I. **Purpose:**

This policy prescribes the uniforms which may be worn, the items which may be worn on the uniforms, the manner in which the uniforms are worn, and the occasions when the uniforms will or will not be worn for all sworn personnel in the Egg Harbor Township Police Department. Additionally, it addresses the guidelines for personal appearance.

II. **How to Recommend Changes to the Police Uniform:**

New or changed uniform clothing and insignia items will not be authorized without the approval of the Chief of Police. Recommendations will be in writing, along with any supporting documentation, through the Chain of Command. At each level Commanders will thoroughly evaluate any proposals to change or add to the uniform. If the Commanders recommend approval for the change they will sign the documentation. This action is required so the Chief of Police can properly evaluate the merits of the proposal. Suggestions not recommended for adoption should not be forwarded to the Chief of Police.

III. **When Wearing of the Police Uniform is Required or Prohibited:**

A. The police uniform will be worn by all sworn personnel when on duty unless the Chief of Police has authorized the wearing of civilian clothing.

B. Division Commanders may prescribe the uniform to be worn on duty.

C. The wearing of combinations of uniform items not prescribed in this policy or other authorization document is prohibited.

D. The wearing of a combination of civilian and police clothing, unless provided for by this policy or another authorization document, is prohibited.

E. Uniform items changed in design or material may continue to be worn as long as they are in serviceable condition unless specifically prohibited by the Chief of Police.
F. The wearing of the police uniform is prohibited for all police personnel under the following circumstances:

1. In connection with the promotion of any political or commercial interests or when engaged in off-duty civilian employment.

2. Except as authorized by competent authority when participating in public speeches, interviews or marches.

3. When wearing the uniform would bring discredit upon the Police Department.

4. When specifically prohibited by the Police Rules and Regulations.

IV. Uniform Appearance and Fit:

Each member of the Police Department will maintain a high standard of dress and appearance. Uniforms will be properly fitted, clean, serviceable and pressed as necessary. While absolute uniformity of appearance cannot be expected, personnel must project a police image that leaves no doubt that they live by a common standard and are responsible to good police order and discipline.

Uniforms will be kept buttoned, zippered and snapped. Metallic devices will be kept in proper luster and shoes will be kept clean and shined. Appropriate undergarments will be worn with all uniforms.

V. Personal Appearance:

The Police Department is a uniformed service; therefore, a neat and well-groomed appearance by officers is fundamental to the department, and contributes to building the pride and esprit essential to an effective police force. A vital ingredient of the police strength and effectiveness is the pride and self-discipline which police officers bring to their service.

It is the responsibility of Commanders to insure that police personnel under their command present a neat appearance. It is the duty of each officer to take pride in his or her appearance at all times.
Male members and employees shall conform to the following additional standards of appearance:

A. **Hair:**
   1. The style shall be of no more than medium length and fullness.
   2. Bushy hair protruding from the sides, back or front of the head is prohibited.
   3. Hair styles shall not be of such length as to cover any portion of the ears.
   4. A neat pattern, shaped at the rear of the neck, shall be maintained.
   5. Unusual haircuts, such as hair cut in an Indian style or in the shape of an arrow, etc. are strictly prohibited.
   6. Sideburns shall not extend below the bottom of the earlobe. The width shall not exceed one and one-quarter inches at the broadest point.

B. **Mustaches:**
   1. The pattern shall be neatly trimmed.
   2. The extent of the growth shall be limited to one-half inch below the corner of the mouth.
   3. Length of the hair shall be no more than one-quarter inch, nor appear bushy.

C. **Beards:**

   Full beards or other growths of hair below the lower lip, on the chin or lower jaw bone are prohibited.

D. **Clean-Shaven:**

   1. Except for the areas of facial growth of hair permitted, all members shall be clean-shaven.
   2. Personnel with a medical condition which precludes shaving shall be required to present a written statement signed by a medical doctor verifying such condition.
Female members shall conform to the following additional standards of appearance:

In the interest of safety, female members assigned to a division or unit where the regulation police uniform is worn shall wear their hair short and neatly trimmed near the collar line, and growth shall not extend over the shirt or coat collar, or they may wear their hair rolled in a bun-style when on duty so that it conforms to the above.

VI. Distinctive Uniforms and Uniform Items:

The following uniform items are distinctive and will not be sold to or worn by unauthorized personnel:

A. All police headgear

B. Badges, identifications

C. Buttons, uniforms

D. Decorations, service medals

E. Insignia of any design or color which has been adopted by the Police Department.

F. Individuals will remove all distinctive items from unserviceable uniforms before disposing of them. Only items listed above are considered distinctive.

VII. Wearing of Badges and Nameplates:

Egg Harbor Township Police Department badges will be provided to every sworn officer. Police officers badges will be nickel in color. Officers holding the rank of Sergeant or above will wear a gold-colored badge bearing a designated rank. Other descriptive detail will be designated by the Chief of Police.

A. Breast badges will be worn over the outermost garment above the left breast. Hat badges will be worn on the center of the service cap secured through the front eyelet as provided thereon.

1. [Breast badge patches authorized by the Chief of Police may be sewn onto outerwear type clothing (sweater, jacket, rain coat) in lieu of metal breast badges.] Added: 2/9/00

B. Nameplates will be worn on the uniform directly above the top seam of the right breast pocket.
1. Patrol officers' badges will be nickel with black lettering.

2. Officers holding the rank of Sergeant or above will wear gold badges with black lettering.

C. The breast badge may be covered with a black 1/2" band in recognition of slain officers under the following guidelines:

1. Officer in Atlantic County: 30 days
2. Officer in South Jersey: 7 days
3. While in attendance at any officer's funeral

VIII. Responsibilities of Individuals Purchasing Uniforms and Uniform Items:

It is the responsibility of each individual who purchases uniforms and uniform items to insure that the items conform to appropriate Egg Harbor Township Police specifications.

IX. Summer Uniform, Class "A":

Only the below-listed items are authorized for wear with the summer uniform:

A. Service cap or helmet [optional as designated by the chief]. Revised: 2/9/00

B. Trousers, dark blue, one and one-half inch gold cloth stripe [K-9 britches for K-9 officers]. Revised: 2/9/00

C. Shoes, black, plain toe, jump boot, (K-9 riding boots for K-9 officers).

D. Shirt, summer, short-sleeve with sleeve patch, New Jersey police buttons, chevrons.

1. Items to be worn on summer shirts:
   a. Breast badge
   b. Name plate
   c. Traffic and K-9 insignia on collar (if appropriate), K-9 and Traffic Safety shoulder patch.
d. Appropriate insignia for the rank of Lieutenant and above will be embroidered on epaulet.

e. Sergeants and MPOs will have their rank insignia sewn on both sleeves.

E. Raincoat, black and orange (optional).

F. Rain Jacket, Vizguard Rain Jacket #S578V color HV Yellow, to say POLICE in 5 inch reflective silver letters on back of jacket.

G. Rain Pants, Vizguard Rain Pants #S1655V, color HV Yellow.

H. Jacket, Blauer (optional). If worn, it will be zippered 3/4 of the way up.

I. [Rubber rain boots] Added: 2/9/00

J. Approved Citation Awards

K. [Duty gear (leather or nylon optional)]. Officers will maintain a complete set of leather duty gear: Revised: 2-9-00

1. [Duty belt], black, two and one-half inch wide. Revised 2/9/00

2. Handcuff case

3. Holster

4. [Impact weapon holder] Added: 2/9/00

5. Ammo pouch

6. [I.P.D.] pouch. Revised: 2/9/00

7. Belt stays (optional)

8. Portable radio case (if assigned)

9. [Glove pouch] Added: 2/9/00

10. [Flashlight holder (optional)] Added: 2/9/00
X. Winter Uniform, Class "A":

A. Service cap or helmet [optional as designated by the Chief.] Added: 2/9/00

B. Trousers, dark blue with one and one-half inch gold cloth stripe. [K-9 britches for K-9 officers.] Added: 2/9/00

C. Shoes, black with plain toe, jump boot (optional), K-9 boots for K-9 officers.

D. Winter shirt, long sleeve, dark blue, sleeve patch, New Jersey police buttons, chevrons, service stripes (one for every three years of service) and service stars (one for every five years of service) for lieutenants and above.

1. Items to be worn on winter shirts:

   a. Breast badge

   b. Name plate

   c. Traffic and K-9 insignia on collar (if appropriate), K-9 and Traffic Safety shoulder patch.

   d. A.C.E.R.T. patch will be worn on right sleeve just above cuff by all Emergency Response Team Members

   e. Sergeants and MPOs will have their rank insignia sewn on both sleeves.

E. Sergeants and MPOs will have their rank insignia sewn on both sleeves. Brass rank insignias will be worn on the collar for the rank of Lieutenant and above.

F. Tie, dark blue [optional as designated by the Chief.] Added: 2/9/00

G. Turtleneck or dickie, navy blue, with E.H.T. Police embroidered on the neck (optional as designated by the Chief.)

H. Raincoat, black and orange (optional)

I. Rain Jacket, Vizguard Rain Jacket #S578V color HV Yellow, to say POLICE in 5 inch reflective silver letters on back of jacket.

J. Rain Pants, Vizguard Rain Pants # S1655V, color HV Yellow.

K. [Rubber rain boots (optional)] Added: 2/9/00
L. Police jacket, Blauer [optional]  Added:  2/9/00

M. Approved Citation Awards [optional]  Added:  2/9/00

N. [Watch cap, navy blue, with E.H.T.P.D. embroidered on front fold of cap center (optional)]  Added:  2/9/00

O. [Sweater, police blue, with twill shoulder and elbow patches, V-neck, department emblem sewn on left shoulder (optional)]  Added:  2/9/00

P. Duty gear as prescribed in Section IX of policy.

XI. Tactical Uniform, Class "B":

The tactical uniform will be worn for all in-service training unless otherwise indicated by the Service Bureau Commander or as deemed necessary by the Chief of Police.

A. **Summer:** Utility shirt, navy blue, BDU shirt, short sleeve with patch, with officer’s name embroidered on right, breast badge patch sewn on left side of shirt.

B. **Winter:**

1. Utility shirt, navy blue, BDU shirt, long sleeve with patch, with officer’s name embroidered on right, breast badge patch sewn on left side of shirt.

2. Turtleneck or dickie, navy blue, with E.H.T. Police embroidered on the neck (optional).

3. Watch cap, navy blue, with E.H.T.P.D. embroidered on front fold of cap center (optional).

C. Utility trousers, navy blue, BDU trousers 1 1/2" gold stripe down sides. Trousers will have front quarter pockets, hip pockets with flaps and special thigh pockets. Trousers will be bloused between the first and second eyelet of boots.

D. Cap, baseball type, navy blue with Township patch on peak or police helmet, [optional]. Added:  2/9/00

E. Blousing garter, blousing the boot between the first and second eyelet of the boot.

F. Boot, military jump.
XII. **Dress Uniform:**

The dress uniform will be worn for special functions when designated by the Chief of Police.

A. Blouse coat, dark blue
   1. Breast badge
   2. Name plate
   3. Approved awards
   4. Rank insignia

B. White dress shirt (departmental approved)

C. Class “A” trousers

D. Service hat

E. Shoes or low quarter dress boots, black

F. Leather Sam Brown belt
   1. Holster
   2. Ammo pouch
   3. Cuff case, single

XIII. **Bicycle Uniform:**

The bicycle uniform will be worn by officers assigned to the bicycle unit.

A. **Summer Uniform:** Three-button sports shirt, navy blue. Departmental emblem on left shoulder, with officer’s name embroidered on right, breast badge patch sewn on left side of shirt. Alitta, navy, police bicycle shorts.
Winter Uniform: Two-button placket, navy blue. Departmental emblems sewn on left shoulder, with officer's name embroidered on right, breast badge patch sewn on left side of shirt, worn with turtleneck or dickie. Alitta, navy, police bicycle pants.

B. Bicycle jacket (optional)
C. Bicycle shoes
D. Bicycle helmet
E. Nylon duty belt with accessories

XIV. Motorcycle uniform:

The motorcycle uniform is to be worn by officers assigned to motorcycle patrol.

A. Summer uniform: 3 button sports shirt, navy blue. Departmental emblem on left shoulder, with officer's name embroidered on right, breast badge patch sewn on left side of shirt. “Police” on back of shirt in reflective material. Six pocket “BDU” pants, navy blue.

Winter uniform: Jerzee shirt, navy. Departmental emblem on left shoulder, with officer's name embroidered on right, breast badge patch sewn on left side of shirt. Worn with a turtleneck or dickie embroidered with E.H.T.P.D. Six pocket “BDU” pants, navy blue.

B. Blauer all weather pants, navy (optional)
C. Motorcycle boots
D. Motorcycle helmet with face shield, clear or smoked
E. Black leather gloves (optional)
F. Nylon duty belt with accessories
G. Motorcycle jacket (optional)

XV. Emergency Response Team:

The E.R.T. uniform is to be worn by officers assigned to the E.R.T. The uniform will be worn for all E.R.T. assignments and for training, unless otherwise indicated by the E.R.T. Commander as necessary to meet the rapidly changing nature of the assignment.
A. BDU jacket, woodland camouflage, subdued
B. BDU pants, woodland camouflage, subdued
C. OD Nomex flame resistant flight suit
D. Tactical boots
E. Head gear:
   1. BDU hat
   2. Helmet
   3. Or any other as deemed appropriate
F. Load bearing vest
G. Tactical holster, duty belt and accessories

XVI. K-9 Uniform:

The K-9 uniform is a modified tactical uniform and will be worn by officers assigned to the K-9 unit as a normal duty uniform.

A. **Summer shirt**: Utility shirt, short sleeve, with military creases. Departmental and K-9 emblems on shoulders, with officer’s name embroidered on right, breast badge patch sewn on left side of shirt. Shoulder strap for a microphone.

   **Winter shirt**: Utility shirt, long sleeve with military creases. Departmental and K-9 emblems on the shoulders, with officer’s name embroidered on right, breast badge patch sewn on left side of shirt. Shoulder strap for a microphone.

1. Turtleneck or dickie with E.H.T. embroidered on the neck
2. Watch cap, navy blue, with E.H.T.P.D. embroidered on front fold of cap center (optional).

B. Utility trousers
C. Duty belt with accessories
XVII. Communications Uniform:

A. Trousers, dark blue

B. Winter shirt, long sleeve, light blue, sleeve patch
   1. Items to be worn on shirt (winter or summer):
      a. Breast badge (left breast)
      b. Nameplate (right breast)

C. Summer shirt, short sleeve, light blue, sleeve patch

D. Shoes, black, plain toe

E. Sweater, police blue, with twill shoulder and elbow patches, V-neck, department emblem sewn on left shoulder.

F. Jacket, winter (optional)

John J. Coyle
Chief of Police

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Distribution: Police Manuals
              Briefing

DELETE: General Order 00-04 (M-1)
INSERT: General Order 05-02 (M-1)    Revised: February 24, 2005