot may also be permitted; however, sneakers will not be allowed.
 - e. Any member of the unit wishing to dress up will also be allowed to do so as described in III, B, 2.

4. The Detective Division shall wear any appropriate attire for purposes of narcotics investigation if it is consistent with contemporary standards of decency.
5. The Detective Lieutenant, in conjunction with the Chief, shall waive any uniform policy requirement when an emergency or weather condition arises.
6. Attire for specialized training shall be business casual unless the class organizers provide for other manner of dress such as suit and tie.
7. Uniform policy requirements can be waived for undercover and/or special operations.

C. Operations Personnel

1. Training Lieutenant and Evidence Officer
 - a. Shirts: A polo with the Department patch embroidered on the left breast and division on the right breast.
 - b. Slacks: Any business casual or tactical type pants with a zippered or closed button front. Denim jeans are not permitted.
 - c. Shoes: Any business casual shoe or boot with a closed toe that may be polished or suede. A trainer or hiker type boot may also be permitted; however, sneakers will not be allowed.
 - d. Any member of the unit wishing to dress up will also be allowed to do so as described in III, B, 2.
 - e. The Operations Captain, in conjunction with the Chief, shall waive any uniform policy requirement when an emergency or weather condition arises.
 - f. Uniform policy requirements can be waived for special operations.
2. The Internal Affairs Lieutenant will wear the following attire for daily investigative assignment:
 - a. Shirts: Any business casual, button front shirt with a coordinating necktie.
 - 1) During warm months, as determined by the Operations Captain, an open collared business casual, button front shirt or a style such as a "golf" shirt may be worn. T-shirts are not permitted.
 - b. Slacks: Any business casual pants with a zippered or closed button front. Denim jeans are not permitted.
 - c. Socks are required.
 - d. Shoes: Any business casual shoe with a closed toe that may be polished or suede. Sneakers are not permitted.
3. Any member of the Operations Division wishing to dress up will also be allowed to wear clothing as described in III, B, 2.

D. Command Staff

1. Members of the Command Staff shall wear either the uniform of the day or;
2. Any business casual, button front shirt with a coordinating necktie.
 - a. During warm months, as determined by the Chief of Police, an open collared business casual, button front shirt or a style such as a “golf” shirt may be worn. T-shirts are not permitted.
3. Any business casual pants with a zippered or closed button front. Denim jeans are not permitted.
4. Socks are required.
5. Any business casual shoe with a closed toe that may be polished or suede. Sneakers are not permitted.

E. Civilian Personnel

1. **Dispatchers:**
 - a. Shirts: The issued polo shirt with the Department patch embroidered on the left breast and “Communications” embroidered on the right breast.
 - b. Slacks: The issued tactical pants.
 - c. Shoes: Any business casual shoe or boot with a closed toe that may be polished or suede. Sneakers are not permitted.
2. Administrative personnel shall dress business casual.
3. Facilities and fleet personnel shall wear functional attire.
4. Exceptions may be made for civilian dress codes at the discretion of the Chief of Police.

F. Bicycle Patrol

1. Deference is given to weather and physical exertion for determining appropriate attire for bicycle patrol. The following specific items are authorized for these functions:
 - a. Shorts: Department issued and approved bicycle short with or without seat pad and in navy blue in color.
 - b. Bicycle Pants: Department issued and approved bicycle pant with or without seat pad and navy blue in color.
 - c. Jacket: Department issued bicycle jacket with a current Woonsocket Police patch on each shoulder with Velcro for affixing a badge number on the right breast, reflective letters “POLICE” (3”) on the back. The colors of the jacket will be the stock royal blue over navy blue. A Department badge shall be worn over the left breast.
 - d. Shirt: Department issued and approved royal over navy bicycle shirt with authorized embroidered badge on the left breast and the officer number over

the right breast. Current Woonsocket Police patches shall be affixed to both sleeves below the shoulder seam.

- e. Shoes: All black leather sneakers, shoes, or bicycle shoes.
- f. Helmet: Officers shall wear an approved bicycle helmet when riding a bicycle.
- g. Duty gear: Officers will wear the standard duty gear.

- 1) Officers may use optional nylon duty gear when riding bicycle patrol as approved by the Training Lieutenant.

- h. Holster: Officers will wear the standard uniform holster.

- 1) Officers may use an optional approved triple retention nylon holster when riding bicycle patrol.

G. Traffic and Construction Details

- 1. Shirt: The issued and approved HiViz (ANSI certified) “strong yellow” polo shirt.
- 2. Pants: The issued and approved navy-blue tactical pant.
- 3. Hat: The standard Woonsocket Police embroidered baseball cap.
- 4. The Class B Uniform will also be authorized for traffic and construction details.

- a. The standard Woonsocket Police embroidered baseball cap is permitted with the use of the uniform of the day when working traffic and construction details.

- 5. Footwear: The same footwear for use with the standard uniform.
- 6. A reflective traffic vest shall always be worn at all traffic and construction posts when not otherwise wearing ANSI approved HiViz garments.

H. Criminal and Traffic Court

- 1. In each case when an officer is required to respond to any Federal, State or Municipal Court or RITT, he/she shall wear appropriate business attire.

I. School Resource

- 1. The Class B Uniform will be the uniform of the day. In the case of a special event or activity, the bike uniform may be permitted.

J. Grooming Standards

- 1. Male Officers:
 - a. Hair styles will be conservative and evenly trimmed. Hair will be tapered proportionally along the sides and back of head. The hair will not be extended

downward at any point over the shirt collar at the back of the neck and will not protrude over the tops of the ears.

- b. Sideburns will be uniform from top to bottom, neatly trimmed, not exceed on inch in width and not be excessively heavy or bushy. Sideburns will be cut horizontally along the side of the face and at least one-half inch above the bottom of the ear lobe.
- c. Facial hair will be conventional style, neatly trimmed, and not present a bushy unkempt appearance. The mustache will not extend over the upper lip or beyond and below the corners of the mouth. Beards and goatees are prohibited.

2. Female Officers:

- a. Females will wear their hair neatly in styles that do not extend one inch below the bottom of the collar on normal posture. Longer hair may be worn in an upward sweep or bun above the top of the collar if it presents a neat appearance, does not straggle and allows proper wearing of the uniform hat.
- b. Hair fasteners, hair clasps, barrettes or fasteners worn while in uniform will correspond with uniform appearance.

K. Jewelry

- 1. Jewelry which is discrete may be worn by officers if it is presentable and in good taste.
 - a. Male officers will not wear earrings while in uniform.
 - b. Female officers may wear earrings in non-patrol assignments if they do not present a safety hazard to the officers or others.
 - c. Jewelry worn by officers is subject to the discretion of the Chief of Police.

L. Personal Hygiene

- 1. Attention to personal hygiene is a requisite for all personnel while on duty, in uniform or in the official performance of their duties.

M. Undercover/Special Assignments

- 1. Grooming, hygiene and jewelry policy requirements can be waived for undercover and/or special operations

Per order,

Thomas F. Oates, III

Chief of Police

Written directives published within PowerDMS are in full force and effect on the referenced dates and have been approved by the Chief of Police