

CLINTON TOWNSHIP POLICE DEPARTMENT

DEPARTMENTAL RULES AND REGULATIONS/POLICIES AND PROCEDURES

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POLICY

Uniforms serve several important functions for law enforcement agencies. For example, a neat and uniform appearance promotes professionalism and facilitates constructive authority. In addition, it is important that officers of any law enforcement organization wear uniforms that clearly identify them as law enforcement officers yet are unique enough to identify them as members of their respective agency. Last, some style uniforms are more appropriate for specific law enforcement tasks as opposed to others and officers need clear direction as to when they are authorized to wear their various uniforms.

I. DEFINITIONS

- A. Epaulet—an ornamental shoulder piece on an item of clothing, typically on the coat or jacket of a military uniform.
- B. Officer-In-Charge—a sworn member of the police department appointed by the Appropriate Authority to be the highest commanding officer of the police department in the absence of a Chief of Police.
- C. Shift Supervisor—a member of the department assigned to a position requiring the exercise of immediate supervision over the activities of specific employees during a particular shift.
- D. Uniform—the distinctive clothing worn by members of the same organization.

PROCEDURE

II. CLASS “A” UNIFORMS

- A. The Class A uniform is reserved for special occasions (e.g. funerals, award ceremonies, or any other special function) as directed by the Chief Executive Officer, Officer-In-Charge, or his or her designee.

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- B. Due to the significant cost associated with the Class A uniform, it shall not be issued until such time as new officers have advanced beyond “probationary” status.
- C. Black 4 button blouse coat
 - 1. Upper chest pockets
 - 2. Gold state buttons
 - 3. Hangers for duty belt
 - 4. Rank insignia will only be worn on epaulet sleeves
 - 5. Hanger for badge
- D. Black Trouser pants
 - 1.75” Gold stripe
- E. Black “pershing”-style hat
 - 1. Hat badge
 - 2. Gold hat band for Sergeants
 - 3. Appropriate “scrambled egg” visor for Lieutenants, Captains, etc.
- F. Black “chukka”-style shoes
- G. Duty gear
 - 1. Black leather duty belt with gold buckle
 - 2. Gould and Goodrich holster
 - 3. Double magazine pouch with flaps
 - 4. Handcuff case
 - 5. Cross strap
- H. White gloves

White gloves may be worn at any detail with the Class A uniform upon approval of the highest-ranking officer.

III. CLASS “B” UNIFORMS

The Class B uniform shall be the “uniform of the day” on any given day, absent special instructions from the Chief Executive Officer, Officer-In-Charge, or his or her designee. The following articles shall comprise the Clinton Township Police Department’s Class “B” uniforms.

A. Superior Officers (Captains, Lieutenants, and Sergeants)

1. Department-issued black shirt with one department patch on each sleeve and proper rank insignia on both epaulets.
 - a. Captains, Lieutenants, and Sergeants shall have rank insignias embroidered and/or pinned on their shirt collars as well as chevron patches on each sleeve (for sergeants), and rank insignia on the epaulets (for lieutenants and captains).
 - b. Uniform badge shall be affixed above the shirt’s left pocket. Distinctive insignias, awards, etc. may be attached to the badge at the approval of the Officer-In-Charge.
 - c. Embroidered name strip and/or pinned name tag shall be affixed directly above and centered on the right pocket.
 - d. Superior officers working uniformed patrol **shall** wear the department approved exterior body armor OVER their shirt.
2. A black crew neck t-shirt must be worn underneath the department issued black shirt. All under-shirts shall be black (crew neck t-shirt, long sleeve and turtleneck shirts).
3. Black pants with 1 and ¾” wide gold stripe.
4. Black Safariland nylon duty belt, departmental holster, handcuff case, double magazine pouches, O.C. spray pouch, and ASP scabbard. The nylon duty belt may be worn through the belt loops or, in the alternative, with keepers and an under-belt.
5. Black boots and black socks (only if boots are of a low enough cut that the socks will be visible).
6. Approved department service weapon.

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7. Short sleeve shirts may be worn during warm weather. No ties shall be worn with the short sleeve shirt.
8. Winter jacket (Optional).
 - a. One patch on each sleeve.
 - b. Badge shall be worn on the outside of the jacket.
9. Black turtleneck during cold weather (Optional).
10. Black winter **watch caps** may be worn in cold/inclement weather at officer's discretion. The watch cap must have **POLICE** embroidered on it with Gold lettering.
11. Black baseball style caps that are embroidered with Clinton Township Police Department Hat Patch may be worn in cold/inclement weather at officer's discretion.
12. Due to varying differences amongst officers, both in training and experience, the above duty belt items are open to customization by the officer. All duty gear shall be black. Officer choosing to change certain items, i.e. duty belts, pouches, or placement of items on their belt or vest, shall be allowed to do so to allow them to carry items such as extra handcuffs, extra magazines, medical gear, or other pertinent work-related items. Any type of customization or personally purchased items must be approved by their assigned supervisor. The assigned supervisor shall notify their Division Commander of this customization prior to wearing the item. Such items, but not limited to, include patches, pins, pouches, and/or tools.
13. Superior officers that are not working patrol may wear business attire during their work day. The business attire must consist of what the Detective Bureau wears.

B. Patrol Officers

1. Black shirt with one department patch on each sleeve.
2. A black crew neck t-shirt must be worn underneath the department issued shirt. All under-shirts shall be black (crew neck t-shirt, long sleeve and turtleneck shirts).
3. Black pants with 1 ¾" gold stripe.

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4. Black Safariland nylon duty belt, departmental holster, handcuff case, double magazine pouches, O.C. spray pouch, and ASP scabbard.
5. The nylon duty belt may be worn through the belt loops, or with keepers and an under-belt at the officer's discretion.
6. Black boots and black socks.
7. Approved department service weapon.
8. Short sleeve shirts will be worn during warm weather or at their supervisor's approval.
9. Winter jacket (Optional).
10. Black pants with 1 $\frac{3}{4}$ gold stripe.
11. Black turtleneck during cold weather (Optional).
12. Patrol officers working uniformed patrol **shall** wear the department approved exterior body armor OVER their uniform shirt.
13. Black winter **watch caps** may be worn in cold/inclement weather at officer's discretion. The watch cap must have POLICE Embroidered on it with Gold lettering.
14. Black baseball style caps that are embroidered with Clinton Township Police Department Hat Patch may be worn in cold/inclement weather at officer's discretion.
15. Due to varying differences amongst officers, both in training and experience, the above duty belt items are open to customization by the officer. All duty gear shall be black. Officer choosing to change certain items, i.e. duty belts, pouches, or placement of items on their belt, or vest, shall be allowed to do so to allow them to carry items such as extra handcuffs, extra magazines, medical gear, or other pertinent work-related items. Any type of customization or personal purchased items must be approved by their assigned supervisor and Division Commander.

C. Detective Bureau

1. Must wear business/professional attire, which can include a long or short sleeve polo shirt with BDU style pants and/or shirt and tie with dress pants.
2. Black or Tan boots.

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3. Black or Tan belt.
4. Badges can be worn on either the belt or around their neck with a chain. If a Detective is wearing body armor (outer vest carrier), the badge must be on the left side.
5. Agency approved holster and issued handgun must be carried while on duty.
6. An approved handcuff case with handcuffs and one extra duty magazine with rounds in an approved case must be carried with you while on duty.
7. At the supervisor's approval, detectives are allowed to alter their clothing as to not compromise an investigation, surveillance detail or any reasonable reason that wearing a different outfit would be needed. This is at the approval of the supervisor.
8. Detectives can also wear the Class "B" uniform at the request of their assigned supervisor.

IV. CLASS "C" UNIFORM

- A. The Class "C" uniform may be worn during periods of inclement weather (high temperatures, rain, snow), special traffic, training or other details, or daily patrol duties when the shift supervisor determines it is appropriate.
- B. Black baseball (Embroidered Clinton Township Department Hat Patch) style caps may be worn in cold/inclement weather at officer's discretion
- C. Black polo shirt with "Police" and/or department patch on the right and left short sleeve. There shall be a badge patch on left breast, and name and rank embroidered on right breast. Badge patch and embroidery will be gold for superior officers and silver for patrol officers.
- D. The only difference between the Class "C" and Class "B" uniform will be the polo shirt in place of the regular uniform shirt.

V. EQUIPMENT TO BE ISSUED FOR CLASS "B" and CLASS "C" UNIFORMS

- A. Nylon Goods
 1. Safariland duty belt #94B – or appropriate replacement
 2. Safariland holster (one of the below):

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- a. Right hand belt holster #6280-832-131 – or appropriate replacement
 - b. Left hand belt holster #6280-832-132 – or appropriate replacement
 - c. Right hand thigh holster #6304-832-131– or appropriate replacement
 - d. Left hand thigh holster #6304-832-132– or appropriate replacement
- 3. Bianchi Handcuff pouch # 8000
- 4. Bianchi OC pouch #18205 – or appropriate replacement
- 5. Bianchi double magazine pouch # 73-83-13 – or appropriate replacement
- 6. Bianchi belt keepers # 7406 – or appropriate replacement
- B. Uniform clothing
 - 1. 5.11 Tactical Patrol Duty Uniform Long Sleeve Shirt #72197
 - 2. 5.11 Tactical Patrol Duty Uniform Short Sleeve Shirt #71332
 - 3. 5.11 Tactical Patrol Duty Uniform Pants #74326

VI. UNIFORM NOTATIONS AND REQUIREMENTS

- A. Service Stripes
 - 1. Gold 2 and ¼” stripes will be worn by sworn officers.
 - i. Gold services stripes will only be worn by sworn officers with a minimum of four (4) years of completed service.
 - ii. One (1) stripe will be worn for every four (4) completed years of service.
 - iii. Service stripes will be worn at a point beginning approximately one inch (1”) above the sleeve cuff and parallel with the top of the shirt cuff.
 - iv. Service stripes shall be affixed on long sleeve shirts.
 - v. Service stripes are calculated for full time service within the Clinton Township Police Department only, as opposed to being calculated for an officer’s entire service (for those officers who have transferred to the Clinton Township Police Department from another agency).

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2. Officers who have served or are serving in any military branch that are in good standing or have received an honorable discharge shall wear a red 2 and ¼ service strip to represent their military service. This strip shall be the first strip from cuff.
3. Officers who have served in any branch of the Armed Forces and is a combat veteran shall also wear an orange 2 and ¼ service strip. This strip shall be directly above the red strip and shall represent combat service.

B. Inclement weather and other circumstances dictating variation of uniform

Certain uniform accessories may be worn in times of inclement weather, including but not necessarily limited to:

1. Black/ANSI liner reversible rain coat.
2. Black baseball cap or watch cap as previously outlined.
3. Black Gloves.

C. Department-approved traffic vests and gloves shall be worn when: 1) an officer feels it is appropriate due to poor visibility at night, 2) during road jobs, 3) during poor weather conditions, or 4) when ordered by a superior.

D. All patrol officers assigned to the same squad/shift shall wear the same type uniform and equipment, unless otherwise specified by the shift supervisor.

E. All Class B and C uniforms are approved uniforms for full-time officers, Class 2 and Class 3 officers. If this uniform is worn, it must be clean, neat, complete, and fit properly.

F. Class B and C uniforms are required departmental uniforms and must be maintained in acceptable condition at all times.

G. Class B uniforms shall be worn for the following occasions:

1. Regular daily operations and assignments.
2. Municipal Court.
3. Special details, i.e, working on Crime Prevention, Training, etc.
4. Funerals, or other occasions with the approval from the Officer-In-Charge.

VII. ISSUED UNIFORMS AND EQUIPMENT

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A. Nylon Equipment

1. Safariland Belt #94B
2. Bianchi OC pouch #18205
3. Bianchi Handcuff pouch #8000
4. Bianchi Magazine Pouch #73-83-13
5. Bianchi Belt keepers #7406
6. Safariland Holster (one of the below)
 - a. Right hand belt #6280-832-131
 - b. Left hand belt #6280-832-132
 - c. Right hand thigh #6304-832-131
 - d. Left hand thigh #6304-832-132

B. Uniform items – Class B and C

1. Five (5) 5.11 Tactical Patrol Duty Uniform Long sleeve shirts #72197
2. Five (5) 5.11 Tactical Patrol Duty Uniform Short sleeve shirts #71332
3. Five (5) 5.11 Tactical Patrol Duty Uniform Pants #74326
4. One (1) 5.11 Tactical short-sleeve polo shirt #41192
5. One (1) 5.11 Tactical Long sleeve Polo shirt #42056
6. One (1) 5.11 Tactical Winter Coat #48153
7. One (1) 5.11 Rain Coat #48125
8. One (1) pair of Black boots (with spit-shine-able toe)
9. One (1) body armor of at least level IIIA
10. One (1) black embroidered Flex-Fit Hat (Class C)

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11. One (1) black winter watch cap
12. One department approved external body armor carrier

C. General Equipment

1. Duty Weapon 40 Cal. Model 22 Glock
2. One (1) Set of handcuffs
3. One (1) whistle (Optional)
4. One (1) ASP and scabbard
5. One (1) Breast Badge
6. One (1) Hat Badge
7. One (1) Radio
8. One MK-3 Defense Technologies O.C. Spray

VIII. REPLACEMENT OF UNIFORM EQUIPMENT

- A. Officers shall maintain all uniforms and uniform equipment in satisfactory conditions.
- B. If any part of the uniform or uniform equipment is unacceptable, it shall be the responsibility of the officer to request a replacement. (Appendix A).
- C. All requests for purchases or replacement need to be approved by the officer's immediate supervisor before the item is issued.

IX. UNIFORM ACCESSORIES

- A. Firearms shall be worn in conformance with the Clinton Township Police Department's '*Firearms*' general order at Volume 4, Chapter 2.
- B. O.C. spray shall be worn in conformance with the Clinton Township Police Department's '*O.C. Spray*' general order at Volume 4, Chapter 3.
- C. The ASP baton shall be worn in conformance with the Clinton Township Police Department's '*ASP Baton*' general order at Volume 4, Chapter 4.
- D. Body armor shall be worn in conformance with the Clinton Township Police Department's '*Body Armor*' general order at Volume 4, Chapter 5.

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X. IN- SERVICE TRAINING

See the Clinton Township Police Department's '*Training*' general order at Volume 1, Chapter 18, Section III (G) for information regarding uniform and attire while attending training.

XI. CLASS II and CLASS III SPECIAL POLICE UNIFORMS

The Clinton Township Police Department's Class II Special Police uniforms shall be the same as that of a patrol officer, but for the addition of a Class II or Class III patch in place of one of the department shoulders patches.

XII. PURCHASES

All purchases and reimbursements shall be handled in accordance with the Clinton Township Police Department's '*Fiscal Management*' general order at Volume 2, Chapter 11, Section IX.

All police procedures heretofore employed by the Clinton Township Police Department which conflict with this order are hereby rescinded. Supervisors shall be held accountable for the enforcement and application of this order. All members of the Clinton Township Police Department are required to follow this order as applicable. Violations of this order subject members of this agency to disciplinary action.

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APPENDIX A

Uniform General Order Appendix A

Specifications

Make	Product #	Quantity
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Class B Duty Uniform

5.11 Tactical	72197 L/S	5
5.11 Tactical	71332 S/S	5
5.11 Tactical	74326 Pants	5

Class C Uniform

5.11 Tactical L/S Polo	42056	1
5.11 Tactical S/S Polo	41192	1

Nylon Duty Gear

Safariland	Belt	94B	1
Bianchi	O.C.	18205	1
Bianchi	Cuff Case	8000	1
Bianchi	Mag Pouch	73-83-13	1
Bianchi	Belt keepers	7406	1

One of the below to be issued

Safariland Belt Holster			
Right holster	6280-832-131	1	
Or			
Left holster	6280-832-132	1	
Or			
Safariland Thigh Holster			
Right hand	6304-832-131	1	
Or			
Left Hand	6304-832-132	1	

Miscellaneous Gear

5.11 Tactical	Winter Coat	48153	1
5.11 Tactical	Rain Coat	48125	1
Peerless/S&W	Hinged Cuffs	-----	1
-----	Boots		1

- Issued **boots** will be black
- chosen by the officer

Body Armor IIIA level vest

External carrier for body armor

Flex-fit hat embroidered with Clinton Township Police

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Black winter watch cap embroidered with Police