

Mahwah Police Department – Policies and Procedures		Number 050:10:35
Subject Employee Identification		
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Page 1 of 1.	Accreditation Number 22.2.7	

I. BACKGROUND

The intent of this directive is to ensure that the public can identify law enforcement officers and be certain that the person they are dealing with is in fact an officer. This should enhance the officer's ability to perform their duties, promote confidence in the public and make officers more accountable for their actions.

II. POLICY

It is the policy of this department that all personnel should carry police department identification in the form of a department issued shield and/or department issued identification card.

III. ACTION

A. EMPLOYEE IDENTIFICATION

All sworn law enforcement officers of the Mahwah Police Department are issued uniquely numbered badges and photographic identification cards. All uniformed officers will wear their assigned shield on their outermost garment while on duty. Uniformed officers engaged in off-duty police services will wear the proper class-B uniform with their embroidered name for identification purposes. Plainclothes officers will carry their issued shield and identification card, either together or separately, at all times while on duty. Civilian employees of the agency will carry their photographic identification at all times while on duty.

When a request is made by anyone for the officer's/employee's identification, the officer/employee will produce his/her badge/identification card and include his/her name, rank (or position) and shield number (if issued) in the response. This is for in-person requests or via telephone. Civilian personnel will include their name and official title in the response.

B. IDENTIFICATION CARDS

All personnel employed by the Mahwah Police Department are issued official identification cards that include the employee's name, photograph and title/position along with other descriptive data. Only the official identification card will be used when an employee of the agency is asked for identification in the course of his/her duties. It is recommended that all employees carry their identification as this may permit employees to travel or perform agency duties in times of emergencies.

Mahwah Police Department – Policies and Procedures		Number 095:15:20
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I. BACKGROUND

In an effort to promote and maintain uniformity within the Department, uniform and equipment specifications have been established. Members should recognize that clothing and appearance are normally the first thing everyone notices upon meeting a person. Clothing and appearance are frequently used to judge a person's professionalism, character and competence. Command presence is of utmost importance for members of the law enforcement community and consists of many variables. Among the most important is the employee's appearance in both dress and grooming. The following standards are established recognizing these precepts.

II. POLICY

It is the policy of this Department that all members maintain uniforms and equipment in accordance with Department specifications.

III. ACTION

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A. UNIFORM OF THE DAY

The respective Patrol Tour Commander shall establish the uniform of the day. The Tour Commander is to ensure that all officers under his/her command are in the approved uniform of the day for that Patrol Tour, to the extent practical, inclusive of relief Tour officers. The uniform of the day, designated by the respective Patrol Tour Commander, shall be established with the following considerations.

- Most appropriate for existing temperature and weather conditions for that Tour, on a Tour by Tour basis;
- The Patrol Tour Commander will strive to maintain uniformity among Patrol Officers in the field;
- Patrol Tour Commanders may exercise much discretion in applying the above stated guidelines, but the uniform of the day must be consistent with the provisions of this directive, unless otherwise directed by the Chief of Police;
- Officers shall maintain both Class A and Class B uniforms at the Police Department to provide for the flexibility of change.
- Command Officers may wear the Class A uniform all year, if desired.

B. CLOTHING

1. WINTER JACKETS

MAKE: Taylor Leather, Gore-Tex Avalanche, or Blauer lined cloth/nylon

COLOR: Police blue with standard shoulder patch on left sleeve and American Flag on right sleeve

POSITIONS: All Ranks

NAME TAG: Pin Type Name Tag on right breast

RANK DESIGNATIONS: Lieutenants and above will utilize the large pin on style brushed gold rank insignias on the shoulder epaulets of the jacket. Sergeants will have gold Chevrons on both sleeves. All Supervisors/Commanders will have gold colored State of N.J. buttons on the pockets and epaulets.

All Officers will have the silver colored State of N.J. buttons on the pockets and epaulets.

2. RAINCOAT

MAKE: BLAUER MODEL #9690.

COLOR: Reversible fluorescent yellow and black nylon raincoat. When utilized during inclement weather for traffic control functions, regardless of time of day, it is mandated that the fluorescent yellow side to be worn on the outside.

POSITIONS: ALL RANKS

3. HATS

MAKE: Police Hat, Standard Issue

Color - Navy Blue

POSITIONS: ALL RANKS

4. SHIRTS

MAKE: Elbeco Tex-Trop, 100% Polyester, Long Sleeve

COLOR: French blue heather with standard shoulder patch on left sleeve, and American Flag on right sleeve.

POSITIONS: Chief, Captains, Lieutenants, Sergeants, Patrol Officers

RANK DESIGNATIONS: Lieutenants and Captains will wear the designated collar brass and Sergeants will wear the gold chevrons on each sleeve, and the designated collar brass.

MAKE: Elbeco Tex-Trop, 100% Polyester, Short Sleeve

COLOR: French blue heather with standard shoulder patch on left sleeve.

POSITIONS: Captains, Lieutenants, Sergeants, Patrol Officers

RANK DESIGNATIONS: Lieutenants and captains will wear the designated collar brass and Sergeants will wear gold chevrons on each sleeve, and the designated collar brass.

5. PANTS

MAKE: Blauer Style #8810 or #8821, 100% Polyester

COLOR: Police blue with French blue heather piping on outside of each legging extending from waist to cuff)

POSITIONS: Sergeants and Patrol Officers (gold piping for lieutenants and above)

6. SWEATERS

OPTIONAL -

Jack Young, Model "Commando" V Neck Sweater, Navy blue pull over style

SWEATER RESTRICTIONS: RANK DESIGNATION, BADGE, OR NAME PLATE TAB ALLOWED.

7. TURTLENECK SWEATERS

Blauer, 92% Cotton, Style #8100, Color Police Blue

Insignia- on left side of collar

"MPD" Gold thread- Sergeant and above

"MPD" Silver thread- Patrol Officers

8. TIES

COLOR: Navy Blue clip on tie

POSITIONS: ALL RANKS

9. SOCKS

WHEN WORN WITH SHOES: Navy blue or black

WHEN WORN WITH COMBAT/JUNGLE BOOTS: choice of sock color

10. FOOTWEAR

SHOES: Leather Dress, low-quarter type or Trooper-type

COMBAT STYLE BOOTS: Full leather, ankle height

11. GLOVES

Regular Duty: Any make/model black leather or black wool-general service.
Ceremonial: White
Traffic Control: Orange reflective gloves

C. RANK DESIGNATIONS:

1. HATS:

CHIEF - Light gold braid strap with scrambled gold bullion on visor.
CAPTAINS - Light gold braid strap.
LIEUTENANTS - Light gold braid strap.
SERGEANTS - Gold "snake" (expansion) strap.
PATROLMEN - Black strap.

2. SHIRTS:

COLLAR BRASS:

CHIEF - Gold stars
CAPTAINS - Dual gold bars with smooth finish
LIEUTENANTS - Small single gold bars with smooth finish
SERGEANTS - Gold Chevrons
(All collar rank designation shall be metal either clip or pin type; no embroidered or embossed.

SHIRT SLEEVES - SERGEANTS ONLY:

3 chevrons, gold, edged with blue, all on a black background-point to touch the bottom of the shoulder patch.

D. YEARS OF SERVICE HASH MARKS {Long Sleeve Shirt & Jackets only}

One sleeve hash mark (gold in color) for every four (4) completed years of service to the Mahwah Police Department. The hash mark have a blue background worn on the left side are at a 45 degree angle, four (4) inches from the cuff.

E. MAHWAH POLICE SHOULDER PATCH

Mahwah Police Department patch on left shoulder seam, no other emblem except as authorized by directive of Chief of Police. (Shoulder patch to be sewn 1/4" to 1/2" down from shoulder seam.)

F. SUMMER UNIFORM

Chief, Captains, Lieutenants, Sergeants & Patrol Officers:

Uniform hat, short sleeve french blue uniform shirt, departmental supplied navy blue tee-shirt (only top most button of shirt to be left undone, blue uniform pants, gun belt with holster/firearm, magazine pouches/two magazines, handcuff case/handcuffs, (Lt.s, Sgt.s and P.O.s) O.C. spray w/ black leather holder, night stick/PR-24/ASP baton w/holder.

G. WINTER UNIFORM

Chief, Captains, Lieutenants, Sergeants & Patrol Officers:

Uniform hat, long sleeve french blue uniform shirt with tie, blue uniform pants, sweater (optional), gun belt with holster/firearm, magazine pouches/two magazines, handcuff case/handcuffs, O.C. Spray with holder. (Lt.s, Sgt.s and P.O.s) Asp Baton with holder.

Option A: Approved turtleneck with long sleeve shirt, and top most button undone.

The uniform winter coat and the approved sweater will be worn when dictated by the elements at the officer's discretion.

H. CLASS "B" UNIFORM

The Class "B" uniform will consist of navy blue BDU-type pants and a french blue stripe for Patrol Officers (gold stripe for Captains and Lieutenants) and the issued Blauer long sleeve or short sleeve Class B shirt depending on weather or discretion of Tour Commander. The required headgear will consist of the Mahwah Police baseball-style hat. This uniform will be utilized when performing off-duty traffic functions or similar on-duty functions at the discretion of the Chief of Police. The full complement of required equipment will be carried while wearing this uniform on duty.

I. CEREMONIAL UNIFORM

The ceremonial uniform worn by all officers for occasions such as parades, award ceremonies, funerals and the like will consist of leather dress shoes, standard issue pants and long sleeve shirt (color determined by rank) and dress blouse with police hat. The uniform belt will be worn over the blouse with holster and firearm, handcuff case and magazine pouches. White gloves will be worn with the ceremonial uniform.

The Mahwah Police Ceremonial Honor and Color Guard will utilize a similar uniform that will be determined by the Honor Guard Commander. Only members of the Honor Guard will utilize this uniform while in the performance of approved functions.

J. SPECIAL PURPOSE UNIFORMS

The specified uniform of the day may be altered by written order by the Chief of Police. Such events that may dictate such alteration include, but are not limited to, parade ceremonies, funereal detail, etc.

K. LEATHER EQUIPMENT

1. PANTS BELT: "Garrison Belt" 1 3/4" plain black leather.
2. GUN BELT: basket weave black.
3. HOLSTER: basket weave black
Detective Holster: basket weave black leather.
4. HANDCUFF CASE: basket weave black
5. ASP HOLDER
6. KEEPERS: black basket weave composite.
7. MAGAZINE POUCH: Double magazine pouch, basket weave black
8. O/C HOLDER: black basket weave composite.
9. RADIO HOLDER: black basket weave composite.
10. KNIFE POUCH: basket weave black, Velcro flap (optional piece of equipment)
11. FLASHLIGHT RING: Streamlight (optional piece of equipment)
12. FLASHLIGHT HOLDER: for mini-mag (optional piece of equipment)
13. LATEX GLOVE POUCH: Safariland, single glove pouch (optional piece of equipment).

L. GENERAL EQUIPMENT

1. FLASHLIGHTS:

- a. Standard Issue: Streamlight Fixed beam, three (3) cell, D size batteries.
- b. Optional "Mini-Mag" (worn on gun belt) or any other flashlight, if carried on authorized ring.

2. HANDCUFFS: Peerless or Smith and Wesson nickel-plated.

3. ASP BATON: 27 inch extended model and carrier, when required training is completed.

4. NAME TAG:

FOR SHIRTS: Silver nameplate with black lettering with officer's first initial, (middle initial is optional) and full last name. Sergeants and above will have a gold colored nameplate with black lettering. Nameplate is to be worn with post inserted at top ridge of right breast pocket.

FOR JACKETS: Same as above

5. AWARDS: Only those approved by the Chief of Police.

6. BUTTONS: All State of New Jersey metallic, gold colored for Chief, Captains, Lieutenants, Sergeants; silver colored for Patrol Officers.

On jackets, they will be on the epaulets and breast pockets.

7. BODY ARMOR: Minimum of NIJ .06 Standard Level III A vest, combination with a 5" x 8" trauma plate. Navy blue cover supplied by the Department.

8. KNIVES: If carried on belt, any knife with a maximum blade length of four (4) inches.

M. CARRYING REQUIRED EQUIPMENT WHEN IN UNIFORM

While on duty, except when assigned to office duties, members who are required to wear the specified uniform shall always carry as full equipment, the following:

- A. Badge
- B. Police Department identification card
- C. Notebook
- D. Pen
- E. Firearm and ammunition (department-issued or approved)
- F. Whistle, optional, as necessary
- G. Handcuffs and Key
- H. Flashlight, as necessary
- I. ASP Baton or nightstick, optional if trained
- J. Bullet proof vest: all patrol functions. Mandatory. See (SOP 95:15:25 Body Armour)
- K. O.C. Spray, if trained

Member shall also carry any specialty equipment and forms necessary for performing his/her duties.

N. EQUIPMENT IN CIVILIAN CLOTHES AND ON DUTY:

While on duty, members who are required to wear civilian clothes shall carry as full equipment the following:

- A. Badge
- B. Firearm and ammunition (department-issued or approved)
- C. One (1) extra firearm magazine

- D. Handcuffs and key
- E. Police department identification card

O. CIVILIAN CLOTHING--MANNER OF DRESS:

Male members and employees permitted to wear civilian clothing during a tour of duty shall wear business casual attire, department issued collared shirts with 5.11 type pants, or business suits if preferred. Sneakers/sneaker type footwear is not permitted as normal footwear, unless authorized by a Commanding Officer. Commanding officers may prescribe other types of clothing when necessary to meet a particular Police objective. Female members and employees permitted to wear civilian clothing shall wear clothing that conforms to standards normally required of office personnel in private business firms, unless otherwise directed. All articles of clothing shall be of a conservative nature. Blue jeans, shorts, non-collared shirts, and athletic shoes are not permitted as casual business attire clothing.

NOTE: THE CHIEF OF POLICE PERMITS NO VARIATIONS ON UNIFORM OR EQUIPMENT CODE WITHOUT PERMISSION.

P. UNIFORM & EQUIPMENT STANDARDS FOR EDUCATION/SEMINARS

Members shall wear such clothing as required by the particular institution attended. If no dress code exists, then at a minimum a member is to wear casual business attire as described above and appropriate shoes (no athletic shoes) during classroom/seminar times, except when prior authorization to deviate from this dress code is authorized by the appropriate Division Commander, on a case by case basis. When a member is scheduled as a speaker or instructor, and a uniform is not appropriate, the dress code is the same as the Regular Dress Code for Investigators.

Q. UNIFORM, APPAREL STANDARDS FOR COURT APPEARANCES

Uniform personnel may wear the appropriate seasonal uniform to court off-duty officers shall wear their uniform, business suit, or sport coat with tie. On-duty Detectives may wear their uniform of the day.

R. MAINTENANCE OF COMPLIMENT OF UNIFORMS:

It is the responsibility of each and every sworn member of this Department as well as Communications Operators to maintain a compliment of uniforms that meets all Department standards/specifications. This requirement applies to all personnel, regardless of current assignment.

S. JEWELRY

Sworn Personnel:

While on duty, jewelry or body adornments shall comply as follows;

1. Chains and necklaces may be worn but not visible outside of the uniform or clothing, due to safety reasons the Department discourages the wearing of such;
2. Earrings shall not be worn for safety reasons;
3. The wearing of faddish, unusual, or ornamental jewelry (including body-piercing jewelry) is prohibited for safety reasons.

Rings are limited to no more than one conservative ring (gold or silver) on each hand, including wedding rings. A conservative watch may be worn on the wrist or carried in a pocket (no chains or fobs).

The Chief of Police based upon the nature of the assignment may exempt Plainclothes officers from this rule. Plainclothes officers may also wear a conservative tie tack, cuff links, or collar stays. Belt buckles shall also be conservative. Symbols associated with any particular organization are not allowed. This does not prohibit the wearing of school or military rings.

T. APPEARANCE & GROOMING

1. While on duty, unless expressly authorized by competent authority, all members of the Department will be well groomed and clean. Dyed hair must be a natural human color. All members will conform to the following standards of appearance:

A. Hairstyles - male/sworn:

1. Hair will be neat, clean and styled to present a groomed appearance.
2. The length of the hair on the side of the head may not extend outward beyond the outermost edge of the top of the ear, must be affixed in a manner that does not cover any part of the ear, and the hair may be trimmed to allow the hair to be combed or brushed over the top and behind the ear.
3. Hair will be evenly trimmed with length not to exceed one and one half inches and will be tapered proportionately along the sides and the back of the head. The hair will not extend at any point below the shirt collar at the back of the neck or protrude onto or over the ears.
4. Sideburns will not extend below the bottom of the ear. The maximum width at the bottom of the sideburns will not exceed one and three-fourths inches. Sideburns will not cover any part of the ear and will present a groomed appearance.

B. Facial hair:

1. Members will be clean shaven, except for mustaches, which must be neatly trimmed and will not extend more than one-half inch beyond the corners of the mouth nor more than one-fourth inch below the corner of the mouth nor cover any part of the lip. No other facial hair will be allowed.
2. Beards and goatees will not be permitted except for other specialized assignments authorized by the Chief of Police.

C. Hairstyles - Female/Sworn:

1. Hair will be neat, clean and styled to present a groomed appearance.
2. Hair in front will be styled so that it does not fall below the eyebrows.
3. Hair style will be at the discretion of the individual officer. The length of hair for female officers while in uniform will not extend downward beyond shoulder length. Hair ornaments may be worn to confine the hair as long as a neat and professional appearance is maintained and the accessories conform to the uniform or plain clothes attire.

D. Hairstyles -male/female non-sworn:

1. Male and female members who have contact with the public are required to follow the same guidelines as sworn members.

2. Members who do not have contact with the public (Dispatch Operations) may deviate from these guidelines at the discretion of their Division Commander. The final authority in these matters is the Chief of Police.
- E. Sworn members will maintain a maximum 1/4" nail length beyond the finger tip.
- F. Nail polish may be worn only by female officers and should be of a conservative color.

G. TATTOOS/BRANDS/BODY MAKE-UP/ART:

1. Members who have tattoos, brands, and/or body ornamentation that is visible while in uniform or plain clothes attire on duty (and while operating or otherwise utilizing Department motor vehicles or equipment while off-duty) shall ensure that said tattoo(s), brand(s), or body ornamentation shall not be disruptive, adversely impact proper discipline, impede the performance of law enforcement duties, or otherwise interfere with the regular operation of the Department consistent with the prohibitions below:
 - a. Members- visible tattoo(s), brand(s) and/or body ornamentation shall not depict, describe, or otherwise refer to sexual conduct, acts, organs, or preferences.
 - b. Members- visible tattoo(s), brand(s) and/or body ornamentation shall neither depict, describe, nor refer to intolerance of, or discrimination against, any race, religion, gender or national origin, nor shall any member have any tattoo(s), brand(s), and/or body ornamentation commonly associated with organizations or groups which advocate such intolerance or discrimination.

U. UNIFORM, CLOTHING, AND EQUIPMENT ITEM SPECIFIC REGULATIONS

1. Gloves - Gloves may be worn during cold weather when in the Class A Uniform. They must be plain black or navy blue in color, leather, cloth or a combination, conservative style. Fingerless gloves or bicycle type gloves are not permitted for patrol operations except during special assignments such as bicycle patrol;
2. Pens - All sworn officers and the Police Service Aide must carry a pen while on duty. Uniformed members' pens must be conservative, silver, black, navy blue or white in color. Command officers may wear gold colored pens. Ink for official documents is to be blue or black unless otherwise specified;
3. Portable Radios - All uniformed officers assigned to the Patrol Division must wear portable radios. Radios are to be carried in the issued carrier;
4. Sunglasses are to be conservative in nature, with no brightly colored or mirrored lenses or frames and worn only as necessary;
5. I.D. Cards - All sworn, civilian, and auxiliary members will be issued a Department I.D. Card.
6. Hats: Officers should be cognizant of the fact that wearing the uniform hat enhances the officer's visibility and authority, thereby contributing to the officer's safety. Therefore officers are encouraged to wear their hat in these types of situations and will be carried with the officer for those times it is needed. The hat shall be worn as required by the Chief of Police in special circumstances and will be worn in a military fashion when:

- attending or participating in parades;
- special functions;
- athletic events;
- attending or participating in funerals;
- directing traffic;
- conducting or assisting traffic crash investigations (when applicable); and
- recognition as a police officer is required: i.e.,
 - warrant service,
 - follow-up investigations,

No member is to wear or use any unauthorized or non-standard item.

Mahwah Police Department – Policies and Procedures		Number 005:05:10
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Page 1 of 2.	Accreditation Number 1.1.2	

I. BACKGROUND

Law enforcement officers, by nature, are held to a higher standard than the general population. With this in mind, law enforcement officer should adhere to a code of ethics that holds them to a higher standard than that of the people they serve and protect.

II. POLICY

It is the policy of this department that all sworn officers and non-sworn employees of the department abide by a code of ethics in both their public and private lives.

III. ACTION

A. The International Association of Chiefs of Police, Law Enforcement Code of Ethics conveys the image that all law enforcement officers should strive to achieve. The department will adopt this code as our Code of Ethics and attempt to abide by its standards. The Law Enforcement Code of Ethics is as follows:

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

B. Ethics training will be conducted biennially for all personnel.