



POLICY & PROCEDURES

HOLMEN POLICE DEPARTMENT

SUBJECT: UNIFORMS, APPEARANCE, AND EQUIPMENT NUMBER: 6.6

SCOPE: ALL DEPARTMENT PERSONEL ISSUED: 03/01/2012

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PURPOSE

The purpose of this document is to establish a policy to regulate the uniform, appearance, and equipment of personnel of the Holmen Police Department.

POLICY

It is the policy of the Holmen Police Department that officers maintain a high standard of personal appearance while performing their duties. Uniformed personnel will wear only those uniforms, accessories and equipment as authorized in this policy and in the manner described. Non-uniformed personnel will select and wear clothing as directed in this policy. The style and specifications of the uniform, accessories and equipment will be designated by the Chief of Police.

DISCUSSION

The importance of presenting a professional appearance to the public by members of this department cannot be overemphasized. The citizen's perception of this department's standards of appearance and grooming materially impacts their impression of the Holmen Police Department's ability to accomplish its mission and goals. All department personnel should strive to present a professional appearance reflecting the highest standards.

PROCEDURES

1. General Appearance of the Uniform Clothing
 - a. Officers shall wear clean and neat uniforms or civilian clothing for non-uniformed personnel
 - b. Leather gear will be kept black and nylon gear kept from damage.
 - c. Firearms, handcuffs and metal attachments on the leather gear will be kept clean, free from rust and in serviceable condition
 - d. If a uniform or civilian clothing becomes soiled or disarranged while on duty, officers will be allowed to put their clothing or equipment in order as circumstances permit.

2. Uniform Requirements
 - a. When the uniform is worn, it must be worn completely. The mixing of civilian clothes and uniform clothes is prohibited, unless approved by the Chief of Police.
 - b. Badges, insignia or decorations, unless authorized by the Chief of Police, will not be worn on any part of the uniform.
 - c. Uniforms will not be worn off duty except:
 - i. When traveling to and from work.
 - ii. When performing and approved police type function for a non-department organization.
 - iii. When otherwise authorized by the Chief of Police

- d. The wearing of the uniform hat is optional except for formal police department formations or when directed by a supervisor
 - i. A baseball cap may be worn for on duty but cap shall be clean and not faded. Also this cap should have either HPD or Police on the front panel, unless approved by Chief of Police.
 - e. Uniformed officers, when on duty, will have in their possession the following items:
 - i. Duty firearm with three magazines.
 - ii. Portable radio.
 - iii. Handcuffs and key, OC spray, expandable baton, flashlight, protective rubber gloves, and taser (when available).
 - iv. Administrative materials necessary to perform assigned duties.
 - f. The Chief of Police will determine the appropriate uniform or dress for uniformed and non-uniformed personnel. The Chief of Police may modify the uniform of the day to address exceptional weather or operational conditions. In absence of the Chief, the senior supervisor on duty may do the same.
 - g. For special events or under unusual circumstances, the supervisor of the event or incident may designate a specific uniform for personnel assigned to the event or incident.
 - h. Non-uniformed officers will wear a conservative style of clothing.
 - i. The Chief of Police may authorize officers to wear alternate clothing appropriate to their current assignments: e.g. Police School Liaison, undercover or plain clothes assignments to fit their investigative environments, etc.
3. Authorized Uniforms, Accessories and Equipment
- a. The Chief of Police will authorize and approve the uniform worn by uniformed personnel while on duty.
 - b. All officers shall wear their uniforms in the prescribed manner when on duty or otherwise representing this department.
4. Wearing of Uniforms and Accessories
- a. Uniform Shirts: All shirts buttons will be buttoned except the top button on the short sleeve shirt or the top button on the long sleeve shirt. Cuffs on the long sleeve shirt will not be rolled or turned under. Short sleeve shirts will be worn without a tie. Supervisory personnel may wear a white shirt of the same style in lieu of the black patrol shirt. If the long sleeve white shirt is worn by a supervisor, a necktie shall be worn as the turtleneck sweater is not an option with the white shirt. The appropriate rank insignia shall be worn.
 - b. Trousers: Uniform trousers will not be bloused in the boot or high topped shoes.
 - c. Headgear: All hats will be worn with a badge affixed. Baseball caps with a badge image or police markings are also authorized. Winter stocking cap is authorized being blue or black in color.
5. Heavy Sweaters: The style of sweater must be the "military" or "wooly-pully" style. It must be black and be worn with the long sleeve uniform shirt.
6. Turtleneck Sweaters: The turtleneck sweater will be of a lightweight, smooth-knit construction and will be worn with only the neck portion exposed outside of the shirt. The cuffs of the sweater are to remain under the shirt cuff.
7. Gloves: Black or blue gloves may be worn during periods of cold weather or as driving gloves. Also gloves can be worn for searching. White gloves are authorized for dress uniform and special circumstances.
8. Badges: The Holmen Police Department badge will be worn above the left breast pocket on all uniform shirts and outer garments, including raincoats. Uniformed officers will be issued two uniform badges, one hat badge, and one wallet /id badge.
9. Name tags: Name tags will be worn immediately above the right breast pocket of the uniform shirt and outer garment. The years of service is also authorized.

10. Sunglasses: Conservative style sunglasses and safety straps may be worn during daylight hours.
11. Rank Insignia and Collar Brass: On short and long sleeve shirts, supervisor's rank insignia or patrol officer's collar brass will be centered just over the bottom triangle point of the shirt collar.
12. Hash marks representing years of service are authorized. One hash mark for each five years of service. To be worn on left sleeve of long sleeve shirts, only.
13. Seasonal Uniform
 - a. Summer Uniform: the summer uniform shall consist of the authorized trousers, footwear, uniform accessories, short sleeve shirt without tie. Should climate conditions dictate, officers may wear a patrol jacket with the short sleeve shirt. The summer uniform is worn from April 1st to September 30th.
 - b. Winter Uniform: The winter uniform shall consist of the long sleeve shirt with or without tie, optional turtleneck, or sweater, and winter cap. Officers may wear any of the authorized jackets. The winter uniform is worn from September 1st to April 30th.
14. Personal Appearance
 - a. Officers shall wear uniforms or civilian attire in accordance with this policy when on duty.
 - b. Officers will strive to maintain high standards of personal appearance and hygiene. All clothing and equipment will be clean and in good repair.
 - c. The officer's supervisor may challenge the quality, condition of appropriateness of any uniform worn and may direct the officer to bring his uniform into compliance with this policy.
15. Jewelry
 - a. Officers may wear items of jewelry on their person provided the items are discreet and do not expose the officer to undue risk or hazard. All officers should refrain from wearing excessive ornamental jewelry.
 - b. Officers will not wear any visible necklaces.
16. Hair
 - a. Hair must be kept clean and neat. It shall be cut, styled and worn in a conservative manner. Extreme hair styles inappropriate for wear with a police uniform are not permitted. The bulk or length of the hair shall not interfere with the normal wearing of any uniform hat.
 - b. The hair of male officers shall not be worn longer than the top of the shirt collar at the back of the neck when the officer is standing in a normal posture.
 - c. The hair of female officers shall not be worn longer than four inches below the bottom of the shirt collar.
 - d. Wigs or hair pieces are permitted if they conform to the above standards for natural hair.
 - e. Sideburns shall be neatly trimmed and rectangular in shape, not extending below the ear lobes.
 - f. Mustaches will not extend above, beyond or below the normal hairline of the officer's upper lip and will be maintained in a neat and clean manner.
 - g. Facial hair if worn, is not to exceed 1 inch in length, and must be maintained in a neat and clean manner.
17. Body Armor
 - a. See Section 6.7

Chief of Police
Shane Collins