

Uniform Regulations

1024.1 PURPOSE AND SCOPE

The uniform policy of the Beloit Police Department is established to ensure that uniformed officers, special assignment personnel and non-sworn employees will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following policies:

- Firearms (306)
- Department-Owned and Personal Property (700)
- Body Armor (1012)
- Personal Appearance Standards (1023)

The uniform and equipment specifications procedure manual is maintained and periodically updated by the Chief of Police or the authorized designee. The procedure manual (SOP 1024) should be consulted regarding authorized equipment and uniform specifications.

The Beloit Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency as outlined in this policy or agreed upon in the respective employee group's collective bargaining agreement as applicable.

1024.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose, which is to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

- (a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.
- (b) All sworn members of this department shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) Employees should not loan any portion of the uniform to others.
- (e) Employees shall not permit the uniform to be reproduced or duplicated.
- (f) The uniform is to be worn in compliance with the specifications set forth in the department's uniform and equipment specifications procedure manual (SOP 1024).
- (g) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (h) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.

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- (i) Uniforms are only to be worn while on-duty, while in transit to or from work, for court or at other official department functions or events.
- (j) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform.
- (k) Visible jewelry, other than those items listed below, shall not be worn with the uniform, unless specifically authorized by the Chief of Police or authorized designee.
 - 1. Wrist watch
 - 2. Wedding rings, class ring or other ring of tasteful design; a maximum of one ring/set may be worn on each hand
 - 3. Medical alert bracelet

1024.2.1 DEPARTMENT-ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department-issued identification card at all times while on-duty or when carrying a concealed weapon.

- (a) Officers working specialized assignments may be excused from the requirements regarding the possession of identification when directed by their Captain.

1024.3 UNIFORM CLASSES

The various uniform specification classes are those identified in this policy.

1024.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions, such as funerals, graduations, ceremonies or as directed by the Chief of Police. The Class A uniform is required for all sworn personnel above the rank of sergeant.

The Class A uniform minimally includes:

- (a) Uniform dress pants with a long-sleeve white shirt, tie, and collar brass.
- (b) A white crew neck undershirt must be worn with the uniform.
- (c) Uniform coat with brass insignia, nameplate, and award pins.
- (d) Polished shoes with dark blue or black socks.

During inclement weather, outside events or as otherwise directed, a department issued overcoat and campaign hat may be worn. The duty belt shall not be worn with a Class A uniform. Boots with pointed toes are not permitted.

1024.3.2 CLASS B UNIFORM

All sworn personnel below the rank of lieutenant will possess and maintain a serviceable Class B uniform. The Class B uniform is to be worn on special occasions, such as funerals, graduations, ceremonies, circuit court appearances, or as directed by the Chief of Police.

The Class B uniform minimally includes:

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- (a) Uniform pants, long-sleeve dark blue shirt worn with a tie, brass insignia, nameplate and award pins
- (b) A white, navy blue or black crew neck undershirt must be worn with the uniform.
- (c) Approved duty belt with assigned equipment in a polished state and polished shoes with dark blue or black socks. Boots with pointed toes are not permitted.
- (d) The campaign hat if the event is outdoors or as otherwise directed.

1024.3.3 CLASS C UNIFORM

All uniformed personnel shall maintain and have immediately available at the Department an additional Class C uniform in the event their uniform becomes soiled. Non-uniformed sworn personnel shall have a Class C uniform immediately available at the Department in the event they need to be deployed due to an emergency situation. The Class C uniform is worn for daily use and may allow field personnel more appropriate seasonal attire or provide a more durable uniform for day-to-day or special duty assignments. The Class C uniform will minimally include:

- (a) The long- or short-sleeve dark blue shirt may be worn with the collar open. No tie is required.
- (b) A white, navy blue or black crew neck undershirt must be worn with the uniform.
- (c) All shirt buttons must remain buttoned except for the last button at the neck.
- (d) Machine stitched or brass insignia and nameplate.
- (e) A pullover or lighter wear uniform shirt, winter sweater, and/or uniform pants affording additional pockets, functionality, etc.
- (f) All black shoe, which may be of a non-leather material, but must be clean and professional looking along with dark blue or black socks. Boots with pointed toes are not permitted.
- (g) Approved duty belt with all assigned duty equipment.
- (h) Body armor under the uniform shirt or contained within an approved outer vest carrier.
- (i) Department issued knit or baseball cap

1024.3.4 COMMUNITY SERVICE OFFICER (CSO)

Community Service Officers shall wear approved uniform attire similar to a Class C uniform, but it shall be distinguishable from that of a sworn officer both in color, insignia, and equipment. CSO's shall not wear civilian clothing over their uniform while on duty and shall only be equipped with department approved safety devices and/or tools necessary to perform their duties. CSO's shall also maintain an additional uniform that is immediately available at the Department.

1024.3.5 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units, such as the tactical operations, bicycle patrol, honor guard, and other specialized assignments.

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1024.3.6 FOUL WEATHER GEAR

The uniform and equipment specifications manual lists the authorized uniform jacket and rain gear.

1024.4 INSIGNIA AND PATCHES

- (a) The authorized shoulder patch supplied by the Department shall be machine stitched to the right sleeve of all uniform shirts and jackets, 3/4-inch below the shoulder seam of the shirt, and should be bisected by the crease in the sleeve.
- (b) Service stripes indicating length of service may be worn on long-sleeve shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn 2-inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only. One service stripe equals five (5) years of completed law enforcement service designated as follows:
 1. Chief of Police, Inspector, Captain, and Lieutenant: Gold stripe with black piping
 2. Sergeant: Blue stripe with white piping
 3. Police Officer: White stripe with blue piping
- (c) The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform. The metal nameplate shall display the employee's first and last name. The sewn on nameplate may have the employees first initial and last name or just the last name. Either nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
- (d) When a jacket is worn, the nameplate or an authorized sewn-on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.
- (e) Assignment insignias, (e.g., SWAT and FTO) may be worn as designated by the Chief of Police or the authorized designee.
- (f) An American flag patch of a size not to exceed 3 inches by 5 inches may be worn on the left sleeve using appropriate flag display etiquette.
- (g) The department-issued badge or an authorized sewn-on cloth replica must be worn and be visible at all times while in uniform. Sworn non-uniform personnel will wear or carry the badge so it is in reasonable proximity to the firearm and can be displayed whenever appropriate.
- (h) The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police or the authorized designee may authorize exceptions.

1024.4.1 RANK INSIGNIA

Chief of Police

- Four gold stars worn along and 1" below the top edges of the uniform shirt collar (brass or stitched-on) and 1" from the front collar edge. Laterally across the shoulder boards of any outerwear or Class A uniform coat

Inspector

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- Two gold stars worn along the 1" below the top edges of the uniform shirt collar (brass or stitched-on) and 1" from the front collar edge. Laterally across the shoulder boards of any outerwear or Class A uniform coat

Captain

- Two gold bars worn vertically along and 1" from the front edges of the uniform shirt collar (brass or stitched-on) and 1" from the top collar edge. Laterally across the shoulder boards of any outerwear or Class A uniform coat

Lieutenant

- One gold bar worn vertically along and 1" from the front edges of the uniform shirt collar (brass or stitched-on) and 1" from the top collar edge. Laterally across the shoulder boards of any outerwear or Class A uniform coat

Sergeant

- Gold three-stripe insignia worn within the bottom corners of the uniform shirt collar (brass or stitched-on)
- Blue with white piping stitched on cloth insignia worn on each uniform sleeve equally placed below the Department patch and American flag.

1024.4.2 MOURNING BADGE BAND

Sworn members may wear a mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. Non-sworn members may wear a similarly designed ribbon or adornment. The mourning bands or ribbons may be all black or black and blue. The following mourning periods will be observed:

- (a) An officer of this department - From the time of death until midnight of the day after the death.
- (b) A peace officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out-of-region peace officer.
- (d) National Peace Officers Memorial Day (May 15) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police or the authorized designee.

1024.5 CIVILIAN ATTIRE

The following applies to sworn members assigned to the Special Operations Division and any non-sworn member assigned throughout the Department.

- (a) All employees shall wear clothing that fits properly, is clean and free of stains and not damaged or excessively worn.
- (b) All male administrative, investigative and support personnel who are approved or required to wear civilian clothing to work shall wear button-style shirts with a collar, slacks or suits that are moderate in style.

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- (c) All female administrative, investigative and support personnel who are approved or required to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses or suits that are moderate in style.
- (d) All Records Bureau line staff shall wear the issued uniform shirt with pant attire as outlined in this policy.
- (e) The following items shall not be worn on-duty:
 - 1. T-shirt alone
 - 2. Open-toed sandals or thongs
 - 3. Swimsuit, tube tops or halter tops
 - 4. Spandex type pants or see-through clothing
 - 5. Distasteful printed slogans, buttons or pins
 - 6. Denim pants of any color
 - 7. Shorts
 - 8. Sweatshirts, sweatpants or similar exercise clothing
- (f) Variations from this order are allowed at the discretion of the Chief of Police or the authorized designee when the employee's assignment or current task is not conducive to wearing such clothing.
- (g) No item of civilian attire may be worn on-duty that would adversely affect the reputation of the Beloit Police Department or the morale of the employees.
- (h) Sworn employees carrying firearms while wearing civilian attire should ensure their badge is prominently displayed or wear clothing that effectively conceals the firearm when outside a controlled law enforcement facility or work area and if appearing in court, shall also wear a tie.

1024.6 POLITICAL ACTIVITIES, ENDORSEMENTS, ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM

Unless specifically authorized by the Chief of Police, Beloit Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published or displayed, the image of another employee, or identify him/herself as an employee of the Beloit Police Department to do any of the following (Wis. Stat. § 164.015):

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose, any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication, or on any motion picture, film, video, public broadcast or on any website.

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1024.7 OPTIONAL EQUIPMENT - MAINTENANCE AND REPLACEMENT

- (a) Any of the items listed in the uniform and equipment specifications manual as optional shall be purchased at the expense of the employee. No part of the purchase cost shall be offset by the Department.
- (b) Maintenance of optional items shall be the financial responsibility of the purchasing employee (e.g., repairs due to normal wear and tear).
- (c) Replacement of items listed in this order as optional shall be done as follows:
 - 1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
 - 2. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property outlined in the Department-Owned and Personal Property Policy.

1024.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Beloit Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the uniform and equipment specifications manual or by the Chief of Police or the authorized designee.

Beloit Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the uniform and equipment specifications manual or by the Chief of Police or the authorized designee.

1024.9 NOTIFICATION

The Department shall, at the time of hiring, notify each employee of the uniform regulations and clothing requirements (Wis. Stat. § 103.14).