

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT:	UNIFORMS, EQUIPMENT, AND DRESS CODE	NUMBER:	2.4.2
		ISSUED:	5/5/09
SCOPE:	All Police Personnel	EFFECTIVE:	5/5/09
DISTRIBUTION:	General Orders Manual	<input checked="" type="checkbox"/> RESCINDS	B-1-80 9.1
		AMENDS	
REFERENCE:	WI State Statute 103(14)	WILEAG 3 RD EDITION STANDARDS: 1.2.3, 2.4.4, 6.1.7, 6.1.8	

INDEX AS: Appearance
Body Armor
Dress Code
Equipment
Grooming
Uniform

PURPOSE: The purpose of this Order is to establish the uniform, appearance and grooming standards for all Police Department employees as well as identify the equipment that to be issued to each sworn officer. This Order contains one section which applies to the Sworn Officer Standards, and one section which applies to the Civilian Employee Standards.

This Order consists of the following numbered sections:

- I. POLICY
- II. RESPONSIBILITY
- III. NON-CONFORMING UNIFORM OR CLOTHING
- SWORN OFFICER STANDARDS**
- IV. UNIFORM & EQUIPMENT SPECIFICATIONS
- V. DEPARTMENT ISSUED UNIFORM & EQUIPMENT
- VI. BODY ARMOR
- VII. NON-ISSUE CLOTHING ITEMS
- VIII. LEATHER EQUIPMENT

- IX. WEARING OF THE UNIFORM
- X. WEARING OF THE BIKE UNIFORM
- XI. WEARING THE UNIFORM OFF DUTY
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- XIII. JEWELRY, TATTOOS, PURSES, BUTTONS, AND ZIPPERS
- XIV. UNAUTHORIZED ITEMS NOT TO BE WORN ON UNIFORM
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CIVILIAN EMPLOYEE STANDARDS

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I. POLICY

- A. The Port Washington Police Department functions in a business environment providing services to the community. Though it is important to be comfortable while at work, employees must present a business-like appearance and image. The Chief of Police shall establish the police uniform and prescribe the requirements for wearing of the uniform and for the civilian dress of officers when on duty or off duty when acting in their capacity as a police officer for the department. Civilian employee attire shall be clothing which is approved by the Chief of Police as identified in this Order.

II. RESPONSIBILITY

- A. Supervisory officers are charged with the responsibility of seeing that their sworn subordinates are at all times properly wearing and maintaining their uniforms and equipment and conforming to the established grooming standards, and that their non-sworn subordinates alike are at all times wearing the appropriate and approved attire.

III. NON-CONFORMING UNIFORM OR CLOTHING

- A. All department employees shall be required to be in regulation uniform or civilian attire as set forth in this Order at all times, while on duty.
- B. Exceptions to this rule may be made and employees may be excused from wearing the regulation uniform or civilian attire when good police practices require that an employee not be in uniform or prescribed civilian attire. Such exceptions shall be granted by supervisory officers only.
- C. Employees excused from wearing the regulation uniform or civilian attire while performing their duties shall have complete uniforms or civilian attire available in the event that a change in assignment may require same.

SWORN OFFICER STANDARDS

IV. UNIFORM & EQUIPMENT SPECIFICATIONS

- A. Sworn members of the department while on-duty or off-duty and when acting in their official capacity as a police officer, shall wear only the prescribed uniform and carry only the equipment and ammunition which has been issued or approved by the Chief of Police.

V. DEPARTMENT ISSUED UNIFORM & EQUIPMENT

- A. The uniform and equipment issued to sworn department members shall be of the type and in the quantity as prescribed herein or by the Chief of Police.
- B. The department shall replace police uniform items and equipment which are damaged in the line of duty. Damaged items shall be turned over to the Captain.

VI. BODY ARMOR

- A. It is the policy of the Port Washington Police Department to maximize officer safety through the wearing of body armor in conjunction with the practice of prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for sound, basic safety procedures.
- B. Issuance of body armor
 - 1. The purchase of approved body armor through the officer's uniform allowance is hereby authorized by the Chief of Police.
 - 2. All officers shall be required to wear body armor with their uniform during field assignments.

3. All body armor issued by the department shall comply with the current minimum protective standards prescribed by the National Institute of Justice.
- C. Use of body armor
1. Body armor shall be worn immediately upon issuance, and shall be worn under the uniform shirt
 2. Both uniformed and non-uniformed officers are required to wear the department issued body armor at all times while on duty unless exempted as follows:
 - a) When the officer is involved in undercover or plain-clothes work that a supervisor determines would be compromised by the wearing of body armor.
 - b) When the officer is assigned to perform an administrative function.
 - c) When the officer is assigned to a classroom training session.
- D. Inspection of body armor
1. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy.
 2. Supervisors shall be responsible for an annual documented inspection of all department issued body armor for fit, cleanliness, signs of damage, abuse and wear.
- E. Care and maintenance of department issued body armor
1. Each officer is responsible for the proper storage of body armor in accordance with manufacturer's instructions and daily inspection for signs of damage and general cleanliness.
 2. Since dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning their body armor in accordance with the manufacturer's instructions.
 3. Officers are responsible for reporting any damage or wear to the ballistic panels or cover to their shift supervisor.

VII. NON-ISSUED CLOTHING ITEMS

- A. The following non-issue items must be worn with the uniform:
1. Socks: If visible and worn with low cut shoes, must be black or navy blue. If white socks are necessary due to medical requirements, prior approval must be obtained from the Chief of Police.

2. Shoes: Shall be a black military style boot or oxford with a plain rounded toe. Any other style of footwear must be approved by the Chief or his/her designee. Shoes or boots with any type of decorative stitching or adornment shall not be allowed. Shoes and boots shall be kept clean, shined and in good repair.
- B. The following non-issued items may be worn with the uniform:
1. T-shirts: When worn with an open collar, short-sleeved uniform shirt and visible, t-shirt must be dark navy in color.
 2. Turtleneck Shirt (or dickey): Shall be worn under the long-sleeved uniform shirt if a necktie is not worn.
 3. Gloves: Shall not be worn when in or about the police department, or while in the field and in a "safe environment" when in direct contact with citizens or while interviewing citizens. Must be black or navy blue in color.
 4. Muffler/Scarf: When worn, must be worn around the neck and tucked inside the jacket. Must be black or navy blue in color.
 5. Sweater: May be worn with the uniform. "V" neck pullover style only.
 6. Approved Insulated Vest Without Collar: Must be black or navy blue in color. May be worn in lieu of or without the jacket.
 7. Sunglasses: If worn, may be metal frames, plastic frames, or clip-on style. Plastic frames must be black, brown, or navy blue in color. Sunglasses may not have mirrored lenses.

VIII. LEATHER EQUIPMENT

- A. The following leather equipment shall be worn on the Sam Browne belt:
1. Chemical Agent Holder
 2. Handcuff Holder
 3. Holster
 4. Magazine Holder
 5. Radio Holder
 6. Latex Glove Holder
 7. Taser
- B. The order of placement of the leather equipment on the Sam Browne belt shall be at the discretion of the individual officer for personal comfort and accessibility.
- C. The flashlight holder, key holder, and pocket knife holder shall be plain black leather and shall be optional.

IX. WEARING OF THE UNIFORM

- A. Uniformed officers shall be required to be in regulation uniform at all times while on duty.
- B. Uniforms, when worn, shall be neat, clean, and well pressed. Shoes, leather, and brass shall be polished.
- C. The badge/shield shall be displayed in the proper place on the shirt or outermost garment except when foul weather gear is worn for a short period of time; e.g., raincoat.
- D. Shirt: Due to weather changes in this part of the country Officers have the discretion when to wear the long sleeve or short sleeve shirt. Shirts shall be kept neat and clean with pockets secured.
- E. Brass:
 - 1. Shield –The badge (shield) shall be worn above the left breast pocket.
 - 2. Name Tag – The name tag shall be worn centered and just above the right breast pocket when the shirt is the outer garment.
 - 3. Whistle & Chain – All Officers shall wear a traffic whistle attached to a silver or gold whistle chain (based upon rank) suspended from the right shoulder epaulette and carried in the right breast pocket of the uniform shirt.
 - 4. Collar Brass – Patrol officers shall wear “P.W.P.D.” collar brass displayed on the collar of the uniform shirt, properly aligned with the edge of the collar.
 - 5. Collar Bars – Ranking officers shall display the designated rank on the collar of the shirt. Lieutenants shall wear collar bars denoting their rank on all uniform shirts.
- F. Neckties: All officers shall be required to wear the department-issued necktie and tie clasp or the optional turtleneck as set forth in the Non-Issued Clothing Items section of this Order with the prescribed long-sleeved uniform shirt.
- G. Trousers & Belt: The prescribed uniform trousers and belt shall be worn. Trousers shall be kept neat and clean.
- H. Jackets/Outer Garments: When weather conditions dictate that a jacket or other outer garment must be worn, the jacket or garment shall be buttoned and/or zipped when in public view, except within the confines of the patrol car, in the police station, or inside a building where comfort would dictate unbuttoning the jacket. The wearing of outer garments, air-weight jacket, squad jacket, or other approved uniform jacket, shall be at the choice of the individual officer and worn in accordance with the provisions in this Order.

- I. Hat: While engaged in normal police duties, the wearing of a police hat is optional on the part of individual officer.
 - 1. There are some occasions when wearing a police hat is necessary so that officers can readily be seen and identified by citizens as well as by other officers. The Chief of Police or his designee shall determine when a specific situation or occasion arises for which wearing a police hat is mandatory.
 - 2. The hat, when worn, shall be worn squarely on the head. The hat badge shall be worn as provided when wearing the 8-point uniform hat.
- J. The "Class A" uniform shall consist of the regulation uniform with the long sleeve shirt and necktie.

X. WEARING OF THE BIKE UNIFORM

- A. Bike Uniform. The department has a special bike uniform that has been authorized to wear by members of the bike unit. This uniform shirt and trousers can also be worn by members of the department assigned to special events and for directed patrols when approved by the Chief of Police.

XI. WEARING THE UNIFORM OFF DUTY

- A. There shall be no exceptions to the wearing of the uniform while off duty. No part of the uniform is to be worn as part of off duty clothing. The uniform may be worn to and from home and work.

XII. COURTROOM DRESS , PUBLIC APPEARANCES AND TRAINING

- A. Officers may wear the police uniform in court or at public appearances when appearing as a representative of the department.
- B. Officers off duty and desiring to wear civilian clothing in court shall adhere to the following: Male Officers shall wear a dress shirt, tie, sport coat and dress slacks. Female Officers shall wear a business suit, dress, or dress slacks and blouse.
- C. Officers attending department-authorized training sessions may wear civilian clothing, in conformity with the following standards:
 - 1. Trousers shall be dress slacks or casual pants (khakis, etc.). Denim jeans of any type are prohibited.
 - 2. Neat, clean, and professional-appearing shirt or sweater. Sweatshirts, T-shirts, and clothing with advertising logos, sayings, slogans, or boldly proclaimed brand names and logos are prohibited.

- D. Officers shall also be permitted to wear denim jeans or athletic type apparel if attending training, which by its nature would dictate this type of attire.

XIII. JEWELRY, TATTOOS, PURSES, BUTTONS, AND ZIPPERS

- A. Officers are permitted to wear rings and wrist watches providing the wearing of these items shall not interfere with the officer's ability to perform assigned duties and shall not tend to inflict injury to other persons because of the size or shape of the ring or watch when in close physical contact.
- B. Officers may wear necklaces or wrist bracelets providing they do not distract from the officer's appearance or interfere with the officer's ability to perform assigned duties. Medic alert necklaces and bracelets may be worn.
- C. Officers shall not wear earrings or ear ornaments of any nature.
- D. Officers shall not wear pierced jewelry on any visible body part.
- E. Officers shall not have visible tattoos.
- F. Officers shall not carry a purse on duty except female officers assigned to plain clothes.
- G. Buttons and zippers on uniforms shall be secured at all times when the officer is in public view except as provided in the Wearing of the Uniform, Jackets/Outer Garments section of this Order.

XIV. UNAUTHORIZED ITEMS NOT TO BE WORN ON UNIFORM

- A. No other insignias, pins, or emblems, except those authorized as part of the department uniform shall be worn on the uniform.

XV. PERSONAL GROOMING

- A. Every sworn member of the department while on duty must at all times be clean and neat in appearance. Exceptions to the grooming standards may be made for certain assignment. Standards regarding appearance shall be as follows:
 - 1. Officers shall keep their hair neat, clean and trim to present a groomed appearance. Officers may wear their hair in such a style so that it covers no more than the upper one-half of the ears. Hair on the back of the head may touch but shall not extend over the shirt collar in a normal posture.
 - 2. Officers shall not wear extreme hairstyles that are considered outside of accepted professional appearance. Examples of extreme hairstyles include outrageous hair colors, shaved cuts with words or designs, and radical spike cuts.

3. Beards: The wearing of beards shall be prohibited. Except as outlined below, officers shall be clean-shaven.
4. Sideburns: Officers may wear sideburns, however, they shall not extend below the lobe of the ear, shall be unflared and neatly trimmed.
5. Mustache: Officers may wear a neatly trimmed mustache which may not extend beyond the corners of the mouth. Fu Manchu and handlebar style mustaches are not permitted.
 - a) Fu Manchu is defined as a mustache that extends to the jawbone.
 - b) Handlebar is defined as a mustache that is waxed and curled.

XVI. INSPECTION OF EQUIPMENT & PERSONNEL

- A. Each sworn member of the department shall be subject to uniform, equipment and locker inspection at such times as a supervisor, or the Chief of Police may specify.

CIVILIAN EMPLOYEE STANDARDS

XVII. CLOTHING ATTIRE FOR CIVILIAN EMPLOYEES

- A. Approved attire for female civilian employees shall be:
 1. Black dress or casual pants
 2. Button-down or pullover shirts with embroidered Port Washington Police logo
 3. Pullover and/or cardigan sweaters or fleece jackets with embroidered Port Washington Police logo
 4. Black casual or dress shoes
 5. Casual clothes may be worn on casual Friday's. Must be appropriate office casual attire.
- B. Approved attire for male civilian employees shall be:
 1. Black pants

2. Button down or pullover shirts with embroidered Port Washington Police logo
 3. Pullover and/or cardigan sweaters or fleece jackets with embroidered Port Washington Police logo
 4. Black shoes
 5. Casual clothes may be worn on casual Friday's. Must be appropriate office casual attire.
- C. Prohibited civilian employee attire :
1. Shorts/Capris/Crop pants
 2. Sweatpants or sweatshirts of any style
 3. "Jogging" type apparel
 4. Halter tops, T-shirts or tank tops
 5. Open or bare midriff garments
 6. Clothing with names, logos, graphics, advertising
 7. Mini-skirts
 8. Stretch (stirrup) pants or leggings
 9. Clogs, thongs, sport sandals, athletic or tennis shoes
 10. Female civilian employees may not wear pierced jewelry on any visible body part, except for earrings.
 11. Male civilian employees may not wear pierced jewelry on any visible body part.

XVIII. AUTHORIZED UNIFORMS

A. Regulation Uniform Shirt – Fechheimer Flying Cross

1. Style - #07W8786 (men's) #107W8786 (women's) – Navy long sleeve shirt, shoulder straps, conventional collar and band, permanent collar stays, two scalloped flaps, pleated pockets with Velcro closures, pen/pencil compartment, full badge sling, seven baked-in creases (front, back, sleeves), form fitted.
2. Style - #57R8786 (men's) #157R8786 (women's) – Navy short sleeve shirt. Same specifications as long sleeve shirt mentioned in paragraph (1) above.
 - a. Extras: Department patch on left shoulder, American flag on

right shoulder. Appropriate department emblem(s) on sleeve(s) to include rank chevrons.

3. Dark Navy crew neck t-shirt: When worn with an open collar, short-sleeved uniform shirt and t-shirt is visible, it must be dark navy in color.

B. Regulation Uniform Sweater

1. Blauer "Commando 200", 100% wool with 2 x 2 rib knit design.
 - a. Style - #205 – V-neck, navy blue
 - b. Style - #205XCR (Windstopper) – V-neck, navy blue

C. Regulation Uniform Mock Turtleneck Shirt

1. Style - #8110 – Blauer, mock T-neck embroidered "PWPD" ½", no periods, left of center.
2. Style - #8100 – Blauer, turtleneck embroidered "PWPD" ½", no periods, left of center.

D. Regulation Uniform Trousers – Fechheimer "Flying Cross"

1. Style - #42280 - 75% Polyester, 25% Wool (dress trousers)
2. Style - #39300 – 70% Polyester, 28% Rayon, 2% Lycra (cargo)
3. Style - #32240 – 12 oz. 55% Polyester, 45% Wool (6 pocket cargo custom sewn)
4. Style - #32260 – 16 oz. 55% Polyester, 45% Wool (6 pocket cargo, custom sewn)

E. Regulation Uniform Hats

1. Winter Hat – Knit watchcap, Black Thinsulate knit or Style #125XCR with Windstopper. "Police" to be embroidered.
2. Spring/Fall Hat – L-2 Keystone – navy blue 8-point serge fabric with open cane band and black elastic band over cane with single eyelet, embossed cap strap and buttons. (Lieutenants and Staff Officers – gold, Patrolman – silver).
3. Summer Hat – Same style as listed in paragraph (2), except with navy mesh top and wire ring.
4. Optional Duty Baseball Hats – Police Custom Embroidered FlexFit Duty Baseball Cap, Dark Navy in color, Company Name: Teamlogo from North Carolina. Embroidered "Port Washington" in gold, "Police" in white, "Department" in gold. Otto Model #19-251, 100% cotton, adjustable Velcro

headband, from Uselding's. Same embroidery.

5. Winter Hat

- a. Trooper/fur pull-down type, Blauer Style #5110 dark navy blue; or
- b. Knit watchcap, Black Thinsulate knit; or Blauer knit watchcap Style #125XCR with Windstopper. "Police" to be embroidered on knit hats in silver for patrol officers and gold for Lieutenants. 2" x 4" lettering.

F. Regulation Uniform Tie

1. Ties shall be L.A. Blue in color and either the clip-on, snap-on or break-away neckband with Velcro® closure variety and of appropriate length and width for the individual.

G. Regulation Squad Jackets

1. Squad Jacket - Style #4 – E25 Navy Explore, manufactured by B.I.E. Custom Leather Jacket. Zip-out liner, epaulettes, zipper on both sides for easy access to duty belt, and full badge holder. **(Mandatory – Effective 01/01/2008).**
2. Spring and Fall Jacket – Blauer, Style #6001, dark navy blue reversing to Hi-Vis yellow with 2" Scotchlite band around chest and sleeves on Hi-Vis side.

H. Regulation Rainwear

1. New Port Harbor, Style - #2291, includes (1) hat cover, (1) hood, (1) storage pouch.

I. Regulation Reflective Traffic Safety Vest

1. New Port Harbor, Style - #01239

J. Regulation Leather Equipment

1. Sam Browne Duty Belt – Gould & Goodrich , #B59FL4R, plain black leather with chrome belt buckle, 2 ¼ inches wide, 4 row stitching .
2. Garrison Belt – Plain black leather, with square chrome buckle
3. Belt Keepers – ¾" plain black leather, double snaps, with chrome finish
4. Magazine Pouch – Plain black leather, double mag pouch for vertical or horizontal carry with attached cover to accommodate high capacity Law Enforcement magazines. Nickel snaps

5. Flashlight Holder – Black leather with nickel snaps or black leather with plastic ring
6. Handcuff Case – Plain black leather, single or double capacity with chrome snap
7. Keyholder – Plain black leather, flap protector style with chrome hardware or plain black leather/nylon “Silent” keyholder with Velcro closure
8. Duty Holster – Safariland Model #295 Mid Ride, Level II Retention - Plain black leather thumb break snap, right/left handed, as needed.

XIX. ITEMS TO BE PURCHASED AND PROVIDED BY EMPLOYER

- A. All leather gear mentioned in section VIII (A)
- B. All badges (1 cap badge - Blackinton, style #720 with screw back, blue lettering and State of Wisconsin seal. 3 breast badges – Blackinton, style #296 with safety catch, blue lettering and State of Wisconsin seal,)
- C. Traffic Whistle with Safe-T-Tip cover and Whistle Chain
 1. Gold whistle and gold chain – Lieutenants and Staff Officers
 2. Silver whistle and silver chain – Patrol Officers
- D. Collar Insignia
 1. 1 pair Lieutenant collar bars - Gold with clutch back – Lieutenants
 2. 1 pair P.W.P.D. collar brass – Silver with clutch back – Patrol Officers
- E. Name Tags
 1. 2 ½” x ½” Polished gold finish with black lettering, clutch back (standard) pin back (optional) – Lieutenants and Staff Officers
 2. 2 ½” x ½” polished silver finish with black lettering, clutch back (standard) pin back (optional) - Patrol Officers
- F. Tie Clip or Tie Tack
 1. Gold finish and State of WI seal – Staff Officers and Lieutenants
 2. Silver finish and State of WI seal – Patrol Officers
- G. Impact Weapon

1. Expandable baton not to exceed 26" when fully extended.

H. Handcuffs

1. Smith & Wesson or Peerless, hinged, double locking (1 set)

I. O. C. Spray

1. Vexor brand O.C. spray with plain black leather holster

J. Flashlight

1. Streamlight model SL-20XP rechargeable flashlight with AC charger and detachable traffic wand.

K. Ammunition Magazines

1. 3 - Glock Law Enforcement high capacity (15 rd.) magazines

L. Firearms:

1. The department shall furnish one sidearm to each sworn officer. The designated and authorized sidearm is the Glock Model 22, .40 caliber semi-automatic pistol. This sidearm shall be worn while on patrol duty. In addition, the Chief and Captain shall be issued an alternative, smaller frame sidearm appropriate for administrative carry, which shall be the Glock Model 27, .40 caliber semi-automatic pistol. Either of the described sidearms may also be worn/carried in conjunction with the department policy governing off-duty weapons.
2. Members of the department have the option of providing their own personally owned firearm for carry/use off duty. If a personally owned firearm is carried, the individual officer must receive prior written authorization to do so and must qualify with that firearm during scheduled range training. This prior authorization shall come from the Chief of Police or the Department Firearms Instructor. A copy of this prior authorization shall be provided to the officer and a copy shall also be maintained in the officer's firearms training file.

M. Regulation Rainwear

N. Regulation Reflective Traffic Safety Vest

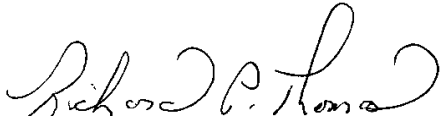
XX. ITEMS TO BE INITIALLY PURCHASED BY EMPLOYEE

- A. Each new employee of the Port Washington Police Department shall be required to initially purchase the following items:

1. Two pair regulation uniform pants
2. Three long-sleeve uniform shirts
3. Three short-sleeve uniform shirts
4. One regulation spring/fall cloth hat
5. One regulation winter hat
6. One regulation summer mesh hat
7. One regulation squad jacket
8. One regulation spring/fall jacket
9. Two regulation ties
10. Regulation Police Sweater (optional)
11. Approved Body Armor
 - a. Approved body armor must, at a minimum, be NIJ approved and rated to protect against the department's standard issue duty ammunition.

APPROVED:

DATE:



6/29/10

Chief Richard P. Thomas

Revised 6/29/10
Revised 12/9/09
Revised 7/13/09