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Ceil Covino

From: ASK NJ Media Co. <opra+request-2138-abcb9100@requests.opramachine.com>
Sent: Saturday, July 14, 2018 2:17 PM
To: OPRA requests at Town of Clinton
Subject: Open Public Records Act request - Information regarding police contact

Dear Town of Clinton,

This is a request for public records made under OPRA and the common law right of access. Please acknowledge receipt of this message.

Records requested:

- yes
yes
yes
1. Copy(s) of Clinton Police Department SOPs/General Orders/Directives/Policies/Rules/Regulations referencing and in regards to the practice of police officers identifying themselves by name and/or badge number to members of the general public when requested, and/or by individuals the police officers make contact with in the course of their duties, when requested by those individuals. *Rules + Regulations - attached PDF*
 2. Copy(s) of Clinton Police Department SOPs/General Orders/Directives/Policies/Rules/Regulations referencing and in regards to the display of name tags, name plates, name patches, badges, and/or badge numbers. *Uniform Policy Attached*
 3. Copy(s) of Clinton Police Department SOPs/General Orders/Directives/Policies/Rules/Regulations referencing and in regards to the conduct of police officers when engaging/making contact with the public. *Rules + Regulations - attached PA*
 4. A copy of all of the SOPs/General Orders/Directives/Policies/Rules/Regulations that are currently in place as of 8-1-2016 from the Clinton Police Department regarding public photography and/or video recording of government buildings and within publically accessible areas of Government Buildings. *No such Documents exists*
 5. A copy of all of the SOPs/General Orders/Directives/Policies/Rules/Regulations that are currently in place as of 8-1-2016 from the Clinton Police Department regarding public photography and/or video recording of military facilities and critical infrastructures. *No such Documents exists*

Yours faithfully,

ASK NJ Media Co.

Please use this email address for all replies to this request:
opra+request-2138-abcb9100@requests.opramachine.com

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TOWN OF CLINTON POLICE DEPARTMENT

DEPARTMENTAL RULES AND REGULATIONS /POLICIES AND PROCEDURE

VOLUME: 1	CHAPTER: 17	# OF PAGES: 9	REVIEW DATE: 1/12	PAGE #
SUBJECT: UNIFORMS & EQUIPMENT				
EFFECTIVE DATE: 9/8/10		CHIEF OF POLICE: R. Brett Matheis		
CROSS REFERENCE #:		POLICE DEPARTMENT: Town of Clinton		

POLICY:

In order to promote an atmosphere of professionalism, it is important for Police Officers, not only to be highly trained and proficient, but also to present a neat, well groomed and uniform appearance. The purpose of this policy and procedure is to outline uniform requirements for all personnel of the Town of Clinton Police Department. The department is committed to ensuring that officers are issued durable, functional and comfortable uniform and equipment items.

I. CLASS A UNIFORM

A. Class A Blouse

1. Navy Blue Dress Blouse w/ departmental patches on each sleeve, appropriate rank insignia and service stripe, and with:
 - a. Basket weave Leather 2 ¼ inch Duty Belt w/ attachments
 - b. Name tag, centered on right breast pocket
 - c. Badge pinned and centered above left breast pocket
 - d. Navy Blue "Trooper" style hat w/ appropriate front band
 - e. Navy Blue Class A long sleeve shirt
 - f. Black tie
 - g. Town of Clinton Police patch tie tack
 - h. Navy Blue poly blend trouser with 1 ¾ inch Gold fabric stripe
 - i. Black uniform shoes
 - j. White Gloves (optional)

B. Class A Long Sleeve

1. Navy Blue Class A polyester long sleeve shirt w/ departmental patches on each sleeve, appropriate rank insignia and service stripe, and with:
 - a. Basket weave Leather 2 ¼ inch Duty Belt w/ attachments
 - b. Name tag, centered on right breast pocket, top of name tag even with the top of the pocket flap
 - c. Badge pinned and centered above left breast pocket
 - d. Navy Blue "Trooper" style hat w/ appropriate front band
 - e. Black tie
 - f. Town of Clinton Police patch tie tack
 - g. Navy Blue poly blend trouser with 1 ¾ inch Gold fabric stripe
 - h. Black uniform shoes or boots
 - i. Jackets – Navy Blue winter jacket, wind breaker or full length rain coat optional dependant on weather conditions
 - j. Black Leather Gloves - optional
 - k. Ballistic Vest

C. Class A Short Sleeve

1. Navy Blue Class A polyester short sleeve shirt w/ departmental patches sleeve on each sleeve and appropriate rank insignia and with:
 - a. Basket weave Leather 2 ¼ inch Duty Belt w/ attachments
 - b. Name tag, centered on right breast pocket, top of name tag even with the top of the pocket flap
 - c. Badge pinned and centered above left breast pocket
 - d. Navy Blue "Trooper" style hat w/ appropriate front band
 - e. Navy Blue poly blend trouser with 1 ¾ inch Gold fabric stripe
 - f. White or Navy Blue t-shirt
 - g. Black uniform shoes or boots
 - h. Jackets – Navy Blue wind breaker or full length rain coat optional dependant on weather conditions
 - i. Ballistic Vest

II. CLASS B UNIFORM

A. Class B Long Sleeve

1. Navy Blue Class B poly/cotton blend long sleeve shirt w/ departmental patches on each sleeve, appropriate rank insignia and service stripe, and with:
 - a. Basket weave Leather or Nylon 2 ¼ inch Duty Belt w/ attachments
 - b. Rank appropriate embroidered sewn-on Navy blue name tag, centered on right breast pocket
 - c. Rank appropriate embroidered Badge sewn on and centered above left breast pocket
 - d. Rank appropriate Navy Blue "CPD" ball cap
 - e. White or Navy blue t-shirt or Navy Blue rank appropriate embroidered "CPD" turtle neck shirt.
 - f. Navy Blue cotton blend cargo BDU style trouser with 1 ¾ inch Gold fabric stripe, blousing optional
 - g. Black boots
- h. Jackets – Navy Blue winter jacket, wind breaker or full length rain coat optional dependant on weather conditions
- i. Black Leather or synthetic material Gloves - optional
- j. Ballistic Vest

B. Class B Short Sleeve

1. Navy Blue Class B poly/cotton blend short sleeve shirt w/ departmental patches on each sleeve, appropriate rank insignia and with:
 - a. Basket weave Leather or Nylon 2 ¼ inch Duty Belt w/ attachments
 - b. Rank appropriate embroidered sewn-on Navy blue name tag, centered on right breast pocket
 - c. Rank appropriate embroidered Badge sewn on and centered above left breast pocket
 - d. Rank appropriate Navy Blue "CPD" ball cap
 - e. White or Navy Blue t-shirt
 - f. Navy Blue cotton blend cargo BDU style trouser with 1 ¾ inch Gold fabric stripe, blousing optional
 - g. Black boots
 - k. Jackets – Navy Blue winter jacket, wind breaker or full length rain coat optional dependant on weather conditions
 - l. Ballistic Vest

III. UTILITY UNIFORM

A. Special Detail

1. Navy Blue polo style cotton blend short sleeve shirt with:
 - a. Basket weave Leather or Nylon 2 ¼ inch Duty Belt w/ attachments
 - b. Rank appropriate embroidered name, centered on right breast
 - c. Rank appropriate embroidered Badge sewn on and centered on left breast
 - d. Rank appropriate Navy Blue "CPD" ball cap
 - f. Navy Blue cotton blend cargo BDU style trouser with 1 ¾ inch Gold fabric stripe, blousing optional

- g. Black boots
- m. Jackets – Navy Blue winter jacket, wind breaker or full length rain coat optional dependant on weather conditions
- n. Ballistic Vest

B. Bike Patrol

1. Navy Blue polo style cotton blend short sleeve shirt with rank appropriate embroidered name and appropriate embroidered badge sewn on OR Navy Blue rank appropriate embroidered “CPD” turtle neck shirt.
 - a. Nylon 2 ¼ inch Duty Belt w/ attachments
 - b. Bike pants/shorts
 - c. Bike Jacket
 - d. Black Bike/athletic shoes
 - e. Bike Helmet
 - f. Safety Glasses
 - g. Hydration pack – optional
 - h. Gloves – optional
 - i. Whistle
 - j. Ballistic Vest

IV. UNIFORM AND INSIGNIA

A. Footwear

1. Footwear will be completely black and of military or police nature.
2. All boots will meet the following general appearance standards. The boots will be of all-black leather or, all-black leather with black fabric uppers. Boots with a patent leather or glossy finish are not authorized. Speed laces or eyelet lacing is acceptable. The total height of the boots will be from 8 to 12 inches. Lining, insulation, or padding is optional.
3. Shoes will be either oxford or chukka boot in style. Standard leather or patent leather are authorized. Lacing or buckle style are authorized.
4. Footwear will be clean at start of the officer’s tour of duty, free of dirt and well shined. Maintenance of leather footwear is necessary to ensure maximum wear and to protect the healthy, sanitary condition of the feet. Footwear must be kept clean as sand, dirt, grit, etc., have a deterioration action on shoe threads and shoe leather. Clean leather uppers periodically with saddle soap, which is a leather preservative. Dubbing should never be used on footwear as such compounds seal the pores of the leather and cause excessive perspiration.
5. Officers may wear clear or black button or zipper-closure overshoes or rubbers of plain design with the uniform during inclement weather.
6. Visible portion of socks will be black or Navy Blue

B. Trousers

1. Class A Trouser will be Navy Blue. Polyester with belt loops sufficient to accommodate the 3 ½ inch duty belt. Trousers will be full cut, straight hanging, zipper fly front, and without cuffs. Gold 1 ¾ inch cloth stripe will be on outer seam of each leg of the trouser. Trouser will be tailored to individual officer fit. Trouser legs will provide easy fit and will be long enough to break slightly over the shoe.
2. Class B Trouser will be Navy Blue. Poly/Cotton blend cargo BDU style trouser with belt loops sufficient to accommodate the 3 ½ inch duty belt. Trousers will be full cut, straight hanging, zipper fly front, and without cuffs. Gold 1 ¾ inch cloth stripe will be on outer seam of each leg of the trouser. Trousers should be loose fitting and comfortable. It should be fitted loosely enough to allow for some shrinkage without rendering the garment unusable. If the trouser is not bloused by the individual officer it will be tailored to length.
3. Bike shorts/trousers will be Nylon or Nylon like material Navy Blue style.

C. Shirts

1. Class A Long/Short Sleeve Shirt will be Navy Blue. Polyester with two usable pockets and an ability to pin a metal badge, without damaging the shirt. The shirt will have sewn in military creases. The shirt will be adorned with two departmental patches, rank insignia (if applicable) and service stripes

(long sleeve only). The patches will be sewn on with thread matching the outer area of the patch. The departmental patch will

be centered on the shirt sleeve and one inch from the shoulder seam. Rank insignia for Sergeants and below will be centered on the sleeve and ½ inch below the departmental patch. Rank insignia for Lieutenants and above will be centered on the outer area of each shoulder epaulet. Service stripes will be placed at a 30 degree angle on the left sleeve, with the left side on the stripe even with the pressed crease. The first stripe will be one inch from the cuff. The shirt will be tailored to individual officer fit.

2. Class B Long/Short Sleeve Shirt will be Navy Blue. Poly/Cotton Blend with two usable pockets. The shirt will have sewn in military creases. The shirt will be adorned with two departmental patches, sewn on badge, sewn on name tag, rank insignia (if applicable) and service stripes (long sleeve only). The patches will be sewn on with thread matching the outer area of the patch. The departmental patch will be centered on the shirt sleeve and one inch from the shoulder seam. Rank insignia for Sergeants and below will be centered on the sleeve and ½ inch below the departmental patch. Rank insignia for Lieutenants and above will be centered on the outer area of each shoulder epaulet. Service stripes will be placed at a 30 degree angle on the left sleeve, with the left side on the stripe even with the pressed crease. The first stripe will be one inch from the cuff. The name tag will be sewn with the bottom of the tape immediately above and parallel to the top of the right pocket flap, with the ends of the tape aligned with the edges of the pocket flap. The badge will be sewn on the left breast centered with the military crease and ½ inch from the pocket flap. The shirt should be loose fitting and comfortable. It should be fitted loosely enough to allow for some shrinkage without rendering the garment unusable.
3. Utility shirt will be Navy Blue polo style short sleeve of a Cotton Blend with "CLINTON POLICE" three inch screened in gold block letters. The badge will be sewn on the left breast. Rank appropriate last name will be embroidered in 3/4 inch high rank appropriate block lettering on the right breast.
4. Turtleneck will be Navy Blue of cotton or hybrid material with "CPD" embroidered in block letters on left front of the neck. Mock and full turtlenecks are authorized. No trademark insignia is to be visible. Turtlenecks are to fit snug around the neck.
5. T-shirt worn underneath ballistic vest with the short sleeve shirts will be Navy Blue or White. Shirts are to fit snug around the neck.
6. Necktie will be of Navy Blue Poly material. It will be of clip on type. The tie will fit so that the tip of the bottom of the tie is between 1/2-inches above the belt buckle and 1/2-inches below the belt buckle. The tie tack will always be worn on the necktie when the class A shirt is worn as the outer garment and it may be worn with the class A blouse uniform. It will be placed on the lower half of the necktie midway between the third and fourth buttons from the top.

D. Dress Blouse

1. The dress blouse is strictly optional and is purchased at the individual officer's expense.
2. It is only to be worn for ceremonial purposes.
3. The Blouse will be Navy Blue of ¾ length. Polyester, Polyester blend or wool with four pockets and an ability to pin a metal badge, without damaging the blouse. The blouse will be adorned with two departmental patches, rank insignia (if applicable) and service stripes. The patches will be sewn on with thread matching the outer area of the patch. The departmental patch will be centered on the shirt sleeve and one inch from the shoulder seam. Rank insignia for Sergeants and below will be centered on the

sleeve and ½ inch below the departmental patch. Rank insignia for Lieutenants and above will be centered on the outer area of each shoulder epaulet. Service stripes will be placed at a 30 degree angle on the left sleeve, with the left side on the stripe. The first stripe will be five inches from the cuff. Buttons on the blouse will be either rank appropriate colored or gun metal black.

4. Blouses are semi-formfitting garments and will not be fitted to present a tight or formfitting appearance. Approximately 2 inches of freedom should be allowed through the chest and 1 inch at the waist, with the belt of sufficient length to fit the coat waist rather than pulled snugly against the waist of the individual. A properly fitted blouse will ride freely up and down the body when the arms are raised/lowered.
5. The Duty Belt will be worn over the blouse.

E. Outerwear

1. Cold Weather Coat will be Navy Blue of Eisenhower length. Nylon or Nylon like material with two usable upper pockets and two glove pockets. It will have a removable liner. The coat will have a zipper and button front. The coat will be zipper slotted on each side to allow the officer access to his/her weapon. It will have the ability to pin a metal badge, without damaging the coat. It will be adorned with two departmental patches, rank insignia (if applicable). The patches will be sewn on with thread matching the outer area of the patch. The departmental patch will be centered on the shirt sleeve and one inch from the shoulder seam. Rank insignia for Sergeants and below will be centered on the sleeve and ½ inch below the departmental patch. Rank insignia for Lieutenants and above will be centered on the outer area of each shoulder epaulet. Buttons on the jacket will be either rank appropriate colored or gun metal black. The coat should be reasonably loose fitting. A properly fitted coat will ride freely up and down the body when the arms are raised/lowered.
2. Wind Breaker Jacket will be Navy Blue of Eisenhower length. Nylon or Nylon like material with two usable upper pockets and two glove pockets. The jacket will have a zipper front. The jacket will be zipper slotted on each side to allow the officer access to his/her weapon. It will be reversible to hi-vis lime green. It will have the ability to pin a metal badge, without damaging the jacket. It will be adorned with two departmental patches, rank insignia (if applicable). The patches will be sewn on with thread matching the outer area of the patch. The departmental patch will be centered on the shirt sleeve and one inch from the shoulder seam. Rank insignia for Sergeants and below will be centered on the sleeve and ½ inch below the departmental patch. Rank insignia for Lieutenants and above will be centered on the outer area of each shoulder epaulet. Buttons on the jacket will be either rank appropriate colored or gun metal black. The coat should be reasonably loose fitting. A properly fitted coat will ride freely up and down the body when the arms are raised/lowered.
3. Rain Coat will be Navy Blue of full length. Waterproof Nylon, Gortex or Nylon like material with two glove pockets and slotted to allow the officer assess to his/her weapon. It will have the ability to pin a metal badge, without damaging the jacket. No patches will be sewn on the coat. The coat will fit reasonably loose. The correct length of the coat will be to a point midway between the knee and mid-calf. The coat must be long enough to reach the bottom of the kneecap. It must not extend below the mid-calf.
4. Bike Patrol Jacket will have a Navy Blue lower and yellow upper. It will feature zip-off sleeves. Two zippered hand pockets. It will be adorned with two departmental patches. Screened on the front and rear in capital block letters will be "POLICE."
5. Traffic Vest will be hi-vis lime green of Nylon or Nylon like mesh material. It will have "POLICE" in large block letters on the front and rear.
6. Gloves for the class A uniform will be all black leather. Gloves for the class B and utility uniform must be completely black and can be of leather or synthetic material. Lined gloves are authorized for all uniforms. Safety gloves, such as rubber, synthetic, leather, etc are authorized when conducting enforcement action.

F. Headgear

1. "Trooper" style uniform hat for use with the class A uniform will feature a black cross over strap, rank appropriate front braid band, rank appropriate hat badge and optional rear security band. The hat will be of Poly blend material and will have a black leather/synthetic leather (high gloss) visor.
 - a. Hat Badges for Detectives, Sergeants and above will be Gold of the New Jersey State Seal type and feature the rank of the officer.
 - b. Hat Badges for Patrolmen will be Silver of the eagle shield type and feature a full color State of New Jersey seal and two lines. The first line will have the words "TOWN OF CLINTON." The second line will have the words "POLICE." All letters will be of capital blue block format.
 - c. Cloth Front Braids for Detectives, Sergeants and above will be Gold. Patrolmen will be silver.
 - d. Gold bullion or synthetic ornamentation commonly referred to as "scrambled eggs" will be on the visor of the hat of the Chief of Police.
 - e. Hi Vis Lime Green/Navy Blue Reversible, Clear plastic, Vinyl, or synthetic material cover is authorized for the hat during inclement weather.
2. "CPD" ball cap will Navy Blue of complete cloth material. It will feature rank appropriate "CPD" in large capital block letters on the front and small capital block letters on the rear.

- a. Thread color for Detectives, Sergeants and above will be Gold.
 - b. Thread color for Patrolmen will be Silver.
3. Black leather/fur hat is the official issue hat for cold weather for use with all uniforms, except the dress blouse. The hat will be of black leather or synthetic material with synthetic fur lining and ear covers. The uniform hat badge will be affixed to the front of the hat.
4. "Watch" style hats are strictly optional and are purchased at the individual officer's expense. The hats are only to be worn with the class B and utility uniforms. The hats must be of fleece or wool material and must be completely black or Navy Blue. No trademark insignia is to be visible. The hats must fit snug on the head with no coning on the top.

G. Duty Belts and Accessories

1. The departmental duty belt is 2 ¼ inch basket weave of black leather or composite material. The 3 ½ inch black nylon belt and accessories are authorized for the Class B and Utility uniforms.
 - a. An approximate 1 ¾ inch black leather or nylon under belt is authorized as optional equipment. If worn the officer must utilize four leather keepers with rank appropriate colored snaps.
 - b. Belts for all uniforms will be worn at the natural waistline with the right edge of the buckle (wearer's right) on line with the edge of the fly or blouse front.
2. The authorized departmental holster for duty wear is the Safariland 6280 hip holster, capable of carrying the departmental issue pistol with light attached. The holster can be of black basket weave or composite plastic.
3. Officers must have the departmental holster, handcuff case, two magazine ammunition pouch and OC pouch affixed to their belt at all times.
4. The wearing of personally or departmentally purchased radio, flashlight, glove pouches, etc. are authorized provided the officer obtained supervisor approval.
5. Buckles must have a highly polished, natural plain or anodized rank appropriate finish, is about 2 inches by 3 inches in size. Buckles and snaps for Detectives, Sergeants and above will be gold. Buckles and snaps for Patrolmen will be silver.
6. With the exception of the departmental holster, the mixing of leather and nylon equipment is not authorized.

H. Insignia

1. Metal Badge for use in the class A uniform, dress blouse and outerwear is an oval eagle style badge. The badge will feature a full color seal of the State of New Jersey. It will have four lines. The upper most line will have the officer's rank. The second line will have the words "TOWN OF CLINTON." The third line will have the words "POLICE." The fourth line will have "N.J." All letters will be of capital blue block format. Detectives, Sergeants and above will have gold badges. Patrolmen will have silver badges. Metal Badges will be pinned through the appropriate holes on the garment.
2. Cloth Badge for use in the class B and utility uniform is oval eagle style badge. The badge will feature a full color seal of the State of New Jersey. It will have three Navy Blue lines. The upper most line will have the words "CLINTON." The second line will have the words "POLICE." The fourth line will have "N.J." All letters will be of capital gold block format. Detectives, Sergeants and above will have gold badges. Patrolmen will have silver badges. The cloth badge will be sewn on the left breast centered with the military crease and ½ inch from the pocket flap.
3. Metal Name Tags for use in the class A uniform will be ½ inch wide by 2 3/8 inches long with clutch-type fastener. Engraved Navy Blue or black block-type capital lettering will be ¼ inch high. The lettering will be the officer's first initial, period and last name. Name Tags will be centered on right breast pocket, even with the top of the pocket flap.
4. Name Tapes for use in the class B uniform will be of Navy Blue cloth, one inch wide, with embroidered 3/4 inch high rank appropriate capital block lettering. The lettering will be the officer's last name. Detectives, Sergeants and above lettering will be gold. Patrolmen lettering will be silver. The name tag will be sewn with Navy Blue thread with the bottom of the tape immediately above and parallel to the top of the right pocket flap, with the ends of the tape aligned with the edges of the pocket flap.
5. Service Stripes will be approx. two inches wide. They will be worn on the outer half of the left sleeve of class A and class B long sleeve shirts and the dress blouse. On the shirt, service stripes will be placed at a 30 degree angle on the left sleeve, with the left

side on the stripe even with the pressed crease. The first stripe will be one inch from the cuff. On the blouse, service stripes will be placed at a 30 degree angle on the left sleeve, with the left side on the stripe. The first stripe will be five inches from the cuff. The background of the stripe will be Navy Blue. The actual stripe will be gold or red depending on the service. Service stripes finished with either a merrowed (whip-stitched) edge or a cut edge may be worn.

- a. One gold stripe will be worn for every three NJ Police and Fire Pension creditable years of service. Purchased non-law enforcement time is excluded.
- b. One red stripe will be worn for honorable service in the military, Coast Guard or Merchant Marine of the United States. The service can be of active duty, reserve or National Guard. When worn with gold stripe(s), the red stripe will be closest to the cuff. There will be no noticeable space between the red and gold stripes.
6. Rank Insignia will be Gold with Navy Blue background for use on each sleeve with the class A and class B shirts and dress blouse. Rank insignia for use with outerwear will be Gold with Navy Blue background. Insignia finished with either a merrowed (whip-stitched) edge or a cut edge may be worn.
 - a. Rank insignia for Sergeants and below will be centered on the sleeve and ½ inch below the departmental patch.
 - b. Rank insignia for Lieutenants and above will be centered on the outer area of each shoulder epaulet.
 - c. Optional pin-on Gold metal rank insignia is authorized for wear by all ranks with the windbreaker jacket and for all uniforms for Lieutenants and higher.
7. Departmental Patch is the shield style patch featuring the Red Mill. The departmental patch will be centered on the shirt sleeve and one inch from the shoulder seam. A patch on each sleeve will be worn. The patch will be sewn on with silver thread.
8. Citation award bars will be worn only with the class A uniform and dress blouse. Citation bars will be displayed by use on a black leather badge citation holder.

V. INITIAL ISSUED EQUIPMENT and UNIFORMS

A. PBA Contract

1. Issue will be as per PBA contract.

B. Additional Uniforms/Equipment

1. Additional uniforms or uniform equipment may be authorized and purchased by the Chief of Police based upon the operational needs of the department.

VI. REPLACEMENT OF UNIFORMS and UNIFORM EQUIPMENT

A. Responsibility

1. All officers are required to maintain issued uniforms and uniform equipment in satisfactory condition. If any part of an issued uniform or uniform equipment is damaged due to abuse or neglect, the officer may be subjected to disciplinary action and will be responsible for its replacement.

B. Repair/Replacement

1. Uniforms or authorized equipment damaged or destroyed while an officer is performing his assigned duties will be repaired or replaced by the department.
2. All requests for uniform or equipment purchases or replacement will be presented to the Support Services Officer, who will present the request to the Chief of Police.

C. Reimbursement

1. Reimbursement for uniform items may only be authorized by the Chief of Police prior to purchase.

VII. BODY ARMOR

1. All officers assigned to the uniformed Patrol Division will wear departmental issue body armor at all times while in uniform.

VIII. TRAINING - POLICE SCHOOLS

A. Dress Code

1. All personnel will report to scheduled class for In-Service and specialized training in regular Class B uniform, or slacks, jacket, dress shirt and tie, or as directed by class guidance or a superior.

IX. APPLICABILITY

A. Previously Obtained Uniforms

1. Effective the date of this policy, all officers will conform their uniform dressing standards to the above detailed uniform classification. Items such as patches, insignia, etc. that were previously issued but do not conform to the above standards will remain in service until such a time that the uniform article becomes unserviceable. That item will then be replaced with an article that conforms to the policy.

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APPENDIX A

UNIFORM EXPLANATION CHART

UNIFORM COMBINATION	DESCRIPTION	OCCASIONS FOR WEAR
Class A Blouse	Navy Blue Dress Blouse, Navy Blue Class A Shirt, Necktie, Uniform shoes and Navy Blue Class A Trouser	Parades, Funerals, Ceremonies, Formal or Semiformal occasions
Class A Long Sleeve	Ballistic Vest, Navy Blue Class A Shirt, Necktie, Uniform shoes and Navy Blue Class A Trouser	Superior Court Testimony, Parades, Funerals, Ceremonies, Formal or Semiformal occasions
Class A Short Sleeve	Ballistic Vest, Navy Blue Class A Shirt, Uniform shoes and Navy Blue Class A Trouser	Superior Court Testimony or Semiformal occasions
Class B Long Sleeve	Ballistic Vest, Navy Blue Class B Shirt, Boots and Navy Blue Class B Trouser	Duty Patrol , Municipal Court Testimony, Grand Jury Testimony, Training or Authorized Off-Duty Employment
Class B Short Sleeve	Ballistic Vest, Navy Blue Class B Shirt, Boots and Navy Blue Class B Trouser	Duty Patrol , Municipal Court Testimony, Grand Jury Testimony, Training or Authorized Off-Duty Employment
Utility Special Detail	Ballistic Vest, Navy Blue Polo, Boots and Navy Blue Trouser	Training, Authorized Off-Duty Employment or Supervisor Directed
Utility Bike	Ballistic Vest, Navy Blue Polo or Turtleneck, Bike Pants or Shorts, Athletic Shoes	Bicycle Patrol