
	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>	Number: M1202
		Page: 1 of 7
		Distribution: All
Title: PERSONAL EQUIPMENT AND APPAREL		Section: Personnel
Issued: 07/27/2010	Effective: 08/04/2010	Revised: 09/30/2019
Rescinds: All Previous	Amends:	
CALEA References: LE 26.1.1, 41.3.4, 41.3.5, 41.3.6; COM 3.6.2		
Review: Annual	Authority: Chief Michael A. Keller 	

## I. Purpose

The purpose of this General Order is to establish the guidelines for the wearing of approved apparel and personal equipment.

## II. Policy


It is the policy of the department for employees to present a uniform and professional appearance when representing the department.

## III. Definitions

(This section intentionally left blank.)

## IV. Regulations

- A. Employees will comply with uniform regulations as outlined in this section [A].
- B. No member is permitted to alter a uniform, other than tailoring for fit, or wear unauthorized insignias, badges, buttons, equipment, patches, hats and the like on an official uniform without proper approval (LE 41.3.4) [A].
- C. When in uniform, an officer will wear the fully prescribed uniform [A].
- D. No member is permitted to wear any police department uniform clothing or equipment in civilian attire [A].
- E. Police department uniform equipment, boots, shoes, and belts will not be used for personal use unless approved by the Chief of Police [A].
- F. Employees will keep their uniform(s) clean, well pressed and in good repair [A].
- G. All uniform equipment turned in for any reason must be cleaned and pressed before the Department will accept the same [A].
- H. Employees operating departmental vehicles, unless otherwise authorized, shall be appropriately dressed [A].
- I. Officers in uniform and operating in field assignments will wear body armor (LE 41.3.5) [B].
- J. Regardless of rank or assignment, all sworn members will maintain at least one set of uniforms in proper order and fit, and necessary equipment [A].

	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  <b>Title: PERSONAL EQUIPMENT AND APPAREL</b>	Number: M1202
		Page: 2 of 7
		Section: Personnel


## V. Procedures

Rev. 10062017

### A. Uniformed Assignments

1. Police uniforms, as prescribed by the Chief of Police, will be worn by all officers within the Patrol Division.
2. A sufficient change of uniforms and all necessary equipment will be furnished at department expense to each officer at the time of employment.
3. Each uniformed officer shall maintain their uniform in such a way as to present a clean, neat appearance.
4. Each officer will receive a yearly clothing allowance in order that items can be replaced and accessories maintained assuring that each officer presents a professional appearance at all times.
5. Each officer shall maintain all equipment in such a way as to ensure proper and safe functioning.
6. The short sleeve duty uniform will be worn with an open collar.
  - a. If a t-shirt is worn under the short sleeve shirt and is visible, it shall be dark navy blue in color.
7. The long sleeve duty uniform will be worn with either open collar, mock turtleneck, or tie.
8. The duty jacket will be a dark navy exterior coat with Andover Police patches on both shoulders and a dark navy fleece liner. Weather permitting the jacket may be worn with or without the liner or the fleece liner may be worn with or without the jacket, provided that the fleece liner has Andover Police patches on both shoulders. An optional lightweight dark navy exterior jacket, reversible with Hi Vis softshell liner is available and authorized.
9. An optional dark navy Command style sweater as well as a black stocking cap will be available for winter use. The baseball cap, black in color with APD embroidered on the front in gold (Sergeant and above) or silver color and the officers last name on the rear of the hat will remain an optional item and authorized for wear when approved by the Chief of Police.
10. Each uniform worn shall identify the officer by name and agency.
11. At a minimum, a badge, nameplate, whistle chain, rank insignia or collar brass (as applicable) and shoulder patches shall be affixed to each uniform when worn. Additionally, an optional polyester hybrid uniform shirt with Andover Police patches on both shoulders and appropriate rank insignia will be available in short and long sleeves for wear under the exterior vest carrier. Other than appropriate collar brass, no additional adornments including badge will be required to be worn under the exterior vest carrier. However, officers will not leave the building wearing a uniform shirt without the appropriate adornments including badge unless they are wearing the exterior vest carrier.


Rev. 09302019

	ANDOVER POLICE DEPARTMENT GENERAL ORDER  Title: PERSONAL EQUIPMENT AND APPAREL	Number: M1202
		Page: 3 of 7
		Section: Personnel

- a. Badges shall be affixed to pre-sewn holes in uniform shirt located above the left breast pocket.
  - b. Nameplate shall be centered and pinned at the top of the right breast pocket with the top of the name tag aligned along the lower stitching of the top pocket seam.
  - c. Whistle chains shall be hooked to the right epaulet button under the epaulet and tucked into the outside upper corner of the right breast pocket.
  - d. Shoulder patches shall be centered on the outside of both sleeves of the uniform shirt and uniform jacket and one inch below the top seam.
12. Awards ribbon bars, if worn, shall be centered and pinned in rows of two or three above the right breast pocket with the bottom of the first row aligned with the top of the pocket seam.
  13. Marksmanship Awards, if worn, will be centered and worn ¼ inch above any awards ribbon bars.
  14. Officers of the rank of Sergeant/Detective and above shall display rank insignia, and all other uniformed officers display “PD” insignia, centered on the uniform shirt collar between the apex of the inside seam of the collar point.
  15. Sergeants and Detectives shall wear three stripes sewn centered on their shirt sleeves ¼ inch below the department patch.
  16. Master Patrol Officer III shall wear two stripes and a star sewn centered on their shirt sleeves ¼ inch below the department patch.
  17. Master Patrol Officer II shall wear two stripes sewn centered on their shirt sleeves ¼ inch below the department patch.
  18. Master Patrol Officer I shall wear one stripe sewn centered on their shirt sleeves ¼ inch below the department patch.
  19. Officers who are assigned to specialty positions may wear one specialty position ribbon bar centered on the left pocket midway between the bottom of the badge and the pocket button. Approved specialty positions include Field Training Officers, School Resource Officers, Canine Team Members, Drug Recognition Experts, Crisis Intervention Team Members, and members of the department Honor Guard.
  20. Badges, collar brass, whistle chains, name plates and metal gun belt buttons and buckles (if visible) will be gold in color for officers of the rank of Sergeant and above, and silver for officers below the rank of Sergeant.
  21. Seniority Stripes may be worn by sworn staff members on their Regulation Uniform long-sleeve shirts, the Class A Uniform, and outerwear uniform jackets. Seniority Stripes, a diagonal royal blue stripe with white edging around each stripe, will be authorized for wear centered on the left sleeve beginning one inch up from the sleeve’s top cuff hem and extend upward.

Rev. 10102016

Rev. 03292019

	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  <b>Title: PERSONAL EQUIPMENT AND APPAREL</b>	Number: M1202
		Page: 4 of 7
		Section: Personnel

a. One Seniority Stripes will be authorized for each five years of full-time law enforcement experience beginning from the date of the officer's graduation from their State recognized Basic Law Enforcement Academy, minus any time-periods absent from full-time law enforcement employment.

22. Uniformed officers shall wear footwear appropriate for the weather conditions and their job assignment. Footwear may be boots, low quarter shoes, or combat boots providing they are black leather with a plain toe.

Rev. 10062017

23. The initial issue duty belt and associated equipment will be leather or simulated leather, black in color, basket weave design.

24. Uniformed officers in patrol or extra-duty assignments will have on their duty belt, at a minimum, a holster with duty handgun, handcuffs, magazine pouch with two loaded magazines, and at least two less lethal weapons, unless otherwise stated in this or another General Order.

25. The departments approved uniform headgear may be worn at the officer's discretion, except wear will be mandatory for formal or official occasions as determined by the Chief of Police.

26. Uniformed officers in patrol or extra-duty assignments will wear concealable body armor provided by the department. The body armor will be replaced at department expense when it is no longer serviceable (LE 41.3.5).

Rev. 10062017

27. Uniformed officers in patrol or extra-duty assignments are authorized to wear the approved external vest carrier in navy blue with up to six navy blue molle style accessory pouches. The external vest carrier will have a name plate with first initial and last name along with a badge on the front of the vest carrier and a "Police" patch on the back of the vest carrier. The external vest carrier is authorized to wear when wearing the regulation uniform.

Rev. 10052017

28. The external vest carrier will not be authorized for wear with the designated class A uniform, the department's authorized bicycle patrol uniform, or the SRO uniform.


29. The external vest carrier is authorized for court purposes only when the member is called to court unexpectedly and has not been subpoenaed in advance.

30. Accessories worn by uniformed officers (i.e. watches, jewelry, sunglasses, etc.) shall be of a type that is compatible and complimentary with the uniform and provide for a professional appearance. Exposed necklaces will not be worn with the police uniform.

31. The dress uniform, or Class A uniform, for formal events will be the long sleeve uniform with closed collar, navy blue neck tie, and uniform headgear.

Rev. 09302019

Department issued awards and/or ribbon bars will be worn with the dress uniform.

	ANDOVER POLICE DEPARTMENT GENERAL ORDER  Title: PERSONAL EQUIPMENT AND APPAREL	Number: M1202
		Page: 5 of 7
		Section: Personnel

Rev. 10062017

32. All department members of the rank of Captain and above will have an optional Class A uniform available which will be comprised of the regulation Class A uniform and a navy blue command style top coat. The uniform shirt under the top coat may be dark navy blue or white in color with dark navy tie.

**B. Non-Uniformed Assignments**

1. Detectives assigned to the Investigations Division, and other officers as necessary, will be authorized to wear appropriate civilian clothing in the routine performance of their duties.
2. Civilian clothing must present a neat and professional appearance, and at a minimum will include:
  - a. Casual, contemporary business attire, such as trousers and collared shirts for male members;
  - b. Casual, contemporary business attire, such as dresses, skirts or full length slacks and blouses for female members; or
  - c. Department approved dress shirt with logo and coordinated slacks for male and female members.
3. Officers assigned to the Investigations Division must maintain a complete uniform and equipment issue.
4. All officers involved in the execution of pre-planned, high risk tactical situations/duties are required to wear ballistic vests whenever discharging those responsibilities. Examples of high-risk tactical situations include, but are not limited to, planned drug raids, felony warrant execution, arrest situations, etc. (LE 41.3.6).
5. Detectives who are on-call are permitted to wear nice blue jeans and collared shirts, for men, or blouses, for women when responding to a call-out.

**C. Communications Division (COM 3.6.2)**


1. Employees assigned to the Communications Division will wear the uniform authorized by the Chief of Police.
2. Communication Division personnel must present a neat and professional appearance and wear their uniforms in the prescribed manner.

Rev. 10062017

**D. Special Use Uniforms**

Rev. 09302019

1. Special use uniforms, approved by the Chief of Police or Division Commander, are authorized for wear by members of the department while on-duty when attending and/or participating in functions such as training, community meetings, presentations, etc.; while performing K9, SRO or administrative duties, or other activities as approved by the Chief of Police. Special use uniform

	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  <b>Title: PERSONAL EQUIPMENT AND APPAREL</b>	Number: M1202
		Page: 6 of 7
		Section: Personnel


will be navy blue polo shirt with department police logo on left breast and officer's name and rank on right breast, khaki 5.11 pants, with black belt and black footwear. The regulation duty belt will not be worn with the special use uniform. Civilian staff will be authorized to wear a navy blue polo shirt with department administration logo on left breast and staff member's name and title on right breast.

2. SRO uniform, approved by the Chief of Police, is authorized for wear by members of the department while assigned as School Resource Officers. On a normal basis, SRO's will wear the authorized regulation uniform. On Fridays or any day the SRO is requested by staff to attend an event, SRO's may wear the designated SRO uniform. It shall consist of black 5.11 Taclite pant and a school assigned polo shirt with the word "POLICE" embroidered on the back. The officer's badge will be prominently displayed on the duty belt near the duty weapon. The SRO will also wear the standard duty belt with required equipment. Footwear will remain black in color. External vest carriers will not be worn with the SRO uniform. If a jacket is worn with the SRO uniform, it will be the Charles River brand, black in color with gray liner, or the black in color fleece liner with Andover Police patches on both shoulders.
3. Canine Handler Uniform, approved by the Chief of Police, is authorized for wear by members of the department while assigned to canine handling duty. The Canine Handler uniform will be the regulation uniform as it is for all officers. The exception will be the back of the exterior vest carrier, when worn, will read "K-9 Officer." Additionally, canine handlers, for call outs and training, are authorized to wear the 5.11 Taclite pant, black footwear, a navy blue polo shirt and/or a navy blue hooded sweatshirt with "K-9 Officer" on the back.

Rev. 09302019

**E. Court, Training and Other Attire**

1. All officers appearing in court will wear the regulation uniform of the day or be dressed in civilian dress attire, which includes a suit coat and tie for men, and business attire for females.
2. The special use uniform is authorized for court purposes only when the member is called to court unexpectedly and has not been subpoenaed in advance.
3. Unless otherwise directed due to the type of training, permissible training attire includes:
  - a. Uniform of the day;
  - b. Casual, contemporary business attire, such as trousers and sport shirts for male members;
  - c. Casual, contemporary business attire, such as dresses, skirts or full length slacks and blouses for female members.

	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  Title: PERSONAL EQUIPMENT AND APPAREL	Number: M1202
		Page: 7 of 7
		Section: Personnel

4. Employees may wear department approved shirts bearing police department insignia with civilian attire. Wearing of these shirts is permitted for employees in non-uniform assignments and for training.

**F. Lost, Stolen or Damaged Clothing and Equipment**

1. Any loss or damage of uniform or uniform equipment is to be reported to the employee' supervisor immediately.
2. All issued clothing and property is the individual responsibility of each officer.
3. Should any item of departmental equipment be stolen, lost or damaged, a written report fully explaining the circumstances will be forwarded to the Chief of Police through the employee's chain of command.
4. The Chief of Police will make a determination of the method of replacement and will notify the officer of the replacement method, including:
  - a. Cash payment by the officer;
  - b. Replacement at the cost to the department; or
  - c. Replacement from supply room excess with no charge to the officer.

**G. Purchasing (COM 3.6.2)**

1. All new officers will be given an initial uniform issue and will not be eligible for re-issue of items until the beginning of the following calendar year.
2. All items to be purchased will be approved by the Chief of Police prior to the order being placed or the purchase of the item.
3. No item of uniform is to be purchased from any source other than those vendors that have been approved by the Chief of Police.
4. All officers requesting equipment must submit a written request to the Chief of Police through their chain of command which includes a description of the item to be purchased and the cost of the item.
5. Uniforms and associated equipment purchased with department funds remain the property of the Andover Police Department. When an employee terminates or retires, it will be the responsibility of the employee's immediate supervisor to ensure that all City owned equipment and uniforms are returned to the department.