

Neptune City Police Department  GENERAL ORDER		DATE: April 5, 2010	NUMBER: GO-06-2010
		SUBJECT: Uniforms	
REFERENCE: 	RESCINDS: GO#72-6 G Dated May 9, 2008	DISTRIBUTION: FULL	

I. PURPOSE:

It is the intent of this order to establish guidelines for uniform maintenance and care, seasonal adjustment from the long sleeve to short sleeve uniform shirts and the use of ballistic resistant vests.

II. POLICY:

It is the policy of this department that all officers publicly exhibit a positive image of themselves in not only demeanor, but appearance as well. In order to further an appropriate visual image, department personnel will be required to maintain their uniforms and equipment in optimum condition.

III. UNIFORMS TO BE WORN:

1. All personnel will wear full uniforms according to season, whether on duty or working as a police officer for a private concern in Neptune City.
 - a. Uniforms will be worn off duty while employed by a private concern, only with the knowledge and permission of the Director of Public Safety or his designee, and only after having obtained a proper work permit.
 - b. Class "B" uniforms will be worn for Shift #1, traffic/road details, when required for a special assignment, or during certain severe weather conditions at the discretion of the shift supervisor. Class "A" uniforms will be worn at all other times.

- c. Partial uniforms will never be worn in public, on or off duty, coming to or from work, or at any other time. Jackets/coats will be zippered to the "button line" at all times while being worn.
 - d. Ties when worn, will be worn properly at all times with the shirt collars buttoned.
- 2. Uniforms will at all times be neat, clean, pressed and free of mends or patches, free of worn or torn materials, free of broken or missing buttons and free of stains.
 - a. Any member not meeting these standards will be sent home to repair or replace the uniform piece or pieces as necessary and will be docked for anytime absent from duty.
 - b. Any uniform item that is damaged in the line of duty will be repaired or replaced in accordance within the rules and regulations and the agreement between the Borough of Neptune City and Bradley Beach PBA Local #50, Neptune City Unit .
- 3. Black socks will be worn with the uniforms unless boots with an 8" or higher backings are worn.
- 4. The police hat will be worn with the long sleeve Class "A" uniform when the assignment warrants same. The police hat does not have to be worn while officers are inside the patrol vehicle.
 - a. Weather conditions may dictate an exception to this provision. Conditions such as strong winds, etc., where it would be a hindrance to wear the police hat would apply. The shift commander will make the decision under these conditions.
- 5. The color and design of all parts of the uniform will be listed in this General Order. No other color, design or style will be worn by any member of this department unless written approval has been obtained from the Director of Public Safety or his designee.

IV. UNIFORM SPECIFICATIONS:

- 1. Class "A" shirts for all sworn personnel will be black in color, uniform style, with 5 pleats, sewn on badge holder, shoulder epaulets, and black plastic buttons on both pockets and epaulets. The shirt will be worn with 2 shoulder patches. NC PD collar brass will be worn, silver for patrol officers and gold for supervisory personnel. Nameplates of

corresponding color will also be worn. Nameplates will be worn on the right breast. Long or short sleeve shirts will be worn according to seasonal change.

2. Shirts for civilian dispatchers will be uniform style, french blue in color, with 5 pleats, sewn on badge holder, shoulder epaulets and silver colored metal buttons on the pockets and epaulets. The shirt will be worn with 2 shoulder patches. NC PD collar brass, silver in color, will be worn along with silver nameplates. Long or short sleeve shirts will be worn according to seasonal change.
3. Class "A" pants for all sworn personnel will be black in color with 1 ¼ inch gold gabardine stripe sewn on. Pants shall be of uniform style and quality.
4. Pants for civilian dispatchers shall be PNF (police & fireman) blue, uniform style.
5. The dress uniform hat for all sworn personnel will be the black Pershing style (#351 at Reds) or equivalent.
 - a. Patrol Officers will wear a black band across the front of the hat with a black leather strap across the top secured with 2 silver metal buttons.
 - b. Supervisory officers will wear a gold cloth strap across the front of the hat with a black leather strap across the top secured with 2 gold buttons.
 - c. The assigned hat badge will be worn on all hats.
 - d. During the winter months, the Blauer #9111 (or equivalent) black fur/goretex hat may be worn.
6. Ties for all sworn personnel are to be black police style and will be worn with a uniform police style tie clasp, indicating the officer's rank or department name. Ties for civilian dispatchers will be navy blue police style and will be worn with a uniform police style tie clasp indicating "dispatcher" or the department name. Tie clasps will be silver for patrol officers and dispatchers and gold for supervisory officers.
 - a. The Blauer mock turtleneck #8810 color black or the Blauer mock turtleneck dickie #8819 color black (or equivalent) may be worn, by sworn officers, in lieu of the uniform tie. This will be allowed during times when the uniform tie would normally be worn. This is providing that all officers assigned to patrol during a particular shift are all wearing the same uniform. Administrative officers will have the option of wearing the

- uniform tie, mock turtleneck or dickie during the appropriate time period when long sleeve shirts are normally worn.
- b. Civilian dispatchers may wear a navy blue mock turtleneck or dickie in lieu of the uniform tie during the appropriate time periods when long sleeve shirts and ties are normally worn.
7. Shoes are to be of a high gloss black with a plain toe, uniform or dress style. Boots, if worn in place of the uniform shoes must also be black and have a high glass polished toe. No "sneaker type" shoes will be worn with police uniform.
8. Jackets for winter will be the Blauer #9300-Z (or equivalent) color black.
- a. 2 colored metal buttons will be worn on both upper pockets and epaulets (if applicable). Buttons will be gold for supervisory officers and silver for patrol officers and dispatchers.
 - b. All jackets will be worn with 2 shoulder patches and appropriate rank insignias.
9. Leather goods shall be of plain/smooth black leather. Sworn officers will wear a Sam Brown style belt, a holster approved by the lead firearms instructor and the Director of Public Safety, and cases to carry handcuffs, spare magazines, pepper spray, asp etc. All cases will be worn open side up and will carry intended items only.
10. Optional sweaters may be worn by members of the department when appropriate.
- a. Sweaters must be V-neck, Quartermaster style, color black, for sworn officers and navy blue for dispatchers.
 - b. The sweater may be worn under a jacket or as an outer garment as long as the entire shift is wearing it in the same manner. The sweater will have uniform patches on both shoulders and a sewn on badge holder. Rank insignias will also be worn. The sweater will be worn tucked inside the uniform pants at all times.
11. Hash marks (optional) shall be gold on black for all sworn personnel and royal blue on navy blue for dispatchers. All insignia of rank will be gold on black. Hash marks will be 1 ½" long.
- a. The optional hash marks may be displayed on long sleeve shirts and jackets/coats.

- b. Hash marks are earned at the rate of (1) for each completed (5) years of police service.
- c. Hash marks will be worn on the left sleeve of the garment on which they are being displayed.

12. Use of Ballistic Vest/Body Armor

- a. All sworn officers will be issued a ballistic vest upon entering the police department. It is the dual responsibility of the officers as well and the department to maintain/replace this vest with funds from the Body Armor Vest Fund.
- b. All field officers will wear their ballistic vest for their routine patrol tour of duty.
- c. Department members who are not field officers shall ensure that their issued vest is available in their vehicle or their department locker.
- d. If the department engages in a pre-planned, high risk situation, personnel shall be required to wear their ballistic vest or a tactical ballistic vest provided for by the Borough of Neptune City. For purposes of this policy a high risk situation includes, but is not necessarily limited to hostage situations, barricades subjects and other situations where subjects are armed or suspected to be armed and confrontational with law enforcement persons.

- 13. Officers holding the rank of Captain and the rank of Lieutenant will have the option to wear a white police short sleeve shirt from the seasonal period of May 1st to October 1st.

C. DRESS UNIFORM:

- 1. All sworn personnel will maintain a "dress uniform". The dress uniform will consist of the class "A" uniform pants, long sleeve shirt, tie, hat, uniform shoes, all required leather gear and a leather cross strap.

D. DRESS FOR COURT AND SCHOOLS:

- 1. Attire for court and schools will be the uniform of the day or proper civilian attire as follows:
 - a. Male officers: suit and tie or equivalent, dress shoes
 - b. Female officers: Conservative suit/business attire or equivalent, dress shoes.

E. PROHIBITED EQUIPMENT:

1. No officer shall wear, carry or have in their possession any equipment other than that which is issued by and approved in writing by the department.
 - a. No officer shall carry or use a weapon on duty that is not part of his/her departmental issued or approved equipment.
 - b. No officer shall carry or possess more than (1) handgun while on duty unless specifically ordered to do so for a specific reason by the Director of Public Safety or his designee.

F. SEASONAL UNIFORM CHANGES:

1. April 1st, long sleeve shirt and mock turtleneck or tie.
2. May 1st, short sleeve shirt without mock turtleneck or tie.
3. October 1st, long sleeve shirt and mock turtleneck or tie.
4. November 1st, long sleeve shirt, mock turtleneck or tie, jacket or coat.
5. If the occasion arises where it is unusually hot or cold for a particular uniform, the shift commander may allow a change, providing all personnel on that shift wear the same uniform.
6. Other uniforms or combinations may be ordered from time to time by the director of Public Safety or his designee for bicycle patrol, special assignment etc.

G. BADGES:

1. The department breast badge will be displayed on the winter outermost garment at all times. If this covering garment such as raincoat or spring coat is removed then the badge must be displayed on the shirt, riot suit, etc. A badge must also be worn on the regular duty police hat under all circumstances.

H. DETECTIVE ASSIGNMENT ATTIRE:

1. Officers assigned to the Detective Bureau will wear dress shirts, dress pants, dress shoes, jacket and tie.
2. Seasonal changes in the dress code will coincide with the uniformed officers.
3. During the time when the summer uniform is in effect, no tie will be necessary unless the officer is going to court or a meeting.
4. No pull-over shirts/sweaters or shirts/sweaters with logos on them will be worn.

5. Dress style turtlenecks or mock turtlenecks may be worn with the sport/suit jacket.

I. CLASS "B" UNIFORMS:

1. Class "B" uniforms will be supplied by "Red the Uniform Tailor" who has all the uniform specifications for this department on file.
2. Class "B" uniforms will consist of a long sleeve and short sleeve navy blue poly/cotton shirt with Neptune City Police Department patch on each sleeve and a gold or silver embroidered Neptune City badge, according to rank. Gold for supervisors and silver for patrol officers/special officers.
3. Name stripes will be sewn on the uniform shirts. Supervisors will wear dark gold on navy blue stripe and patrol officers/specials will wear silver/gray on navy blue stripe. Names will consist of first initial and full last name.
4. Rank insignias will be sewn on, dark gold on navy blue.
5. Pants will consist of "class B", BDU style with sewn on gold stripe.
6. Shoes/boots worn with the "Class B: uniform will be consistent with the styles listed in section 3 of this General Order.
7. A navy blue baseball style cap with the Department badge embroidered on the front over the bill of the cap will be worn.

J. MEDALS AND AWARDS

1. Any authorized medal or award, excluding qualification badges, received by an officer, will be worn on the official police uniform over the badge unless otherwise authorized and providing it is a bonafide award or medal. If more than 1 medal/award is worn, they are to be worn over each other in an approved medal/award holder. Authorized medals/awards are those issued by the New Jersey State PBA. Any other medal/award must be approved in writing by the Director of Public Safety.
2. Shooting qualification badges/medals may be worn on the uniform over the badge. Only 1 shooting badge/medal may be worn and it must be the most current one that the officer is entitled to wear in accordance with the department qualification scores.

K. DISCLAIMER:

This policy is developed by the Neptune City Police Department for internal use only, and does not enlarge an officer's civil or criminal liability in any way. This policy should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.

All employees will sign the verification form placed at the Neptune City Dispatch desk, acknowledging receipt, review and understanding of GO 06-2010.

By order of the Director of Public Safety

Edward D. Kirschenbaum, Sr.

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EDK:syh

CC:

Thomas Arnone, Mayor

Mary Sapp, Borough Administrator

Larry Cross, Chairman of Police

Employee Hierarchy Setup your organization's hierarchy.

[Save Changes](#)

Employee Hierarchy

Set Employee Hierarchy

This tool allows you to drag and drop the employees into your preferred hierarchy. If you would prefer to sort alphabetically or by hire date, please click the appropriate button. When you are finished, click "Save Changes".

Quick Sort: [Sort Alphabetically \(employee_hierarchy.aspx?alpha=1\)](#)

[Sort By Hire Date \(employee_hierarchy.aspx?hire=1\)](#)

1	Quagliato, Matthew	064	05/01/1995
2	Isacson, James	052	07/01/1993
3	Clayton, James	RETIRED	07/01/1993
4	Mitchell, Keith	075	05/01/1998
5	Hindes, Bradley	058	01/01/1995
6	Cano, Hoover	089	05/01/2002
7	Pyzik, Janell	102	08/01/2004
8	Vollbrecht, Michael	106	11/01/2004
9	Mazzeo, Mark	116	11/01/1998
10	Holmstedt, Thomas	117	12/01/2008
11	Hallgring, Andrew	121	07/01/2012
12	Morgan, Nicholas	124	07/01/2013

13	VanEtten, James	125	06/01/2014
14	Kepler, Michael	073	05/01/1998
15	Parisi, Alexander	126	08/01/2016
16	Devlin, Christopher	127	01/01/2017
17	Hubeny, Adam	128	05/01/2017

☐ Cancel (userman_main.aspx)☒ Save Changes



Neptune City Police Department Table of Organization
February 12, 2018 RE: GO 3-2018
6:00AM-6:00PM Shift & 6:00PM-6:00AM Shift

