



POLICY & PROCEDURE

ELKHART LAKE POLICE DEPARTMENT

SUBJECT: **UNIFORMS/EQUIPMENT**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

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INDEX AS: Badges
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Department Equipment
Uniforms

PURPOSE: The purpose of this Policy & Procedure is to set uniformity standards and proper wear of the Elkhart Lake Police Department uniform. This policy also provides for authorization on the proper use of the uniform (clothing) allowance for the purchase and maintenance of uniforms and personal equipment.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. PROCEDURE

I. POLICY

- A. It is the policy of the Elkhart Lake Police Department to establish the police uniform and prescribe the requirements for wearing the uniform and for the civilian dress of officers while on duty or off duty when acting in their capacity as a police officer or other member for the Department, including grooming and appearance. Civilian employee attire will be clothing which is approved by the Chief of Police as identified in this policy.

Note...this policy complies with WI State Statute 103.14 where an employer shall, at the time of hiring, notify each employee about any hairstyle, facial hair, or clothing requirement, also see 3.01: Recruitment/Selection.

II. PROCEDURE

A. UNIFORMS - Military Style Uniform

1. Officers will wear the military style uniform while on duty unless their assignment allows otherwise.
2. The uniform shall be kept clean and pressed and be worn complete with buttons, insignias, badge and nametag in place. The nametag will be worn by all uniformed personnel and will have the first name or initial and last name of the officers (no nicknames). The nametag will be worn above the right pocket, centered and even with the pocket.
3. The full military style uniform will consist of a uniform shirt with Department issued police patches on both shoulders, and uniform trousers.
4. Long-sleeve uniform shirts may be worn with a uniform tie or open at the collar without a tie. Short-sleeve uniform shirts will be worn open at the collar without a tie. When the uniform shirt is worn open at the collar, all but the top button will be buttoned.
5. When any uniform shirt is worn open at the collar, officers may wear only authorized tee-shirts that are white, navy blue or black in color. In addition, when wearing a long-sleeve uniform shirt, an approved mock or turtle neck, navy blue or black in color, with the collar folded once may be worn.
6. Uniform shirt sleeves will not be worn rolled up when in public view.
7. Authorized uniform trousers or shorts will be worn.
8. Navy uniform sweaters authorized for use as an outer garment may be worn over the military style uniform.
9. No pins, flags, tie tacks, tie bars (other than the approved silver or gold tie bar) or other such paraphernalia will be worn with the military style uniform unless approved by the Chief of Police.
10. Members of the Special Weapon and Tactical Team may wear the SWAT pin with the military style uniform. The pin will be worn centered and directly above the nametag, or centered directly above the field training pin, if worn.
11. Officers who have received certain awards (Valor, Meritorious Conduct, Blue Star, and Lifesaving) may wear the approved award pin with the military uniform.

12. Years of Service stripes (diagonal stripes) may be worn on the left sleeve of long-sleeve uniform shirts, jackets and coats. One stripe is authorized at the completion of each four years of total law enforcement service regardless of agency served.

Agency service bars (straight bar) may be worn on the right sleeve of long-sleeve uniform shirts, jackets and coats. One bar is authorized for each law enforcement agency serviced.

13. Approved footwear worn with the military style uniform will be black and must be kept clean and polished prior to reporting for work. When visible, socks shall be black in color, except when a medical waiver is granted and approved by the Chief of Police.

14. Wearing of the uniform hat is optional, unless a commanding or supervisory officer requires that a hat be worn for a particular assignment. An approved uniform baseball cap or stocking cap may also be worn.

16. As appropriate, officers shall wear an authorized outer jacket with the military style uniform complete with properly placed agency shoulder patches, name tag and issued coat badge. Chevrons and bars should be worn on the epaulets, not the collar.

17. When a uniformed officer directs traffic or is working on any roadway such as investigating a traffic incident, the safety vest or high visibility side of the Spring/Fall jacket will be worn, whether in an on-duty or special employment status. The Department-issued raincoat, with the high visibility side out may be worn instead of the traffic vest.

18. Only equipment which is authorized or approved by the Department may be worn on or with the military style uniform. The following supplemental equipment is required while wearing the military style uniform.

a) A black belt with plain black, gold (command staff) or silver (officers) closure.

b) Authorized weaponry as per Policy.

c) Authorized leather or nylon goods.

d) Any equipment as may be required by the officer's commander.

B. BIKE UNIFORM

Officers may wear the bike uniform only when assigned to ride departmental bicycles for the duration of their shift. The bike uniform will not be worn in lieu of the military style uniform. The bike uniform will consist of:

1. Approved polo shirt, long or short sleeve, bearing a department badge on the chest and the words "Police" on the back.
2. Approved athletic shorts, pants, shoes and black or navy blue socks.
3. Protective helmet.
4. Full duty belt, including weaponry as required by policy.

C. FORMAL UNIFORM

Officers will wear the formal uniform to all court appearances (including probation and parole revocation hearings), to special assignments or appearances with a high degree of public exposure, or any other time as directed by a supervisor. The formal uniform will consist of the military style uniform with a black tie under the following restrictions:

1. Athletic or tennis shoes will not be worn.

D. BODY ARMOR

Body armor is purchased for full time officers by the Department. Officers are responsible to insure that body armor is functional and does not interfere with performance of their duties. If the Department has assisted in the purchasing of all or part of the officer's body armor and the officer's primary assignment is uniform field work, the body armor shall be worn. Exceptions will be at the discretion of the Chief of Police.

E. BADGES

Members of the Department who are required to wear the military style uniform will have their assigned badge displayed on the outermost garment worn and shall carry their Departmental identification card. Only Department authorized badges may be worn on the military style uniform.

Members who are armed off duty or on duty dressed in civilian attire shall wear the badge where it is clearly visible in front of their weapon and shall carry their Departmental identification card with them.

F. NON-UNIFORMED PERSONNEL DRESS

1. Non-uniformed members of the Department should recognize that their appearance and dress reflect upon the Department in a manner similar to that of uniformed employees. Clothing will be neat and clean and in line with contemporary casual business attire.

Inappropriate items include, but are not limited to: sweat pants, bib overalls, exercise leggings, tank tops, any tops with bare shoulders unless worn with another blouse, top or jacket, novelty or undergarment tee-shirt, novelty or team sweatshirts, athletic or cutoff shorts, athletic shoes unless solid black in

color, sandals or any open toe shoe. The exception to this policy is officers assigned to special detail for undercover purposes.

2. Headgear will be appropriate for the circumstances and surroundings of the particular work environment the person is engaged in at that time. It is inappropriate to wear caps/hats inside buildings for long periods of time.
 - a) The minimum standard for court will be contemporary business attire. The minimum standard for a male officer would be dress shoes, pants, shirt with tie and a sport coat, and for female officers, it would be dress shoes, blouse, pants or skirt, dress or suit.

G. MISCELLANEOUS ASSIGNMENTS

1. In-Service Dress: Officers will dress with clothing that is appropriate for the activities of the in-service. No jeans are allowed.
2. Special Duty Job: Officers working "special duty" jobs in uniforms will adhere to the "military-style uniform" policy and all other appearance policies.
3. Specialized Assignment Dress: The Department has a number of specialized assignments (training, safety education, etc.) that have unique uniform clothing items which identifies them as Elkhart Lake Police Officers. Officers shall wear clothing items that are appropriate for the assignment and within the parameters of the Elkhart Lake Police Department policies.

H. UNIFORM (CLOTHING) ACCOUNT

1. Sworn personnel of the Department receive annual funding for approved uniform and/or equipment purchases. This money is added to the individual employee's uniform account effective January 1st of each year and cannot be used prior to that date.
2. Under no circumstances are employees permitted to exceed the amount available in their account. If an employee orders items which exceed the current account balance, he/she will be required to pay the difference out of pocket either directly to the vendor or to the Village of Elkhart Lake.
3. The clothing allowance is meant to offset or pay for authorized uniform and equipment items related to the duties of the police officers.
4. Uniform Account funds may be used for authorized articles which need replacement due to normal wear in addition to those items needed to maintain an adequate inventory of clothing and equipment.
5. Body armor is eligible for replacement after five years and shall be paid for as agreed upon with the department.
6. The Chief of Police is authorized to purchase a dress uniform. These command officers may purchase this uniform using the Uniform Account or

pay out of pocket if on a monthly clothing allowance. Each member of the Management Team is required to have one dress uniform available.

7. Officers authorized to use bicycles during their tours of duty are permitted to purchase approved uniform attire for this purpose from their individual clothing account.

I. REPLACEMENT OF LOST, STOLEN OR DAMAGED EQUIPMENT

1. If an item of department issued property is lost or damaged, the affected employee will forward a memo to the Chief of Police detailing the circumstances of the loss.
2. If the Chief of Police determines that the article was lost or damaged due to employee negligence or willfulness, the employee may be subject to disciplinary action. Conduct constituting criminal damage to property may be prosecuted.
3. The Village shall replace each employee's uniform articles damaged as a result of the performance of his/her duty.
4. Personal watches damaged in the course of on-duty work and not through employee negligence, will be repaired or replaced to maximum cost of \$50.00.
5. The Department recommends the wearing of safety glasses, but other prescription glasses will be repaired or replaced at a reasonable cost for frames and lenses, if lost or damaged while taking police action. Employees are discouraged from wearing special designer type frames on duty.

Officers wearing special frames or lenses (e.g., designer frames, polarized, ultraviolet or scratch-resistant lenses, etc.) will be responsible for the additional cost beyond standard frames.

The Department will pay for the replacement of specialized lenses if the employee shows that an optometrist has prescribed the lenses due to a specific health need or eye sensitivity of the employee.

6. Contact lenses will be replaced if lost or damaged as a result of taking a police action.
7. Damaged or lost jewelry, such as beads, earrings, rings, bracelets, etc. will be the responsibility of the employee and the Department will make no repair or replacement.
9. Work-related equipment not issued by the Department will remain the responsibility of the employee and no repair or replacement will be made at Department expense.

J. UNIFORM AND EQUIPMENT DISPOSITION UPON TERMINATION

1. Employees who terminate their employment with the Department will be responsible for turning in all uniforms and equipment.
2. Employees who terminate their employment with the Department shall turn in all Department owned property no later than twenty four hours of termination. Failure of a terminated employee to return Department property in serviceable condition shall result in the Department determining the replacement cost of the property and the Department pursuing any legal means to recover the property or their value in replacement costs.

K. Personal appearance

1. All employees of the Department are visible representatives of the Village and the Department. Therefore, during duty hours or while performing duties or tasks on behalf of the Department clothing and grooming should be neat and clean. This Policy & Procedure shall apply to both uniformed and non-uniformed employees unless otherwise specified.

L. Tattoos and branding

1. Visible tattoos on the ears, head, face or neck area are prohibited.
2. Officers with tattoos/ branding may be required to keep them covered if they are unsightly or offensive.

M. Fingernails

1. Fingernails will be no longer than one-half inch from fingertip.
2. Fingernail color will be in good taste and subdued in appearance.

N. Hair

1. Hair will be neatly trimmed, clean and styled.
2. All styles must not detract from the employee's appearance as a professional. Extreme haircuts such as tracks, designs, decorations, sculptures cut into the hair, cornrows and Mohawks are prohibited.
3. Extreme or unnatural hair colors are prohibited.
4. If wigs and hair pieces are worn, they must conform to the established grooming standards.

O. Hair length

1. Uniform officers' hair will not extend more than two inches beyond the bottom of the shirt collar at the center of the back, and will not interfere with the

wearing of a uniform hat/cap.

2. The length and/or bulk of an employee's hair shall not be such that it presents an unprofessional, unkempt, or neglected appearance.

P. Hair accessories

1. Hair accessories that may be worn include bobby pins, hair bands, and hair clips.
2. Hair bands worn by uniformed officers must be of a solid color of white, black or navy blue.
3. Hair clips worn by uniformed officers must be a plain shape and in the color of white, black or navy blue, or natural hair color.
4. Decorative or fashion hair accessories not mentioned above are prohibited by uniformed officers.

Q. Sideburns

1. Sideburns will be neatly trimmed and tapered in the same manner as the haircut. They will be evenly trimmed on each side of the face.

R. Mustaches and beards

1. Officers may wear beards, Vandyke goatees, mustaches or other arrangements that when maintained in a neat, clean manner, present a groomed appearance.
2. Facial hair shall not exceed one and one half inches in length.

S. Jewelry

1. Officers may wear one stud/post earring in each earlobe, but the earrings cannot be larger than 5mm.
2. Uniform officers shall not wear any visible necklace, unless authorized by the Department (i.e., ID chain).
3. Officers may wear one wrist watch.
4. Uniform officers shall not wear bracelets unless it is a medical bracelet.
5. Officers may wear two rings, but cannot have a height of over one half inch from the top of the finger.

T. Body piercing

1. The wearing of body piercing jewelry, other than allowed earrings, is prohibited in body areas that are visible to the public.

Michael Meeusen
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/01/2015