

		<b>DIRECTIVE 6.3</b>			
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ISSUED BY: Chief Michael J. Szczerba Chief of Police <i>Michael J. Szczerba</i> Reviewed: 8/13/2012					

## **Uniforms and Equipment**

Directive: 6.3

A. Issued Uniforms and Equipment

The following uniforms and equipment will be issued to all sworn members of the Department of Police. Officers will be held strictly accountable for the proper maintenance of all items in accordance with departmental policy.

ITEM

Badges (2)

Collar Emblems (2)

ASP (1) & Holder

Nightstick (1) & Ring

Rain Gear

Cap Cover (1)

Rain Coat (1)

Body Armor

(1 Vest & 2 Carriers)

Shirts

Summer (5)

Winter (5)

Trousers (5)

Dickies (2)

Pullover Sweater (1)

Gun Belt with Handcuffs &  
Case, Magazines (3) &  
On & Off Case (2)

Hats  
Summer (1)  
Winter (1)

(1) Service Automatic (1)  
On & Off Duty & Holster (2) Cap Stun (1) & Case  
Flashlight (1)  
Belt Keepers (4)  
Glove Pouch (1)

Gortex Jacket (1)  
Light Weight Jacket (1)  
Nameplate (1)  
Riot Gear  
Baton (1)  
Helmet (1)  
Face Shield (1)  
Identification Card (1)  
Delaware Criminal and Traffic Law Manual  
Police Officers Manual

Nylon Pouch (1) with Rubber Gloves  
CPR Mask

Certain items within this listing contain or are inscribed with a WPD number. Said numbers are on file with the property records in the Support Services / Communications & Technology Division. Each member of the Department has as individual property record which is maintained in the above division and periodically updated.

**Authorized Personal Equipment Not Issued by the Department:**

**T-Shirts** - White crew neck T-shirts are to be worn under the short sleeved summer shirt.

**Socks** – Navy or Black socks are to be worn with the uniform.

**Duty Gloves (Winter)** – Solid black gloves are the only authorized gloves to be worn with uniform.

**Scarves** – Solid Navy or Black Skull Caps are the only authorized skull caps to be worn with uniform.

**Footwear** – Low cut or ¾ cut military style shoe, black leather or Corofram. Boots solid black or sneakers solid black.

## B. Uniform Equipment Placement Procedure

Badges and equipment will be placed as follows:

1. Shirts
  - a. The department issued duty badge will be worn on the left side of the shirt in the customary position.
  - b. The nameplate will be worn, centered with the pocket button on the right side of the shirt and touching the uppermost pocket seam.
  - c. The shooting pin is to be worn, centered on the right breast pocket.
  - d. The award ribbon(s) (optional) will be worn 1/4 inch above and centered on the shooting badge.

If the shooting badge is not worn, the award ribbon will be centered over the nameplate. If multiple ribbons are worn, they will be placed two abreast, centered on the shooting badge and 1/4 inch above it. The total number will be limited to six (6). This would include any combination of award or ribbon, not to exceed a total of six.

- a. The WPD insignias for patrol officers will be worn on the collars of both the summer and winter shirts. The Corporal chevrons will be worn on the collars of both summer and winter shirts. The Sergeant chevrons will be worn on the collars of both summer and winter shirts.
- b. The specialized unit pin (optional) will be worn centered and 1/4 inch above an award ribbon(s). If the award ribbons are not worn, the pin will be placed 1/4 inch above and centered on the shooting badge. The specialized unit pin will be the upper most insignia worn on the uniform. Only authorized pins will be worn. This will include the following specialized unit pins:
  1. Bomb Squad Pin
  2. Traffic Division Pin
  3. C.M.T.T. Pin
  4. Marine Unit Pin
  5. Hostage Negotiation Team Pin
- c. The Field Training Officer (FTO) pin will be worn on the left pocket flap, centered between the button and the top seam.
- d. The following pins are designated as "approved non-departmental" and when worn will be displayed on the left breast pocket, centered. It is suggested that only one of

these pins be worn at one time:

1. F.B.I. National Academy Pin
  2. N.O.B.L.E. Pin
  3. International Association of Women Police Pin
  4. M.A.D.D. Award Pin
- e. Proper maintenance of a Hi-Glo badge requires that it be washed with soap and water once a week. Take a few minutes when washing your hands, soap up the badge with good rich lather, rinse in clear water and dry with a soft towel. This should preserve the badge indefinitely. Under no circumstances should you scrub it with a brush or use an abrasive polish as this will remove the protective coating of lacquer and once this coating is removed, Hi-Glo like Silver Sterling, will tarnish.
2. Gortex Coat
    - a. The department issued duty badge will be placed on the left side of the coat on the badge tab.
    - b. The nameplate will be worn on the right side of the coat, above the pocket seam, on the tab provided.
    - c. The shooting badge, award ribbons, and specialized unit pins will not be worn on the Gortex Coat.
  3. Spring and Fall Coat
    - a. Will be worn for ceremonial events at the discretion of the Chief of Police.
    - b. All badges, ribbons, and pins will be placed on this coat in the same manner described under Section 1-Shirts.
  4. Sam Browne Gun Belt
    - a. Beginning from the right side of the open belt, place the departmental issued holster and pistol-knife case (optional)-cuff case-nylon pouch-capstun holder-nightstick ring-and magazines. The magazines can be placed on either side of to accommodate the speed and comfort of the officer. Handcuffs will always be carried in a covered cuff case when worn with the Sam Browne belt as well as the nylon case with rubber gloves.
    - b. A departmental issued handcuff key and whistle will be carried by all officers while on duty. If keys are worn on the belt, they will be placed on the right front side of the Sam Browne belt. A folding knife and black case (optional) is the only knife

authorized and will be worn on the right side of the gun belt to the rear of the holster.

- c. Left-handed officers should reverse the procedure described in Section 4-a and place equipment beginning from the left side of the gun belt.
- d. The Safariland Security Holster and Safariland Magazine Holders are the only authorized holster and magazine holders worn by uniform members of the Department of Police. Only equipment issued or authorized by the Department of Police will be worn on the uniform and Sam Browne belt.

5. Carrying Departmental ASP/Nightstick

It will be mandatory that the ASP be carried in its departmentally issued holder on the Sam Browne Duty Belt. The night stick is still optional.

All officers assigned to uniform patrol will maintain a nightstick for each officer within the police vehicle. Although it will be mandatory to maintain the nightstick in the vehicle, it shall be left to the discretion of the individual officer to carry the nightstick when they believe it will be necessary. The nightstick will be worn on the Sam Browne belt in the nightstick ring and displayed at all roll calls.

All staff officers will have the option of wearing the Sam Browne belt as described in Section-4 or an issued belt holster on their garrison belt.

6. Plainclothes Officer Equipment Requirements

- a. All officers assigned to plainclothes detail will be responsible for carrying with them the below listed departmental equipment.



C. Classification of Departmental Uniforms

1. Classification of Uniforms for Staff Officers.

- a. Class A Uniform: Will include white short sleeved shirt, open collar, and summer hat.

- b. Class A Formal: Will include white short sleeved shirt, black tie, and summer hat. This uniform is to be worn at the discretion of the Chief of Police for ceremonial events.
  - c. Class B Uniform: This uniform will include a white long sleeved shirt, black tie, and winter hat. The spring and fall or Gortex coat is optional depending on weather conditions.
  - d. Class C Uniform: This will include dark blue short sleeved shirt, open collar, and summer hat. This uniform will be worn only during the first and third shift.
2. Classification of Uniforms for Lieutenants.
- a. Class A Uniform: Will include white short sleeved shirt, open collar, and summer hat. This uniform will be worn on the second shift only. For all other shifts a dark blue short sleeved shirt, open collar, and summer hat will be worn.
  - b. Class A Formal: Will include white short sleeve shirt, black tie, and summer hat. This uniform is to be worn at the discretion of the Chief of Police for ceremonial events.
  - c. Class B Uniform: This uniform will include a white long sleeve shirt, black tie, and winter hat. The Gortex coat is to be worn when weather conditions warrant. This uniform will be worn on the second shift only. The spring and fall coat will be worn for ceremonial events at the discretion of the Division Commander.
  - d. Class C Uniform: This uniform will include a dark blue long sleeve shirt, black tie, and winter hat. The Gortex Coat is to be worn when weather conditions warrant. This uniform will be worn for all shifts except the day shift.
3. Classification of Uniforms for Sergeants and Patrol Officers.
- a. Class A Uniform: This uniform will include the short sleeve dark blue shirt, open collar, and summer hat.
  - b. Class A Formal: Will include short sleeve dark blue shirt, black tie, summer hat and worn at the discretion of the Chief of Police for ceremonial events.
  - c. Class B Uniform: The uniform will include the long sleeve dark blue shirt, black tie, and winter hat. The Gortex Coat will be worn as the weather dictates, at the discretion of the platoon commander. In any case, all officers will be dressed uniformly.
4. Seasonal Change of Uniforms

Effective 15 May of each year, Staff Officers will begin wearing their Class A or Class C uniforms; Lieutenants will begin wearing their Class A uniform; Sergeants and Patrol Officers will wear their Class A uniforms.

Effective 15 October of each year, Staff Officers will begin wearing their Class B uniform; Lieutenants will begin wearing their class B or Class C uniform (determined by shift); Sergeants and Patrol Officers will wear their Class B uniform.

The decision to deviate from the above listed dates, due to prevailing weather conditions, is left to the discretion of Division Commanders.

D. Concealable Body Armor

The information contained in this order is considered confidential, and is not to be discussed with persons outside the Department of Police.

[REDACTED]

3. Care Instructions

The [REDACTED] should be cleaned only by wiping them with a damp cloth using clear water, and then wiping them dry. NEVER USE ANY DETERGENTS, SOAP, OR BLEACH OF ANY SORT ON [REDACTED]. NEVER WASH [REDACTED] IN A WASHING MACHINE.

The outer carrier only may be cleaned using the following instructions:

- a. [REDACTED]
- b. Automatic machine wash [REDACTED], using Durable Press cycle at medium water temperature (approximately 120 degrees Fahrenheit).
- c. Use mild detergent according to the detergent manufacturers directions.
- d. DO NOT USE BLEACH.
- e. [REDACTED] may be tumble dried at a medium temperature setting, or may be line dried.
- f. [REDACTED] may be commercially dry cleaned.
- g. [REDACTED].
- h. [REDACTED] the washing cycle.

Exposure to the ultraviolet light present in sunlight can also [REDACTED]

The vest should never be hung up by the shoulder straps with the panels still in place, as the weight of the panels will cause the straps to stretch out of shape.

Any time that a vest [REDACTED] it will be returned to the Support Services Division for replacement. Should an officer notice a tear in the vest's nylon cover, or an open seam, he will return it to the Support Services Division so that it may be repaired. [REDACTED]

4. Departmental Policy on Wearing Body Armor

[REDACTED]

Officers who are not able to comply with this policy on the effective date must submit in writing a request to be exempted temporarily. Failure to comply with this policy will subject the officer to discipline.

E. Departmental Lockers

The Department of Police has provided equipment lockers to many personnel for the purpose of having a secure place to store department equipment. These lockers are the property of the Department of Police and are assigned by the Commanding Officer of the Human Resources Division. The following guidelines are applicable to these lockers.

1. Permitted Uses: The equipment lockers are to be used for the purpose of storing only departmental equipment, personal clothing and belongings.
2. Prohibited Uses: It shall be a violation of this order for personnel to use the equipment lockers for storing: evidence, intoxicants, contraband, explosives or

flammable materials not issued by the Department, and food that is not adequately sealed to prevent the attraction of vermin.

3. Care and Maintenance: It shall be the responsibility of personnel assigned a locker to assure that it is kept clean and free from conditions which breed vermin and offensive odors. Where possible, given the crowded conditions of many lockers, the lockers are to be kept neatly organized so as to promote the care and safekeeping of departmental equipment.
4. Locker Security: Lockers will be equipped with locks, and personnel assigned a locker will be provided with a key to the locker. Master keys to all lockers will be kept by the Commanding Officer of the Human Resources Division.
5. Inspection of Lockers: Although the lockers are available for use by Department of Police personnel, the lockers remain the property of the Department of Police. The Department will seek to insure that the lockers are not used for purposes contrary to its best interest. Therefore, the Department reserves the right to make locker inspections without the consent of the user under the following conditions:
  - a. Sanitary Inspections - These inspections will be conducted periodically and shall be announced in advance, usually at each roll call on the day before the inspection. A member of the Executive Board of the Fraternal Order of Police Lodge is to be notified and may be present during the sanitary inspections.
  - b. Inspections to Recover Departmental Equipment - Should a member of the Department of Police be suspended, fired, or absent without leave, and the Chief of Police deems it necessary to recover some, or all, of the officer's departmental equipment, he may order that the particular officer's locker be opened and that the particular officer's departmental equipment, contained therein, be recovered.
  - c. Inspection for Reasonable Cause - When there is reasonable cause to suspect that a locker(s) is being used to store contraband, or is being used for criminal activity or in violation of the rules, regulations, orders or procedures of the Department of Police, the Chief of Police may authorize an unannounced inspection of the locker(s) and in such instances, the Chief of Police may authorize the inspection of as many lockers as is reasonably necessary to allay his suspicions of wrong doing.

F. Placement of Shotguns in Patrol Vehicles

1. Shotguns will be placed in Uniformed Services Division vehicles, in an urban area such as Wilmington, officers must use discretion in deciding when to deploy a

shotgun. It is of the utmost importance that officers exercise due care and caution in the deployment of the weapon. Whenever possible, a supervisor will authorize the deployment of the shotgun.

2.

[REDACTED]

Prior to loading the weapon in the [REDACTED] state, the officer(s) should take the weapon to a [REDACTED]. The action on the weapon should be opened and checked for any obstructions in the barrel and receiver. After thoroughly checking the weapon to ensure that it is "safe", the action should be closed, hammer down, spring relaxed, and the safety placed in the "on" position. After completing the above procedure, the weapon is now ready to be loaded in the [REDACTED] state.

3. At the end of each shift the officer(s) assigned to the vehicle will ensure that the weapon is unloaded, safety on, and the action open. [REDACTED]

4. Should the officer(s) have a particular problem with his shotgun, they will promptly notify their supervisor, and if possible, the Range Supervisor to make any adjustments and/or repairs depending upon the problem with the weapon.

5. Whenever a shotgun is displayed in the presence of a citizen and/or directed at a citizen, a Departmental Information Report will be submitted by the officer(s) involved, and the officer's supervisor.

[REDACTED]

[REDACTED]

[REDACTED]

8. The shotgun will be cleaned once a week [REDACTED]. The [REDACTED] Platoon will be responsible for cleaning the weapons in the vehicles assigned to that shift and all spare



a one to two week period.

3. Requisitions will be filled only on Fridays and under no circumstances will expendable items be given out without an appropriate form signed by the division or unit commanding officer.

#### I. Nylon Pouch & CPR Shield

All officers will be issued a P2 Bio-Safety Systems nylon pouch which contains a Monadnock CPR Protect-A-Shield, rubber gloves and alcohol wipes. It is mandatory that all officers carry these items on the Sam Browne belt while in uniform for their own protection.

The CPR shield is a pocket-sized, lightweight, disposable CPR protective barrier designed for use in emergency situations where mouth to mouth resuscitation must be given. The one-way valve provides a physical barrier between the victim and the rescuer. The CPR shield should be used only on adults and children. It is not designed for use on infants. Members of the department should make every attempt to use a bag mask on a CPR victim, however, if the CPR shield is used, officers should attempt to switch the victim to a bag mask or another appropriate device when possible. The CPR shield is not reusable and should be discarded immediately after being used. Officers should then obtain a new CPR shield from Support Services / Communications & Technology Division when practicable.

Officers can use their own discretion when to utilize the rubber gloves that are supplied, however, when dealing with an individual who has an obvious open wound, every effort should be made to wear the gloves. The gloves should be discarded after use and a new pair obtained from Support Services / Communications & Technology Division when practicable. If the gloves are not used for an extended period of time, they should be replaced with a new pair, as dry rotting may occur. All gloves should be inspected every 6 months to ensure they are still usable.

The alcohol wipes should only be used in a situation where soap and water is not readily accessible. Even after using the alcohol wipes, officers should make every effort to wash-up with soap and water as soon as possible.