



BELOIT POLICE DEPARTMENT POLICY MANUAL

PD-1024

UNIFORM REGULATIONS

Newest Revision Date	Original Issue Date	Prior Revision Date(s)	Pages
04/30/2024	9/12/2022	9/22/2022	9
Special Instructions/Attachments/Sources See PD-1024 (SOP)			

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 Standard Operating Procedure manual (PD-1024(SOP Uniform and Equipment Specifications)) 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

Employees shall wear the uniform or specified attire to be identified as the law enforcement authority or members of the Beloit Police Department. 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.

- Uniforms 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 professional.
- 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.
- Personnel shall wear only the uniform specified for their rank and assignment.
- Employees should not loan any portion of the uniform to others outside of the Beloit Police Department.
- Employees shall not permit the uniform to be reproduced or duplicated.

- (f) The uniform is to be worn in compliance with the specifications outlined in PD-1024(SOP) Uniform and Equipment Specifications Standard Operating Procedure Manual.
- (g) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations. (See Policy PD-402 Briefing)
- (i) Uniforms are only to be worn while on duty, while in transit to or from work, training, 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.

Visible jewelry shall be worn per the PD-1023 Personal Appearance Standards policy.

1024.3 REQUIRED EQUIPMENT

Members shall have the following equipment when they are in a situation where they could reasonably be expected to take enforcement action.

- Command Staff – Department-issued firearm, 2 additional magazines, body armor (See Body Armor policy PD-1012 Body Armor), 1 set of handcuffs, radio, and flashlight.
- Patrol (Sergeants and Patrol Officers) – Department-issued firearm, 2 additional magazines, body armor, 2 sets of handcuffs, OC spray, Taser, body camera, radio, flashlight, and baton ring.
- Detective Bureau - Department-issued firearm, 2 additional magazines, body armor, 1 set of handcuffs, body camera, radio, and flashlight.
- Community Service Officers – Radio, flashlight, body armor if issued, and OC spray.

1024.4 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 have their department-issued identification card at all times while on duty or when carrying a concealed weapon.

Officers working specialized assignments may be excused from the requirements regarding the possession of identification when approved by their Captain.

1024.5 UNIFORM CLASSES

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

1024.5.1 CLASS A UNIFORM

All sworn personnel above the rank of sergeant will possess and maintain a serviceable 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 minimally includes:

- (a) Class A uniform pants with a Class A long-sleeve white shirt, badge, tie, tie bar, brass nameplate, and brass insignia.
- (b) Class A uniform coat with brass insignia and brass nameplate.
- (c) Polished black shoes with black socks.
- (d) Dress uniform hat with a metal ranked hat badge, if directed

During inclement weather, outside events, or as otherwise directed, a department-issued overcoat and dress uniform hat may be worn. The duty belt shall not be worn with a Class A uniform.

1024.5.2 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, or as directed by the Chief of Police.

The Class B uniform minimally includes:

- (a) Class B pants, class B long-sleeve shirt with optional service stripes, worn with a tie, tie bar, metal insignia, metal nickel nameplate, and award pins
- (b) Approved duty belt or holster.
- (c) Dress uniform hat as directed.
- (d) All black shoes, which may be of a non-leather material, must be clean and professional looking along with black socks.
- (e) Body armor is not required, but if worn, shall be in an internal carrier under the uniform shirt.

1024.5.3 CLASS C UNIFORM

The Class C uniform is the daily uniform for sworn personnel. All sworn personnel shall have an additional Class C uniform at the police department in the event their uniform becomes soiled.

A. COMMAND STAFF SWORN PERSONNEL

Unless otherwise approved, all sworn personnel above the rank of sergeant shall wear the Class C uniform to minimally include:

- 1) The long- or short-sleeve class C shirt or winter sweater. No tie is required.
- 2) Any approved pants.
- 3) A white or black crew neck undershirt must be worn with the uniform.
- 4) All shirt buttons must remain buttoned except for the last button at the neck.
- 5) Brass insignia and brass nameplate.
- 6) Service stripes on long-sleeve shirts optional
- 7) All black shoes, which may be of a non-leather material, must be clean and professional looking along with black socks.
- 8) Approved duty belt or holster.
- 9) Body armor when applicable with embroidered nametape on the outer vest carrier (see policy PD-1012 Body Armor).

B. UNIFORMED SWORN PERSONNEL

All uniformed personnel below the rank of lieutenant shall wear the Class C uniform to minimally include:

- 1) Any approved long- or short-sleeve shirt. No tie is required.
- 2) Any approved pants
- 3) A white or black crew neck undershirt must be worn with the uniform.
- 4) All shirt buttons must remain buttoned except for the last button at the neck.
- 5) All black shoes, which may be of a non-leather material, must be clean and professional looking along with black socks.
- 6) All required duty equipment per PD-1024.3.
- 7) Body armor with embroidered nametape on the outer vest carrier. (see policy PD-1012 Body Armor)

1024.5.4 NON-UNIFORMED SWORN PERSONNEL

Non-uniformed sworn members shall wear clothing that;

- 1) Specialty Positions
 - a. Detectives and Child abuse officers shall wear business professional attire (e.g. a business suit or jacket, trousers, dress shirt with tie, blazer with slacks or skirt, or a dress).
 - b. VCIT Officers, Detectives, and Sergeant may wear business casual, issued, or approved department logo business casual clothing with business casual pants and shoes/boots to maintain a professional appearance.
 - c. School Resource Officers should wear khaki pants, a navy polo with their name on the left sleeve "SRO Last name", and an issued outer vest carrier.
- 2) The Captain of SOD may authorize members to wear other non-uniformed attire based on duties but must be conservative with minimal graphics limited to branding only. Attire will be approved based on the member's scheduled activities for the day of the request.
- 3) All clothing must fit properly, be clean and free of stains, and not damaged or excessively worn.
- 4) Sworn employees carrying firearms while wearing non-uniformed 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.
- 5) Prior to taking any enforcement action, sworn members must immediately affix their badge and other issued police identifiers so that it is clearly visible to the public and other law enforcement officers.
- 6) Non-uniformed sworn members shall have a Class C uniform immediately available at the Department in the event they need to be deployed due to an emergency situation. Class C uniform will be worn when working special events or performing patrol duties.

1024.5.5 COURT ATTIRE UNIFORM

Members of the Department shall wear the following attire for court.

- Uniformed members shall wear Class B Uniform.
- Non-uniformed sworn members shall wear Class B Uniform or business professional attire.
- Non-sworn civilian staff shall wear business professional attire.
- Uniformed members required to appear in court for a preliminary hearing during scheduled work hours may wear duty uniforms.

1024.5.6 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. CSOs 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. CSOs shall also maintain an additional uniform that is immediately available at the Department.

1024.5.7 SPECIALIZED UNIT UNIFORMS

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

1024.5.8 TRAINING ATTIRE

Members of the Department shall wear the following attire when instructing or attending training:

- Approved class C uniform
- Business casual, or quarter zip/polo with approved department logo clothing with business casual pants and shoes to maintain a professional appearance.
- Any uniform/clothing authorized by an instructor based on the training environment.
- Department-issued firearm, unless authorized by the Chief or designee.

1024.5.9 INCLEMENT WEATHER GEAR

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

Inclement weather is defined as any weather or conditions that may endanger the public or City of Beloit Police Department Officers including, but not limited to, blizzards, heavy snow, ice storms, and extreme cold.

The inclement weather criteria shall be enacted by the Chief of Police or his or her designee when the weather criteria or “real feel” temperature or wind chill is below zero degrees. The inclement weather directive should be considered by the on-duty supervisor in other reasonable circumstances (i.e., being on the perimeter for an extended period and exposed to elements).

With the inclement weather directive enacted cold weather gear shall be either black or blue, shall still allow for quick identification as a City of Beloit Police Officer, and shall not interfere with any required equipment.

Once the inclement weather directive has been enacted, cold weather gear such as face coverings, balaclava, and neck gaiters shall be allowed to cover the face, except when in contact with the public. Winter stocking caps that are “rolled” over the ears shall be allowed along with winter snow boots so long as they maintain a professional appearance, are black, and do not hinder work performance.

1024.6 INSIGNIA AND PATCHES




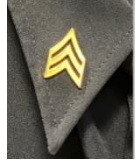

- (a) The authorized shoulder patch supplied by the Department shall be machine stitched to the right sleeve of all uniform shirts and jackets, 3/4-inch below the shoulder seam of the shirt, and should be bisected by the crease in the sleeve.
- (b) Service stripes indicating length of service may be worn on long-sleeve shirts. 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 and is designated as follows:
 - Chief of Police, Assistant Chief, Captain, and Lieutenant: Gold stripe with black piping
 - Sergeant: Blue stripe with white piping
 - Police Officer: Blue stripe with white piping
- (c) The regulation brass nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform. Any nameplate will have the employee's first initial and last name. Nameplates shall be worn and placed above the right pocket located in the middle, bisected by the






































pressed shirt seam, with an equal distance from both sides of the nameplate to the outer edge of the pocket. The nameplate shall be visible at all times.



- (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 metal badge must be worn at all times on the external vest carrier or shirt, whichever is the outermost. 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.
- (i) Award and recognition bars shall be worn per PD-1003 Awards policy.

1024.6.1 RANK INSIGNIA

Shall be worn per 1024 Uniform Regulations Standard Operating Procedure

Rank	Positioning	
Chief of Police	Collar brass four gold finished stars - positioned 1 inch from the outer edge of the collar and centered between the top and bottom edges.	Pic Coming
Assistant Chief	Collar brass two gold finished stars - positioned 1 inch from the outer edge of the collar and centered between the top and bottom edges.	
Captain	Collar brass two gold finished bars – positioned at a 45-degree angle, 1 inch from the corner of the collar.	
Lieutenant	Collar brass one gold finished bar - positioned at a 45-degree angle, 1 inch from the corner of the collar.	
Sergeant	Collar brass gold finished three-stripe positioned at a 45-degree angle, 1 inch from the corner of the collar, and three-stripe shirt sleeve insignia blue with white piping	
Officer/Detective	Collar brass “BPD” nickel finish positioned 1 inch from the corner of the collar and bottom edge along the seam line.	

Collar Insignia	Badge	Uniform Insignia and Patches			Nameplate
Chief 		Right Sleeve 	Left Sleeve 	Longevity Bars Left Sleeve 	Brass gold finish Embroidered nametape on outer vest carrier
Assistant Chief 		Right Sleeve 	Left Sleeve 	Longevity Bars Left Sleeve 	Brass gold finish Embroidered nametape on outer vest carrier
Captain 		Right Sleeve 	Left Sleeve 	Longevity Bars Left Sleeve 	Brass gold finish Embroidered nametape on outer vest carrier
Lieutenant 		Right Sleeve 	Left Sleeve 	Longevity Bars Left Sleeve 	Brass gold finish Embroidered nametape on outer vest carrier
Sergeant  Class B Uniform		Right Sleeve  	Left Sleeve  	Longevity Bars Left Sleeve 	Class B - Brass gold finish Class C - Embroidered nametape
Detective  Class B Uniform		Right Sleeve 	Left Sleeve 	Longevity Bars Left Sleeve 	Class B - Brass nickel finish Class C - Embroidered nametape
Officer  Class B Uniform		Right Sleeve 	Left Sleeve 	Longevity Bars Left Sleeve 	Class B - Brass nickel finish Class C - Embroidered nametape

Community Service Officer	None	Right Sleeve 	Left Sleeve 	Embroidered nametape
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1024.6.2 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 shall be all black and .5" in width. The following mourning periods will be observed:

- (a) An officer of this department - From the time of death until midnight on the day of the funeral.
- (b) A peace officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.
- (c) While displaying a badge when attending the funeral of an active LEO. Upon the completion of the funeral, the mourning band shall be removed.
- (d) Funeral attendee - While attending the funeral of an out-of-region peace officer.
- (e) National Peace Officers Memorial Day (May 15) - From 0001 hours until 2359 hours.
- (f) As directed by the Chief of Police or the authorized designee.

1024.7 NON-SWORN CIVILIAN ATTIRE

The following applies to non-sworn members of the Department.

- (a) All employees shall wear clothing that fits properly, is clean and free of stains, and is not damaged or excessively worn. 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. 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.
- (b) Non-sworn personnel shall wear department-issued logo or business casual clothing with business casual bottoms (slacks, jeans with no holes or rips, skirts). Shoes should be in keeping with a business setting. Employees may wear sandals (no flip-flops) as approved by the division supervisor, if they maintain a professional appearance.
- (c) Records Clerks
 - Department-issued logo top with business casual bottoms (slacks, jeans with no holes or rips, skirts). Shoes should be in keeping with a business setting. Employees may wear sandals (no flip-flops) as approved by the division supervisor, if they maintain a professional appearance.
- (d) Community Service Officer Uniform
 - Department-issued uniform.
 - All black shoes, which may be of a non-leather material, must be clean and professional-looking along with black socks.
- (e) Vehicle Maintenance.
 - Shall wear clothing suitable for vehicle maintenance work.
 - Clothing should not be loose fitting to avoid being caught in rotating equipment.

1024.8 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.

1024.9 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) Gloves – should be black with minimal insignia and be professional-looking. Gloves should only be worn when there is a safety concern or weather condition.
- (c) Maintenance of optional items shall be the financial responsibility of the purchasing employee (e.g., repairs due to normal wear and tear).
- (d) Items listed in this order as optional shall be replaced 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 policy PD-700 Department-Owned and Personal Property.

1024.10 UNAUTHORIZED UNIFORMS, EQUIPMENT, AND ACCESSORIES

Beloit Police Department employees may not wear any uniform item, additional clothing, accessory, or attachment unless specifically authorized in PD-1024(SOP) Uniform and Equipment Specifications Standard Operating Procedure 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 PD-1024(SOP) Uniform and Equipment Specifications Standard Operating Procedure Manual or by the Chief of Police or the authorized designee.

1024.11 NOTIFICATION

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

1024.12 ANNUAL REVIEW

The Assistant Chief of Police or designee shall annually review the policy with the Department's uniform committee to ensure the policy is updated with best practices and current uniform needs of the Department.