

# WOLFEBORO POLICE DEPARTMENT

## SOP 2.14

**Date Issued:** 12/27/2019

**Review:** 02/25/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

**By Order of:**  
**Dean J. Rondeau, Chief of Police**

### UNIFORMS & APPEARANCE

**Policy** Employees who are on duty or representing the department in an official capacity shall wear only those articles of uniform, clothing, equipment, and accessories that are authorized by the Chief of Police.

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**Purpose** The purpose of this directive is to establish guidelines governing the uniform and equipment authorized for wear by all Wolfeboro Police Department and Central Dispatch employees.

- Appearance
  - Uniforms
  - Uniform Change Date
- Distribution  
Loss or Damage
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#### Responsibilities

All supervisors shall ensure that employees comply with the requirements of this directive. Any supervisor observing a uniform violation on any employee shall initiate immediate corrective action.

All employees shall abide by the requirements of this directive, shall maintain and care for all uniforms and equipment, and shall ensure that unauthorized persons are not allowed access to or use of Wolfeboro Police and/or Central Dispatch uniforms and equipment.

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#### Appearance

All employees will maintain a neat and clean appearance.  
Uniforms & equipment shall remain in serviceable condition.  
Appropriate attire shall be worn at any school, court or hearing.

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Uniforms & Appearance**

Men	Hair Facial Hair . .	neat, clean & trimmed clean shaven with the exemption of Wolfeboro Central Dispatch per the Chief of Police.
Women	Hair Accessories Makeup	neat & clean & styled to present a clean appearance consistent with their duty. Plain and discreet, not to interfere with assigned duties subdued and natural looking
Eyewear	Conservative	prescription eyeglasses may be worn
Jewelry	Policewomen shall wear only small, plain button earrings Policemen shall not wear earrings on duty Body piercing & jewelry is prohibited Excessive jewelry is prohibited Dispatcher shall wear only small, plain button earrings. No facial earrings, body piercing, and jewelry is prohibited, unless approved by the Chief of Police	

Employees shall be clean and neatly groomed, to present a professional image, to instill a degree of personal discipline among employees, to assure easy recognition of officers in the field, and to ensure that clothing and appearance shall not deter from officer safety or job performance.

Employees shall only wear the uniform prescribed for their rank and/or assignment. While on duty and in uniform, other than a rain slicker or a traffic direction vest, employees shall wear a conspicuously visible nametag.

Employees shall only wear department uniforms under the following conditions: while on duty; during job-related court appearances; while working approved details; while attending or participating in department approved activities; or while traveling to or from any training facility.

Employees shall not allow any person not otherwise authorized to use, wear, or possess any department-issued or approved uniforms or equipment.

Only uniforms and equipment issued by the department, matching department standards, or approved by the department, shall be worn as part of or with the uniform.

Uniforms and equipment shall fit properly; be clean, neatly pressed or polished as appropriate and applicable, well maintained, and in good repair.

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Employees may carry a briefcase, attached case or a similar bag to facilitate the carrying of police-related equipment. Cases shall be professional in appearance and must not detract from the uniform. Handbags and purses shall not be carried while in uniform.

Employees appearing in court shall wear the required uniform or conform to the dress code requirements for business professional attire. Employees in plain clothes or undercover assignments may deviate from this requirement as necessary and appropriate.

The Chief of Police or his or her designee may grant exceptions to dress code requirements. Requests shall be forwarded in writing through the employee's chain of command to the Chief of Police.

**General Appearance**

**Tattoos and Brands**

Employees on duty are prohibited from exposing tattoos or brands anywhere on the body that are obscene, inappropriate for law enforcement, indecent, or that advocate sexual, racial, or religious discrimination.

An option to the permanent removal of tattoos that are in violation of this policy is for the officer to wear flesh-tone arm sleeves that covers the tattoos; thereby, making his or her appearance in compliance with department directives (See below photo).



Flesh-tone sleeve

**Body Piercing**

Employees are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation on or through the ear, nose, tongue, or any other exposed body part, including that which is visible through clothing, while on duty. Exceptions to this policy are limited to the following:

Uniformed female may wear earrings through the ears that present a professional image and do not constitute a potential safety hazard. Female employees are authorized a single piercing in each ear lobe. Female employees are authorized to

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wear one small spherical, conservative, diamond, gold, white pearl, or silver pierced or clip earring per ear. Earrings must be matching and cannot extend below the earlobe.

Non-uniformed female employees may wear earrings that are consistent with a professional image.

Non-uniformed male employees working undercover assignments may wear earrings through the ears upon approval of Chief of Police. At no other time may male employees wear earrings, whether in a non-uniformed or uniformed assignment.

**Hair**

Hair shall at all times be clean, neatly combed, and trimmed to present a neat appearance. If employees choose to color their hair, natural colors shall be used. Hair coloring in hues not found in the natural spectrum of human hair is prohibited. Dreadlocks, twists and braids shall conform to uniform standards and shall be kept clean, neat and off the collar while in uniform. Beaded braids are expressly prohibited.

All male employees' hair shall be no longer than the top of the shirt collar at the back of the neck and the top of the ear on the sides when the employee is standing with head in a normal posture. Hair shall not extend more than two inches from the scalp, regardless of length.

Uniformed female employee's hair shall not extend beyond an invisible line drawn parallel to the ground at shoulder length unless approved by the Chief of Police. Hair shall not extend three inches from the scalp, regardless of length. Uniformed female employees who wish to have their hair longer shall secure their hair in a safe and neat manner above the collar in a conservative fashion. Plain and conservative pins, combs, headbands, elastic bands, and barrettes may be used to keep hair in place. Bangs shall not extend lower than the top of the eyebrow and should not be visible when wearing headgear.

Non-uniformed female employees shall maintain their hair to present a neat appearance consistent with their job assignment. When appropriate, hair standards for uniformed female officers should be utilized.

Wigs and hairpieces may be worn provided they comply with the uniform and non-uniform standards.

Employees in plainclothes or undercover assignments may deviate from this requirement as necessary and appropriate upon approval of the Chief of Police.

**Facial Hair**

Facial hair is permitted, provided employees comply with the following:

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Beards, Mustaches, and goatees are permitted but must be neat, clean, and well maintained to present a professional appearance.

Beard, Mustaches, and goatee facial hair shall not exceed half inch (1/2") in length, must be accompanied by a mustache and is contiguous with no designs shaved into it.

The neck area is to be clean-shaven.

Sideburns shall be no more than one inch wide, shall not extend below the bottom of the earlobes, and shall be neatly trimmed.

If a department member intends to grow facial hair, they must initiate growing the facial hair during a least two consecutive days off not to give the appearance of failing to shave.

Employees in undercover assignments may deviate upon approval of the Chief of Police.

**Make-up**

Female employees may wear make-up, but it must be applied conservatively, in good taste, and complement the uniform. Lipstick, if worn, shall be the same general color as the natural color of the lips.

**Fingernails**

Female employees may wear nail polish that is conservative, a single color, and in good taste. Ornamentation on fingernails is prohibited. Male employees shall not wear colored nail polish. Fingernails must not exceed a nail length of ¼ inch as measured from the tip of the finger. Artificial or press-on nails must meet the same requirements.

**Jewelry**

Uniformed employees may wear personal jewelry, which shall be generally limited to wristwatches, wedding bands, or other simple rings. Chokers, brooches, multiple earrings, or other items that detract from the uniform or constitute a potential safety hazard are specifically prohibited.

Employees may wear one ring on each hand, and one wristwatch or bracelet on each wrist. Wedding sets worn on the same finger shall count as one ring.

Necklaces that do not present a potential safety hazard and that can be concealed under the uniform may be worn.

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Non-uniformed employees may wear jewelry that is conservative and professional in nature and does not constitute a potential safety hazard.

**Uniforms** Department shall reimburse union employees for clothing used by employees exclusively while working for the town as an officer, dispatcher or communication supervisor based on the union contract and approved by the Chief of Police.

Officers can, on occasion, elect to wear civilian attire for certain functions, but will not be compensated.

No personal equipment shall be worn unless authorized to ensure uniformity and to prevent substandard equipment.

Sworn Members Shall	<p>Wear only those uniforms issued to them</p> <p>Wear their uniforms only while on duty or to and from work</p> <p>Not wear any part of their uniform while working for another agency without authorization from the Chief of Police.</p> <p>Be permitted to wear personal accessories if within departmental standard and approved</p> <p>Alterations to issued uniforms must be approved</p>
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Under shirt	White, blue or black.
Long Sleeve Shirt-Dress	Sleeves fully extended and buttoned Tie to be worn with black/white undershirt
Short sleeve Shirt-Dress	Collar to be worn open and pressed down Black/white undershirt shall be worn
Hats: Nantucket & Ball Cap	Hats are optional unless directed by the Chief or his designee
Footwear: Boots	Kept clean and shined
Belt	Must cover completely the inner belt Only issued items to be worn on it
Jackets	season jackets can be worn whenever needed
Raincoats	Used for inclement weather
Body Armor	Should be worn while on patrol duty and must be carried, if not worn Reasons for not wearing, excessive heat, medical, duties not on patrol
BDU	Issued uniforms on tours & traffic details, Friday and Midnight shift only. (K9 officer all shifts.)
Badges &	To be worn at all times

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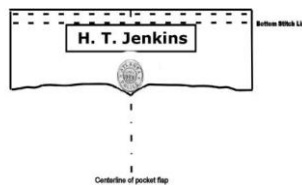
Name Insignia	Badges & ID folders are provided to supervisors for non-uniform wear
Insignia	Only departmental approved insignia
Accessories	gloves, scarves, hat or ear protectors may be worn in cold weather. Gloves containing weighted materials are prohibited

Uniform wear will be decided by season and options given by the Chief of Police  
***For tactical events and preplanned situations dealing with violent or dangerous offenders – Vests and other protective gear must be worn.***

**Metal Name Plate**

The metal name plate shall be worn on the right pocket flap with the top edge aligned with the bottom stitch line of the pocket flap and centered above the metal button on the pocket.

Nameplates shall have the first and last name of the officer. Employees below the rank of corporal shall wear a silver nameplate. Employees who hold the rank of corporals or above shall wear a gold nameplate.



**Rank Insignia**

Senior Patrol rank insignia shall be a silver chevron / One silver wings on both shoulders under the patch.

Corporals rank insignia shall be a gold chevron / Two gold wings on both shoulders under the patch.

Sergeants rank insignia shall be a gold chevron. / Three gold wings surmounted by a royal crown. shoulders under the patch.

Staff Sergeant rank insignia shall be a gold chevron/ Three gold wings

Captains rank insignia shall be two gold bars.

The Chief of Police rank insignia shall be four gold stars.

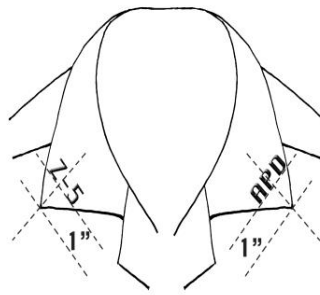
**Collar Insignias**

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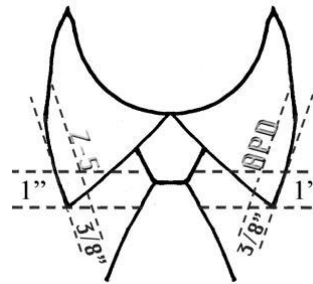
Rank insignia shall be worn on the left and right side of the collar when viewed from the front of the uniform shirt. Employees shall wear the WPD collar insignia on the right and left side of the collar when viewed from the front. Employees assigned to the School Resource Officer or K-9 shall wear command insignia representing their assignment.

The WPD collar insignias shall be silver in color for employees under the rank of Corporal and gold for employees who hold the rank of Corporal or above.

For the short sleeve shirt, the collar insignia is worn centered on the collar with the centerline of the insignia bisecting the point of the collar. The insignia forms the longest side of the triangle formed by both edges of the collar and the insignia.

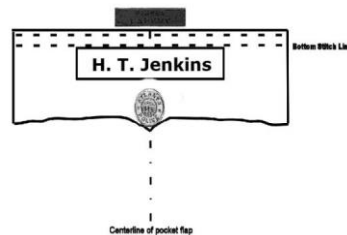


For the long sleeve shirt, the insignia is worn parallel to the outermost edge of the collar, 3/8" from the outermost edge and 1" from the tip of the collar.



**Shirt Accessories**

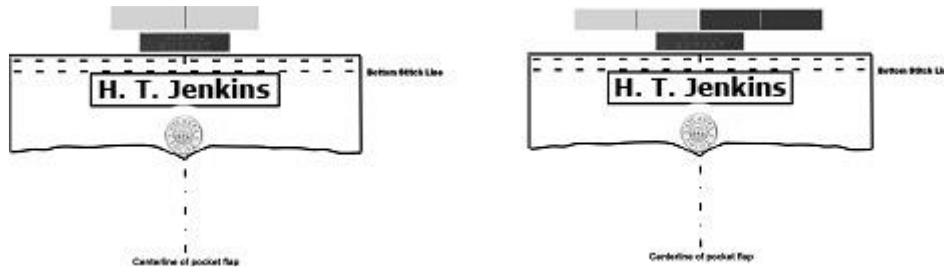
The American flag pin may be worn centered above the nameplate.





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Award ribbon bars may be worn above the American Flag pin. Multiple ribbon bars may be worn in the same manner.



Pins or insignia depicting membership in a law enforcement-related association, organization, union, or fraternity may be worn on the left breast pocket flap.

Pins or insignia that designate completion of a law enforcement related educational or training course may be worn on the left breast pocket flap. Ex. FTO, K-9, Firearms instructor, etc.

Pins or insignia that designate military service may be worn on the left breast pocket flap or on the navy-blue tie.

Employees cannot wear the following items on their uniforms or when representing the Department:

- a. Campaign or political buttons or items depicting political preference or philosophy;
- b. Organizational pins or insignia depicting membership, affiliation, or support for any non-law enforcement related associations, organizations, unions, or fraternities; or
- c. Ornamentation that has not received prior approval of the Chief of Police.

**Specialized Assignment Patches**

Employees assigned as canine handlers may wear a WPD K-9 patch instead of the Wolfeboro Police Department patch on each shoulder of their uniform shirt, sweater, and jacket.

**Body Armor**

Uniformed sworn employees must wear their body armor at all times when on duty, or details. Department-issued or approved body armor is required equipment for uniformed employees.

Detectives are not required to wear their body armor unless they are;

- a. Performing a task that involves acting in a law enforcement capacity;  
When executing a warrant or a tactical field operation;  
When engaged in any high-risk situation
- b. Outside of their assigned office or administrative area; or

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c. Otherwise directed by a supervisor

**Traffic Vest**

The Department-issued, ANSI/ISEA 207-2006 compliant reflective traffic safety vest shall be worn by all employees while directing traffic, investigating traffic accidents, or working school crossings, whether on or off duty.

Employees may wear the high visibility rain gear in lieu of the traffic safety vest when appropriate.

**Rain Gear**

Employees may wear the department-issued jacket as necessary and appropriate.

Employees may wear the calf-length Department-issued rain jacket in lieu of the long rain jacket provided it meets the same standards as above.

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**Uniform Change Date**      Establish consistent dates that uniforms will change from summer to winter and wither to summer.

Winter to Summer	The change from winter uniform to summer uniform will occur on the first Monday in May.
Summer to Winter	The change from summer uniforms to winter uniform will occur on the first Monday in October.
Dispatch	No change dates.

**Civilian Members**      Shall follow the same standards as the sworn members unless approved by the Chief of Police.

Dispatchers	Issued uniform polo type shirt (long or short sleeve) with name and words Wolfeboro Central Dispatch Issued Tan cargo pants, Jeans on Friday.
Footwear	Sneakers or shoes. No open toe.
Jacket	Issued black fleece jacket with Name tag and words Wolfeboro Central Dispatch.

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**Damage or Loss** Any damage or loss of department equipment should be reported to supervisor immediately.

A damage or loss of property report shall be filed by the employee  
 If an investigation shows that negligence on the part of the member caused the loss; they may be required to replace the item at their expense.

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**Issuance & Turn-Ins**

**Responsibilities**

Officer & Civilians	Maintain the uniforms issued to them Return them due to resignation or removal, in a neat & clean condition
Designated Supervisor	Issues and receives all uniforms turned in Inspects condition of equipment periodically Maintains a log - equipment standards & vendors Purchases uniforms Maintains all loss & damage reports for 3 years
Admin. Sgt. Captain/Executive Officer Chief	Approves uniform standards, Approves purchase orders. Approves uniform standards, Approves purchase orders/ Final approve for uniform standards, Approves purchase orders

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**Reports**

Loss or Damage	Must be completed on any damaged or worn equipment within 24 hours by the employee (not for vehicle loss or damage)
Purchase Order	To be completed for the purchase of all equipment over \$1,000 in accordance with town policy.