



Town of Lexington

Police Department

Subject: Uniforms and Equipment Standards/Dress Code

Reference: 17.5.2; 22.2.5

Effective Date:

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Review Date:

Annually

By Order of: Mark J. Corr, Chief of Police

**Policy &
Procedure**

22B

The Municipal Police Institute, Inc. (MPI) is a private, nonprofit charitable affiliate of the Massachusetts Chiefs of Police Association. MPI provides training and model policies and procedures for police agencies. This policy is an edited version of MPI Policy 4.XX "Uniforms, Clothing and Individual Equipment."

GENERAL CONSIDERATIONS AND GUIDELINES

All Lexington Police Department employees should present a professional appearance and a positive image to members of the public. A person neatly dressed and well groomed instills confidence in others about their ability to perform their jobs. A professional appearance also enhances morale, fosters teamwork, and develops *esprit de corps*.

The Lexington Police Department consists of many members with different duties and uniform requirements. The purpose of this policy is to provide a guideline for all members of the Department. This policy addresses, but is not limited to, authorized uniform attire, how uniforms should be worn, uniform inspection and replacement and dress codes for detectives.

It is the policy of the Lexington Police Department that:

- Standards of uniform attire and dress codes shall be maintained by this agency.
- All employees shall present a neat, well-groomed, professional appearance.
- Exceptions to these requirements are authorized for undercover operations or in exigent circumstances by a ranking officer.

PROCEDURES

A. Definitions

1. **Civilian Attire:** Non-uniform clothing.
2. **Business Attire:** Dress clothes such as business suit, suit coat, dress pants, shirt and tie for men, or a business suit for women.
3. **Business Casual:** Neat casual clothing such as khakis, dress shirt, polo shirt, or other collared shirt. Jeans and shorts are not considered business casual.
4. **Uniform Accessories:** Articles approved by the Chief of Police, which may be worn with the official uniform.
5. **Uniform of the Day:** Uniform as directed by this policy or the Chief of Police or designee.
6. **Uniform Insignia:** Patches, nametags, rank insignia, and other items worn on the uniform.
7. **Class A Uniform:** The dress uniform issued to sworn officers worn to special occasions such as parades, funerals, and other functions as may be determined by the Chief of Police of his/her designee.
8. **Class B uniform:** Patrol uniform worn during day-to-day patrol duties.
9. **Class C uniform:** Uniform to be worn while performing traffic details and road jobs.

B. Employee Attire

1. Generally: Employees should present a professional appearance to the public at all times. However, exceptions may be authorized, to further the police mission or if permitted by the Chief of Police or his/her designee.
2. Court:
 - a. Business attire is expected for court appearances at the Grand Jury and Superior Court.
 - b. The uniform of the day or business attire is appropriate for the District Court or Clerk Magistrate appearances.

Uniform dress is not allowed in Superior Court or a Grand Jury session. Men are expected to wear a suit (either matching, or a dress blazer and appropriately coordinated pair of slacks/dress pants. Women may wear a suit consisting of a jacket with matching skirt or trousers, and a blouse. There are however several other forms of female attire acceptable in this setting. All Officers will wear appropriately matching footwear).

3. Special Assignments: The supervisor in charge of special assignments may direct attire as needed or fitting for the assignment.
4. Training:
 - a. In-service training: This will be dictated by where the training is held. This may either be uniform of the day or business casual.
 - b. Classroom type training: Uniform or business casual unless otherwise specified.
 - c. Firearms training: Jeans or tactical pants, outdoor clothing and footwear, weather appropriate or as specified by the training officer(s). Body armor and other safety equipment are always required at the range (i.e. reflective vest, eye protection, ear protection).
5. Service Wear
 - a. Police Officers
 - i. Administration: Uniform of the day, business attire or business casual.
 - ii. Detective Bureau: Business attire or business casual unless otherwise authorized by a supervisor.
 - iii. Patrol: Employees shall wear the Class B uniform with leather duty belt while performing patrol duties. Specialty assignments are authorized to wear alternate uniforms while performing those duties.
 - (a) Motorcycle Officer: Motorcycle uniform.
 - (b) North Eastern Massachusetts Law Enforcement Council (NEMLEC) Member: tactical uniform.
 - (c) Bicycle Officer: bicycle uniform.
 - (d) Center Officer may wear shorts during hot weather or the bicycle uniform if the bicycle is used.
 - (e) Patrol/mobile bicycle deployment: bicycle uniform.

- iv. Extra-duty Details: The Class B uniform of the day is permitted for indoor and outdoor details. The Class C detail uniform may be worn in place of the Class B uniform for traffic details. While working traffic details, officers may wear a firearm in a pancake or molded polymer holster rather than the complete duty belt. Officers should also carry handcuffs, portable radio, at least one spare magazine and shall wear reflective traffic vests or other outerwear that conforms to the regulations of the American National Standards Institute (ANSI), when performing traffic direction duties or are otherwise working in a roadway
- v. Variations to normal uniform attire may be authorized by the Chief of Police or his/her designee.
- b. Dispatchers: Dispatchers will wear their issued uniform while performing dispatch duties.
- c. Animal Control Officer: ACO will wear the issued uniform while performing ACO duties.
- d. Crossing Guards: Crossing Guards will wear their issued uniform while at their crossing locations. They shall wear reflective traffic vests or other outerwear, which conforms to ANSI standards, when performing crossing duties.
- e. Clerical: Business casual unless otherwise authorized.
- f. Parking Officer/Police Cadets: shall wear issued uniform or clothing necessary to perform the tasks assigned.
- g. Police Mechanic: Clothing, which is authorized by the Chief of Police.

C. Department Uniforms

1. Wearing of Uniforms Generally

- a. All uniform items issued or paid for by the Department are property of the Department (see also Department policy **17C – Agency Property**).
- b. Only members of this Department are authorized to wear a Department uniform. Uniforms may be worn only for an official police purpose.

- c. Only issued or authorized uniform items may be worn as part of this Department's uniform.
 - d. Civilian clothing shall not be worn with any distinguishable part of the uniform unless the employee is commuting to or from duty.
 - e. Officers shall keep their uniforms neat, clean and well-pressed at all times. Badges and buttons shall be kept clean and bright and footwear polished.
 - f. Care should be taken not to wear threadbare or faded items.
 - g. The uniform cap (is part of the uniform) and shall be worn when an officer is outside, unless otherwise directed by a supervisor. (Common sense should be used when deciding to wear uniform cap in tactical situations.)
 - h. Officers and other employees shall not wear any identifiable part of the uniform outside the limits of the community except while in the performance of official duty, while commuting to and from duty, or with the permission of the Chief of Police or his/her designee.
2. Authorized Uniform Items Generally
- a. Footwear: The following footwear is authorized to be worn with the Department uniform unless otherwise specified:
 - i. Black, low quarter, leather uniform shoes.
 - ii. Black leather athletic/walking shoes.
 - iii. Black leather or ballistic nylon/leather combination uniform boots.
 - b. Except for bicycle patrols, uniformed employees wearing footwear, where the socks are exposed, shall wear black or dark navy blue socks. Sport socks that cover only the ankle area are not acceptable.
 - c. Undershirts exposed while wearing the department uniform must be white in color.
 - d. Insignia Generally
 - i. No buttons, insignia, attachments or coverings of any kind will be worn on a Department uniform unless authorized by the Chief of Police.

- ii. All uniformed officers **shall** clearly display their uniform badge upon the outer garment except where noted.
 - iii. Nametags **shall** be worn on all shirts, sweaters, and the dress blouse. In order to preserve the integrity of the garment, nametags or other pins shall not be worn on the cruiser jacket or raincoat unless the garment is manufactured to accept them.
 - iv. Collar pins shall be worn on both the long and short sleeve shirt. They will be centered on the collar and approximately one inch up from the tip of the collar.
 - v. Lieutenant's shall wear single gold bars on the epaulets of the long and short sleeve shirts, cruiser jacket, sweater, and dress blouse.
 - vi. Captain's shall wear double gold bars on the epaulets of the long and short sleeve shirts, cruiser jacket, sweater, and dress blouse.
 - vii. Sergeants shall wear Sergeant stripes (three chevrons) on the sleeves of the long sleeve and short sleeve shirts, cruiser jacket, sweater and dress blouse.
 - viii. Other pins may be worn below the nametag after approval of the Chief of Police or his/her designee. Pins shall not be worn on any other area of the uniform including the police cap.
 - ix. Firearms awards, when worn, may be worn above the nametag.
 - x. Whistles will be worn when appropriate or as directed by the Chief of Police on a lanyard secured to the right epaulet of the outermost garment.
 - xi. A black mourning band may be worn over the Town Seal on the badge of office, when authorized by the Chief of Police or his/her designee only.
3. Inspection and Replacement
- a. Members of the Department shall produce any articles of uniform or equipment on demand of any superior officer.

- b. Sergeants and Lieutenants should frequently examine the condition of uniforms and clothing worn on duty. They will cause any uniform items that might be unfit for service to be removed and either destroyed or turned into the Quartermaster to be accounted for.
- c. An officer who willfully neglects the uniform or personal appearance may be subject to disciplinary action, if, after notification the matter is not corrected. If the neglect or damage to a uniform is deemed willfully done, the officer may be held responsible for paying for the replacement parts.
- d. When uniform parts are worn out by reasonable use or have been damaged or destroyed in the performance of duty (and not by negligence), the employee should fill out a uniform request form and submit it to the Quartermaster. All Uniforms and equipment will be replaced or repaired as needed at the discretion of the Chief of Police or by his/her designee. [22.2.5]

4. Uniform Requirements

- a. Shirts shall be Department issue and must be neat in appearance with a proper fit. All buttons shall be fastened with the exception of the top button of the short sleeve shirt. Shirtsleeves, both long and short may not be rolled up. All badges, pins, nametags and other attachments will be worn as required.
- b. Pants shall be Department issue and must be neat in appearance and clean with a proper fit.
- c. The rain jacket shall be the approved raincoat. The rain jacket must be kept clean and in good repair. The uniform badge must be worn on the outside of the garment. Matching rain pants will be supplied and are optional to wear.
- d. The cruiser jacket shall be the approved Department issued jacket. The uniform badge must be worn on the outside of the garment.
- e. The sweater shall be approved by the Chief of Police or his/her designee. Badge and nametag must be worn on the sweater when it is worn as the outermost garment.
- f. The hat shall be the Wayland style, pinned down-police cap or the winter trooper cap. The uniform cap, when worn, should be set squarely on the head in military fashion, not tilted to the side

or worn off the back of the head. The uniform cap should be worn when an officer is on duty, in public and outside of the police station or police cruiser. The winter trooper cap may be worn December 1st through March 31st or in the event of unseasonable weather, when authorized by the Chief of Police or his/her designee. The uniform hat badge shall be affixed to the front of the trooper cap when worn. The trooper cap will not be purchased by the Police Department.

- i. A gold braid shall be worn above the brim on Sergeants Caps and a gold band shall be worn above the brim to signify those with the rank of Lieutenant, Captain and Chief
- ii. The gold braid/band will be transferred to the summer mesh hat when that hat is worn.
- g. A summer mesh hat will be supplied to those officers wishing to wear one. The uniform hat badge shall be affixed to the front of the cap when worn.

5. Police Officers

a. **CLASS A, Dress Uniform (Sworn Officers Only)**

- i. The dress uniform will consist of the Department issued uniform dress blouse, pants, navy blue long sleeve uniform shirt for patrol and white long sleeve shirt for superior officers and navy blue tie. Patrol Officers shall have silver piping and Sergeants and higher ranking officers shall have Gold piping on their blouse and pants.
- ii. Footwear shall be black, patent leather, and high gloss low quarter shoes or shined paratrooper "jump" boots with black socks.
- iii. Duty belt, holster, magazine holder, handcuff case and cross strap with hooks shall be of black, patent leather, high gloss finish.
- iv. Insignia
 - (a) The Department patch shall be sewn on both sleeves of the dress blouse, one half (1/2) inch from the shoulder seam, centered on the shoulder.

- (b) A coat badge shall be worn on the left breast of the dress blouse.
- (c) A nametag shall be worn over the right breast pocket.
- (d) Serving since pin shall be attached to the nametag.
- (e) Shooting recognition pin will be worn one half (1/2) inch above the nametag.
- (f) Military decorations (ribbons, medals and bars) are entitled to be worn in a neat and proper manner above the badge. On a case-by-case basis, officers may request to have the location of their badge lowered to accommodate said decorations. This will only occur for the Class A uniform.
- (g) A uniform tie bar shall be worn, even with the lower edge of the shirt pocket flap.
- (h) Service Stripes
 - Service stripes will be worn on the left sleeve of the dress blouse. The stripe(s) shall be situated one half (1/2) inch above the upper cuff seam with the rear of the stripe abutting the sleeve crease. A single stripe shall signify five years of service as a full time sworn officer. Additional service strips will be added once an officer has started his/her 5th year.
 - Patrol Officer service stripes shall be French blue.
 - Sergeants or superior officers service stripes shall be gold.
- v. The dress hat shall be worn with the hat badge affixed to the front of the hat, as provided by the manufacturer.
- vi. No components of the Class A uniform shall be mixed or mingled with components of any other uniform parts

b. **CLASS B, Patrol Uniform**

- i. The uniform consists of Department issued short or long sleeve shirt with tie or turtleneck, pants with French blue $\frac{3}{4}$ inch stripe, cloth/mesh uniform hat and footwear.
- ii. Turtlenecks approved by the Chief of Police or his/her designee may be worn as part of the class B uniform. The turtleneck will be embroidered with "LPD" off center to the left in the same color as the trouser stripe. The turtleneck must be worn with the authorized sweater or the long sleeve shirt with unbuttoned collar.
- iii. Outer wear: Uniform jackets, coats, uniform sweater, trooper hat, rain gear and black gloves.
- iv. Insignia
 - (a) The Department patch will be worn on the left sleeve, centered on the sleeve crease, one half ($\frac{1}{2}$) inch from the shoulder seam.
 - (b) Patrol Officers name tags and insignia shall be of a polished chrome finish. Superior officer nametags and insignia shall be of polished gold finish.
 - (c) Name Tag: The nametag shall be worn on the right side just above the pocket. Nametags shall be worn on uniform shirts and outerwear where a place is provided. Nametags shall not be worn on rain gear.
 - (d) Badge: The Department shirt badge shall be worn on the left side above the shirt pocket, as provided by the clothing manufacturer. A coat badge shall be worn on outerwear in the location provided by the clothing manufacturer.
 - (e) Rank insignia shall be worn on all shirts and outerwear with the exception of rain gear.
 - (f) Sergeant chevrons shall be worn on both sleeves in a position one half ($\frac{1}{2}$) inch below the Department patch, centered on the sleeve crease.
 - (g) Rank insignia for other superior officer ranks shall be pinned to the shirt and outerwear epaulettes, one inch from the sleeve shoulder seam.

(h) Service Stripes

- Service stripes may be worn on the left sleeve of the long sleeve shirt or outerwear, other than raingear and uniform sweater. The stripe(s) shall be situated one half (1/2) inch above the upper cuff seam with the rear of the stripe abutting the sleeve crease. A single stripe shall signify five years of service as a full time sworn officer.
- Patrolman service stripes shall be French blue.
- Superior officer service stripes shall be gold.

(i) Collar Insignia: Patrolman shall wear silver Town Seal collar insignia and superior officers shall wear gold Town Seal collar insignia.

(j) Motorcycle Officers shall have a motorcycle patch on the right sleeve of the long sleeve shirt and outerwear, centered on the sleeve crease, one half (1/2) inch from the shoulder seam.

(k) A traffic vest must be worn when an officer is working on a roadway in compliance with federal regulations.

c. **CLASS C, Detail Uniform**

- i. The uniform consists of Navy Battle Dress Uniform (BDU) pants, short sleeve polo shirt, baseball cap and footwear.
- ii. Class B and Class C uniform parts should not be mixed together with one exception; the Class B uniform outerwear may be worn with the Class C uniform.
- iii. The Class B duty belt or ballistic nylon duty belt is authorized to be worn with the Class B and the Class C uniform.
- iv. The traffic vest shall be worn on traffic details in conjunction with traffic gloves or mittens. The vest shall comply with current ANSI requirements. It shall also be worn any time an officer is working outside of his/her cruiser on a roadway in compliance with federal regulations.

- v. Insignia
 - (a) Badge: An embroidered badge may be affixed over the left breast of the shirt.
 - (b) Name Tag: The employee's last name may be embroidered and affixed over the right breast.
 - (c) Lettering: "Lexington Police" should be lettered on the back at least one inch in height, centered in the upper quadrant of the back.
 - (d) Baseball cap: the cap should have the LPD badge embroidered on the front.

d. **Bicycle Patrol**

- i. The uniform consists of the Class C polo shirt, which may be worn with issued bicycle shorts or issued bicycle pants and a protective bicycle helmet with the lettering "POLICE" on each side. Footwear is a black athletic shoe with white or black sport socks for short pants, black or navy blue crew socks for long pants. The ballistic nylon duty belt should be worn.
- ii. The Department issued bicycle jacket may be worn as outerwear.

e. **Motorcycle**

- i. The uniform consists of a Class B uniform shirt, breeches (pants) with $\frac{3}{4}$ inch French blue stripe and black, calf length leather motorcycle boots and a Department of Transportation approved protective helmet with insignia. The leather duty belt shall be worn.
- ii. A black, leather uniform jacket with cross straps or yellow reflective outerwear must be worn with this uniform.

- f. **NEMLEC/Tactical Uniform:** Northeast Municipal Law Enforcement Council (NEMLEC) members should wear tactical uniforms and gear necessary to conform with NEMLEC guidelines and objectives.

6. Dispatchers

- a. Uniform consists of an issued navy cargo pocket pant, navy short sleeve shirt, and footwear.
 - b. Outerwear: The issued uniform fleece pullover, jacket or sweater is authorized.
 - c. Insignia: The uniform shirt shall have the badge embroidered over the left breast pocket, the name embroidered over the right breast pocket and LPD embroidered on the collars.
 - d. As of 2012, a Class A uniform is under review and may be authorized by General Order.
7. Animal Control Officer
- a. Summer uniform consists of tan short sleeve polo shirt, brown BDU pants and footwear.
 - b. Winter uniform consists of a tan long sleeve shirt and brown tie or turtleneck shirt, dark sweater, brown pants and footwear.
 - c. Outer wear: Jackets, coats, uniform sweater, insulated cold weather hat, rain gear and gloves.
 - d. Insignia: The uniform shirt shall have the badge embroidered over the left breast, the name embroidered over the right breast and "ANIMAL CONTROL" shall be lettered on the back in black at least one inch in height, centered in the upper quadrant of the back.
8. Crossing Guard
- a. Summer uniform consists of a tan button down short sleeve shirt, brown pants with $\frac{3}{4}$ inch tan braid and black footwear.
 - b. Winter uniform consists of a tan button down long sleeve shirt and tie or turtleneck shirt, brown pants with $\frac{3}{4}$ inch tan braid and footwear.
 - c. Outer wear: Brown cruiser jacket, brown long coat, black uniform sweater, trooper hat, cloth uniform hat, rain gear and yellow mittens or gloves and traffic vest.
 - d. Footwear must comply with this policy, and will be issued to Crossing Guards.
 - e. Insignia

- i. Badges shall be of polished chrome. Nametag, and other insignia shall be engraved with white letters on a black surface with polished metal trim.
- ii. Department Patch: The Department traffic patch (rocker) will be worn on the left sleeve, centered on the sleeve crease, one half (1/2) inch from the shoulder seam.
- iii. Name Tag: The nametag shall be worn on the right side above the breast pocket. Nametags shall be worn on uniform shirts and outerwear where a place is provided by the manufacturer. Nametags shall not be worn on rain gear unless specifically manufactured to hold a name tag.
- iv. Badge: The badge shall be worn on the left side above the shirt pocket, as provided by the clothing manufacturer. A coat badge shall be worn on outerwear in the location provided by the clothing manufacturer.

9. Parking Officer/Police Cadets

- a. Summer uniform consists of a tan button down short sleeve shirt, brown pants with $\frac{3}{4}$ inch tan braid and black footwear. Brown shorts issued by the Department are authorized for the Parking Enforcement Officer, as are BDU's of varying color including beige and brown.
- b. Winter uniform consists of a tan button down long sleeve shirt and tie or turtleneck shirt, brown pants with $\frac{3}{4}$ inch tan braid and footwear.
- c. Outer wear: Brown cruiser jacket, brown long coat, brown uniform sweater, trooper hat, cloth uniform hat, rain gear and gloves.
- d. Insignia
 - i. Badges shall be of polished chrome. Nametag, and other insignia shall be engraved with white letters on a black surface with polished metal trim.
 - ii. Department Patch: The Department traffic patch (rocker) will be worn on the left sleeve, centered on the sleeve crease, one half (1/2) inch from the shoulder seam.
 - iii. Name Tag: The nametag shall be worn on the right side above the breast pocket. Nametags shall be worn on

uniform shirts and outerwear where a place is provided by the manufacturer. Nametags shall not be worn on rain gear unless specifically manufactured to hold a name tag. (Certain clothing may have an embroidered name; this will be located in the same place that the nametag would be attached.)

- iv. Badge: The badge shall be worn left side above the shirt pocket, as provided by the clothing manufacturer. A coat badge shall be worn on outerwear in the location provided by the clothing manufacturer. (Certain clothing may have an embroidered badge; this would be located in the same place that the real badge would be attached.)

10. Traffic Unit Detail Officer

- a. Uniform consists of a brown BDU pant, tan polo shirt, brown baseball cap and footwear. Brown shorts are authorized as well.
- b. Outerwear: Brown Jacket, uniform sweater, Wayland style hat, winter trooper hat, rain gear, yellow/white mittens or gloves and traffic vest.
- c. Purchasing of all Traffic Unit uniform parts are the responsibility of the Traffic Unit Officer.
- d. If a traffic officer does not have the proper authorized uniform parts he/she will not be contacted for working paid details until the necessary uniform pieces have been acquired.
- e. Insignia: The uniform shirt shall have the badge embroidered over the left breast, the name embroidered over the right breast. The baseball cap shall also have "TRAFFIC" embroidered on the front.

11. Special Officer

- a. Uniform is the same as the class B or Class C police officer uniform.
- b. Purchasing of all uniforms and gear is the responsibility of the Special Officer.
- c. If a Special Officer does not have the proper authorized uniform parts he/she will not be contacted to work paid details until the necessary uniform pieces have been acquired.

- d. Class B and Class C uniform parts cannot be mixed together. Although, the Class B uniform outerwear may be worn with the Class C uniform.

D. Individual Equipment

1. Badges shall be issued by and remain the property of this Department and must be returned if directed.
2. Animal Control Officer: Shall be issued shirts, pants, reflective rain coat, rain cap, hat and badge.
3. Crossing Guard: Shall be issued shirts, pants, reflective rain coat, rain cap, cloth hat, trooper cap, hat badge, shirt badge, white gloves and winter mittens/gloves.
4. Dispatcher: Shall be issued shirts, pants, outerwear garment and footwear. Part time dispatchers shall be issued shirts and pants with outerwear garment.
5. Police Officer: Shall be issued replacement uniform parts as needed in addition to all items necessary for the academy.
6. All police officers will be issued Body Armor: For information see Department policy **41Q - Body Armor**.
7. Duty Belt: The duty belt shall be polished and in good condition. At a minimum, the basic duty belt shall consist of a "Sam Brown" belt, holster, double magazine holder, pepper spray with holder, handcuffs with case, collapsible baton with holder, radio case and keepers. Additional weapons and holders may be issued or authorized. Additionally, the following accessories are authorized. Accessories must be of similar material to the belt (nylon, leather, etc.).
 - a. Folding knife and case
 - b. Leather man or similar tool
 - c. Key retainers
 - d. Flashlight and holder

E. Uniform and Clothing Issue

1. Uniform and Equipment Initial Issue: An initial issue of clothing shall be issued to new employees of the following job functions: [22.2.5]
 - Sworn Police Officer

- Full and Part time Dispatchers
 - Animal Control Officer
 - Crossing Guards
 - Parking Officer
 - Police Cadet
 - Police Mechanic
2. Change of Uniform: In the event that an authorized uniform item is changed, existing uniform items shall remain in service as directed by the Chief of Police. The Chief may direct that the item be:
- a. Replaced immediately at the cost of the Department;
 - a. Replaced immediately at the cost of the employee; or
 - c. Replaced when no longer serviceable.
3. Promotions
- a. Upon an employee's promotion to the rank of sergeant, the employee's uniforms shall be updated with sergeants' chevrons at the expense of the Department.
 - b. Upon an employee's promotion from the rank of sergeant to a higher rank, clothing bearing sergeants' chevrons stitched to the garment shall be replaced with garments bearing the appropriate rank at the expense of the Department.
 - c. Upon an employee's promotion from a rank above sergeant to another rank, the employee's uniforms shall be updated with the appropriate rank at the expense of the Department.
- F. Obtaining Clothing and Equipment
1. Initial Issue
- a. Clothing and Equipment: New employees shall be typically provided with uniform and equipment by the Quartermaster. The issued items shall be recorded on the equipment issue form shown on page 19 of this policy; the Quartermaster shall maintain the form. [17.5.2]
- G. Lost, Stolen, Damaged Uniforms: Reporting lost or damaged uniform items, badges, insignia, or individual equipment issued by this Department shall be done in writing to the officer's Commanding Officer. (See also Department policy **17C–Agency Property**)

H. Returning Issued Clothing and Equipment

1. Issued Department property shall be returned upon separation from Police Department employment, when no longer needed or serviceable, or when instructed.
2. Any property, to be returned, shall be returned to the Quartermaster .
3. Returned items shall be inspected for serviceability. Serviceable items may be re-issued. Some items which may be re-issued are: portable radios, firearms, magazines, impact weapons, protective helmets, citation and parking books, and other items as may be determined by the Chief of Police.
4. Uniform items being replaced are not to be discarded by employees. These items shall be returned to the Quartermaster where he/she will determine if the item(s) will be disposed of or re-issued.

I. Separation from Service and Retirement

1. Officers who separate from the Department without retiring or retire for medical reasons are required to return all uniform clothing, firearms, weapons, magazines, individual equipment, body armor, badges and identification. The separating member may be permitted to retain footwear and gloves.
2. Officers who retire after satisfactorily completing their service and wish to remain a special police officer may retain all uniforms, outerwear, hats, footwear and duty belt at the discretion of the Chief of Police or designee, until such time as they no longer actively work as a special officer. Officers retiring in good standing will be permitted to keep their Class A uniform.
3. Retired members shall be issued a retirement identification card and badge. See also Department policy **22C – Police ID's**

Lexington Police Department Equipment Issue Receipt

I acknowledge receipt and responsibility for the items described below and will return them as directed.		
ISSUED TO: <u>SIGNATURE</u>	ISSUED BY:	
ISSUED TO: <u>NAME</u>	DATE OF ISSUE	RETURN DATE
	DESCRIPTION OF ITEM	QUANTITY
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