

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

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ISSUING AUTHORITY <i>Chief Louis Bordi #3434</i>		EVALUATION DATE 11/1/2015	

I. PURPOSE

The purpose of this policy is to outline the uniform requirements for all uniformed personnel in the Voorhees Township Police Department including the issuance, replacement and wearing of a bullet resistant vest.

II. POLICY

It is the policy of the Voorhees Police Department to present a neat, well groomed and uniform appearance to the public. Therefore, uniformed personnel will comply with the following uniform specifications to maintain a professional appearance.

III. UNIFORMS

A. VTPD Dress Uniform

1. The departmental dress uniform will be worn for the following occasions:

Funerals (not routine escorts)

Special events designated by the Chief of Police

2. The dress uniform consists of:
 - a. Navy blue felt campaign hat with:
 1. Black leather band and chin strap
 2. Appropriate hat badge
 - b. Departmental blouse coat, navy blue
 1. One departmental patch on both sleeves
 2. Proper rank insignias on either epaulets or sleeves, if applicable.
 3. Equipment worn outside of the blouse
 - (a) Basket weave black crossover strap
 - (b) Basket weave Sam Browne Belt with holster, cuff case, double magazine pouch and buckle color dependent on rank.
 - (c) Uniform badge above the left pocket
 - (d) Name tag on right pocket flap
 - (e) Awards as detailed in V.I Ch. 12
 - (f) Departmental service weapon
 - c. French blue trousers with 1 ½ " gold felt stripe with black garrison belt
 - d. Departmentally approved black shoes and socks.
 - e. Departmental French blue long sleeve shirt with navy blue tie.
 - f. VTPD Patch tie tack

B. Class "A" Uniform

1. Class A uniforms are required departmental uniforms and must be maintained in acceptable condition at all times, and subject to inspection at any time.
2. Class A uniforms will be worn for the following occasions:
 - Regular daily operations and assignments
 - Court, unless in proper business attire
 - In-service training unless the Training/Utility uniform is purchased
 - Special Details including contracted police security work
3. Class A uniform consists of:
 - a. French blue crushed style hat
 1. Black vinyl band on front (gold bullion strap for superior officers)
 2. Gold oak leaves on visor for superior officers (rank appropriate)
 3. Appropriate hat badge

- b. Departmental French blue shirt with one patch on both sleeves, collar brass, proper rank insignias on either epaulets or sleeves, if applicable
 - 1. Navy blue tie with an approved tie clip (long sleeve only). The approved tie clips are:
 - (a) Plain tie bar silver, gold for sergeants and above
 - (b) NJ State Seal tie tack or bar
 - (c) VTPD patch tie tack
- c. Undershirts
 - 1. When officers wear the short sleeve French blue shirt, they must wear a clean white crew neck undershirt. The undershirt will not be visible anywhere else, i.e. protruding from the sleeves.
 - 2. When officers wear the long sleeve French blue shirt with the tie, no undershirt shall be visible.
- d. Uniform Badge above left pocket.
- e. Name tag on right pocket flap when wearing awards, above flap when not wearing awards.
- f. Awards as detailed in V01Ch.12
- g. Navy blue uniform pants with 1 ½ " felt gold stripe
- h. Black basket weave Sam Browne belt, basket weave holster, handcuff case, magazine holder, ASP holder, and chemical weapon carrier. Any optional gear, i.e. flashlight holder, glove case, must be basket weave.
- i. Departmentally approved black shoes and black socks.
- j. Departmental service weapon , handcuffs, OC spray, and ASP
- k. Short sleeve shirts without tie will be worn from 0700hrs April 15th through 0700hrs October 15th (6 months)
- l. The departmentally approved Gortex winter coat is the primary winter coat which must be maintained by each officer. The departmentally approved leather jacket is an optional jacket that may be purchased and worn, although the ownership of the leather jacket does not negate the need to maintain the primary winter coat. Uniformed personnel may be required to report for duty wearing their primary coat at any time. Neither embroidered rank nor rank patches will be sewn on the leather jackets, only metal rank pins will be worn.
- m. Departmentally approved light weight jacket or raincoat, both reversible with high-vis yellow, optional for changing weather conditions.

C. Class "B" Uniform

- 1. To be worn only by Officers during designated shifts and times approved by the Division Commander or above.

2. The Class "B" uniform consists of:

- a. French Blue Crushed Style hat with appropriate badge on front.
- b. Departmental French blue shirt with one VTPD patch on each sleeve, rank insignia on sleeves if applicable.
 - 1. Navy blue crew neck moisture wicking shirt worn with Class "B"
- c. Sewn on badge and name plate
- d. Navy blue pants with BDU pockets mid leg, with a 1 ½ " felt gold stripe
- e. Belt, holster, handcuff case, ASP holder, magazine holder, chemical weapon carrier and flashlight holder all must be Nylon
- f. Departmentally approved black boots
- g. Departmental jacket optional

D. Bicycle Uniform

- 1. To be worn only by members assigned to the bicycle unit while on duty and when there is an opportunity to ride the bike during their shift. The platoon Sergeant may request the Class A or B uniform be worn should the need arise.
- 2. The bicycle uniform consists of:
 - a. Navy Blue ball cap to be worn while off the bicycle
 - b. Royal over Navy Blue Ultrex© Jacket (foul weather)
 - c. Navy blue Ultrex© shorts or pants (foul weather)
 - d. Royal over Navy Blue Coolmax© golf shirt with embroidered name tag on the right side and a sewn on police badge on the left side
 - e. Navy blue mock turtleneck shirt may be worn under the jacket.
 - f. Embroidered name tag on the front right side of the jacket
 - g. Sewn on badge on the left front side of the jacket
 - h. White ANSI certified helmet is to be worn while on the bike.
 - i. Black ¾ boot or sneaker
 - j. Belt, holster, handcuff case, ASP holder, magazine holder, Chemical weapon carrier and flashlight holder all must be Nylon
 - k. Departmental weapon, handcuffs, OC spray, and ASP

E. Training/ Utility Uniform

- 1. The police training uniform is an alternate uniform that may be purchased by the officer to wear in lieu of the Class A uniform during Voorhees Police In-service training or other special

occasions designated by the Chief of Police. (Re: PO 2009-03)

2. The Training/ Utility Uniform will consist of:
 - a. Departmentally approved 511© polo w/ logo
 1. Long or short sleeve
 2. Moisture Wicking Material
 3. White short sleeve T-shirt
 - b. Departmentally approved Khaki BDU Style Pants
 1. Departmentally approved 511© Tactical Pants
 - c. Black shoes, boots

F. Investigations Bureau

Officers assigned to the Investigations Bureau will wear plain clothes that meet the below standards:

1. Business attire which will include a sport coat and tie or suit, or equivalent attire for female officers. In special circumstances and with the approval of the unit commander other attire may be approved.
2. Departmental weapon, vest, police identification, departmental cell phone, while on duty.
3. ASP Baton, handcuffs, and OC spray is mandatory while:
 - a. In the process of handling a call for service
 - b. Conducting motor vehicle stops
 - c. Making arrests, servicing and attempting warrants
 - d. Processing prisoners
 - e. Working side work assignments
4. Officer assigned to the Investigations Bureau will be required to maintain all departmental uniforms and are subject to uniform inspections.

G. Command Staff Alternate Formal Uniform

The police administration may choose to wear the below alternate uniform for duty. The Chief retains the right to require all command staff members to wear this uniform for special occasions or events that warrant more formal attire.

1. The Command Staff Alternate Formal Uniform consists of:
 - a. Black crushed style hat with:
 1. Appropriate hat badge
 2. Gold bullion band

3. Gold leaves on visor
 - (a) Lieutenant will have 6 leaves
 - (b) Captain will have 10 leaves
 - (c) Deputy Chief will have 14 leaves
 - (d) Chief will have 14 leaves
- c. Black matching uniform trousers with 1 ½ gold felt stripe and a black leather belt
- d. Departmentally approved black leather shoes
- e. Departmentally approved white long sleeve shirt
 1. White Plastic Button
 2. Black Tie
 3. Appropriate Collar Brass

H. Special Law Enforcement Officer (SLEO II) Uniform

1. The SLEO II uniform consists of same clothing and equipment items as the VTPD Class “A” uniform in this policy with the following exceptions:
 - a. The departmental patch will be worn on the left shirt sleeve.
 - b. The white “half-moon” SLEO II patch will be worn on the right sleeve.
 - c. The pants will have a 1 ½ French blue stripe.
 - d. The Approved VTPD Special Officer badge will be worn above left pocket.

IV. Special Designated Uniforms and Designated Times of Wear

A. Service Stars

1. Gold service stars will be worn by officers with a minimum of five years of service.
 - a. One star will be worn for every five years of completed service.
 - b. Service stars will be worn at a point beginning 1” above the sleeve cuff with the left edge parallel with the crease of the sleeve.
 - c. Service stars will be worn on long sleeve shirts and blouse coats. They will be embroidered on the shirt or on a French blue background sewn on the shirt.
 - d. Service stars are calculated on time within the Police and Fire Retirement System.

B. Inclement Weather Gear

At times of inclement or severe weather certain accessories listed below may be worn.

1. Black / High Vis Yellow raincoat
2. Black / High Vis Yellow hat cover
3. Departmentally approved black leather boots
4. Black Gloves
5. Departmentally approved Black winter cap beanie or chook style w/VTPD on front.
6. Departmentally approved sweater may be worn.

C. Traffic Vests

Departmentally approved traffic vests or reversible jackets must be High Vis Yellow (ANSI 107-2010 Class I & II Certified) and must be worn for all traffic directing details or when requested by a supervisor.

D. Wearing of Jacket

1. When authorized uniform jackets are worn, they are to be buttoned or zippered.
2. Only a departmentally approved jacket or coat may be worn as the outermost garment.
3. Traffic vests may be worn over the jacket when applicable
4. See clothing specifications for the approved leather and Gortex© coats
5. See sec. III,B,3,i of this policy for leather jacket restrictions
6. Gun metal buttons will be worn on all jackets regardless of rank

E. Rank Insignia and Description

1. Lieutenants and above will wear gold embroidered or cloth insignias with a French blue background on the epaulets. Sergeants will wear gold chevrons on a French blue background on both sleeves.
2. Lieutenants and above will wear gold metal rank insignias or gold embroidered or cloth insignias with a black background on all jackets. Sergeants will wear gold cloth chevrons with a black background.

F. Unit Designators

Members of the Canine Unit, Traffic Unit, Firearms Instructors and assigned Field Training Officers may wear a departmentally approved unit designators. The placement on the uniform will be determined by the Unit Commander. The designator will be worn either under the badge on the left shirt pocket flap or above the nametag atop the right pocket.

G. Jewelry

Jewelry, including earrings, will not be visible while wearing any uniform, except for watches and appropriate rings, i.e. wedding rings, class rings, organizational rings, etc.

V. INITIAL ISSUED EQUIPMENT AND UNIFORMS

A. Initial Uniform Issue for Full Time Officers

Initial uniform issue will include the following:

1. Three long sleeve French blue Class A uniform shirts
2. Three short sleeve French blue Class A uniform shirts
3. Three pair of navy blue Class A uniform pants
4. Two long sleeve French blue Class B uniform shirts
5. Two short sleeve French blue Class B uniform shirts
6. Two pair of navy blue Class B uniform pants
7. One Dress Uniform Blouse Coat
8. One pair of French blue uniform pants
9. One Dress uniform hat
10. One Class A uniform hat with hat badge
11. One garrison belt with silver buckle
12. One pair of black uniform shoes
13. One uniform raincoat
14. One black hat cover
15. One Gortex© winter coat
16. One pair of black boots
17. Two long sleeve dark blue moisture wicking T-shirts
18. Two short sleeve dark blue moisture wicking T-shirts
19. One pair Training Uniform pants
20. One Long Sleeve Training Uniform Polo
21. One Short Sleeve Training Uniform Polo
22. Two Departmental Police Officer Breast Badges
23. 2 silver name plates with first initial and last name in blue enamel
24. One set of silver "VP" "NJ" collar brass

B. Initial Equipment Issue for Full Time Officers

Initial Equipment Issue will consist of:

1. One basket weave Sam Browne belt with silver buckle
2. One basket weave holster
3. One basket weave hand cuff case
4. ASP® Baton and basket weave holder
5. One basket weave double magazine case
6. One OC Spray and basket weave holder
7. One departmental handgun and magazines
8. One portable radio with approved holder
9. Four basket weave keepers
10. One Nylon duty belt
11. One Nylon holster
12. One Nylon handcuff case
13. One Nylon expandable baton holder
14. One Nylon double magazine case
15. One Nylon OC Spray holder
16. Four Nylon keepers
17. Velcro Under-belt
18. One gun cleaning kit
19. One pair of safety glasses
20. One set of hearing protection

C. Academy Recruit Training Equipment

Officer will be issued the appropriate academy equipment and uniform dependent on what academy that Officer is attending.

VI. PROMOTIONAL UNIFORM ISSUE

Initial uniform issue will include the following:

Deputy Chief

- (2) Deputy Chief Breast Badges
- (1) Hat French Blue 14 Leaf Permagold Visor
- (1) Hat Black 14 Leaf NYPD Permagold Visor

- (3) White Uniform Shirts Long Sleeve
- (3) White Uniform Shirts Short Sleeve
- (2) Sets of D.C. Eagles Polished Brass pin on Insignias (1 large, 1 small)
- (1) Set of Black D.C. Eagles Black Shoulder Patches (Winter Coat)
- (3) Sets of French blue D.C. Eagles Shoulder Patches (Class A)
- (2) Sets of French blue D.C. Eagles Shoulder Patches (Class B)

Captain

- (2) Captain Breast Badges
- (1) Hat French Blue 10 Leaf NYPD Permagold Visor
- (1) Hat Black 10 Leaf NYPD Permagold Visor
- (3) White Uniform Shirts Long Sleeve
- (3) White Uniform Shirts Short Sleeve
- (3) Pair Black Uniform Pants
- (2) Sets of Captain's Polished Brass Shoulder Bars (1 large, 1 small)
- (1) Set of Black Captain's Bars Black Shoulder Patches (Winter Coat)
- (1) Flat Leather Sam Browne Belt
- (1) Flat Leather Holster
- (1) Flat Leather Asp Holder
- (1) Flat Leather Cuff Case
- (1) Flat Leather Double Magazine Pouch
- (1) Flat Leather OC Spray Pouch
- (2) Black Ties

Lieutenant

- (2) Lieutenant Breast Badges
- (1) Hat French Blue 6 Leaf New Jersey Visor
- (1) Hat Black 6 Leaf New Jersey Visor
- (1) White Uniform Shirt Long Sleeve
- (1) Pair Black Uniform Pants
- (1) Black Tie
- (2) French Blue Uniform Shirts Long Sleeve
- (2) French Blue Uniform Shirt Short Sleeve
- (1) Set of Lieutenant's Polished Brass Shoulder Bars (1 large, 1 small)

- (1) Set of Black Lieutenant's Bars Black Shoulder Patches (Winter Coat)
- (1) Senior Officer Hat Badge

Sergeant

- (2) Sergeant Breast Badges
- (6) Pair Gold on French Blue Sergeant's Patches
- (1) Pair Gold on Black Sergeant's Patches (Winter Coat)
- (1) Gold NJ Seal Sergeant's Hat Badge
- (1) Gold Nylon Band for Uniform Hat, Over the top strap w/ Gold Buckle
- (1) Pair Gold Collar Brass (VP / NJ)
- (2) Gold Name Plates w/ safety catch back
- (1) Gold Belt Buckle for Sam Browne belt

VII. REPLACEMENT OF UNIFORMS AND UNIFORM EQUIPMENT

- A.** All officers are required to maintain all uniforms and equipment in satisfactory condition. If any part of the uniform or uniform equipment is unacceptable, it will be the responsibility of the officer to obtain replacement article.
- B.** All uniforms that are damaged during an officer's course of duty will be repaired or replaced by the department. Any cost incurred will be paid by the department.
- C.** All requests for replacement purchases must be approved by the Chief of Police or his designee.
- D.** Any officer that terminates his/her employment prior to one year after their hire date shall reimburse the department for the full amount of all initial uniform clothing issued, including but not limited to all uniform shirts, pants, shoes, boots, blouse coat, body armor, and any other uniform item that was custom fit.

VIII. REQUIREMENTS FOR WEARING OF THE UNIFORM HAT

The following guidelines are for the wearing of the approved uniform hats. All officers will maintain a uniform hat with the proper badge. The hat will be clean and presentable.

A. Hats Required

Hats will be worn while undertaking the below listed duties:

- 1. Directing traffic
- 2. Answering routine service calls
- 3. Crowd control assignments
- 4. Mall duty / Side jobs

5. Car Stops
6. Taking reports at the scene
7. Foot patrols
8. Parades
9. Roll Call Inspections

IX. BODY ARMOR

The below requirements, outline the Voorhees Police Department's policy concerning the issuance, replacement and wearing of a bullet resistant vest.

A. Issuance

Each officer will be issued a bullet resistant vest with the approved threat level upon hiring. For all officers in the Operations Division, the wearing of that vest will be mandatory while in uniform and on duty.

B. Replacement

After five years of use, an officer can request a replacement of the original vest. The replacement will be of the same threat level as the original issue or higher. If it is determined that a vest is damaged in the line of duty, a replacement request can be made. The amount of money afforded for a replacement vest will be set by the Chief of Police. Any money spent over the set amount will be the responsibility of the requesting officers. Upon receiving their new vest, the requesting officer will turn in their used vest as it is Township property. The requesting officer will be required to sign and date a copy of Appendix B of this policy, stating that they understand the conditions prior to replacement. The signed copy will be maintained for documentation as to when each officer received a replacement vest.

C. Wearing of the replacement vest

If an officer receives a replacement vest, then the wearing of that vest will be mandatory. The only time an officer is permitted to not wear the vest is upon receiving a special order or approval from the Chief of Police or his designee. If the officer fails to wear the vest they will be considered out of uniform and subject to disciplinary action.

X. VOORHEES TOWNSHIP UNIFORM SPECIFICATIONS

When vendors bid for department uniforms each year, they must meet the specifications listed in **Appendix A** of this policy.

XI. YEARLY PRICE LISTS AND APPROVED VENDORS

For vendors and yearly price lists see **Appendix C**.