

**CITY OF OCONOMOWOC POLICE DEPARTMENT
POLICIES & PROCEDURES**

DATE: February 3, 2021

HISTORY: April 15, 2019
April 17, 2017
October 1, 1999

SUBJECT: Uniform Standards

POLICY NUMBER: 99-082

I. PURPOSE

The purpose of this policy is to set standards of uniform appearance for all police officers.

II. POLICY

This policy is to ensure the uniformity of dress within the City of Oconomowoc Police Department and to project a professional police image by requiring all personnel to wear the uniform in a similar manner.

III. GENERAL GUIDELINES

A. Original Issued Equipment

1. The City of Oconomowoc Police Department will furnish each newly hired officer, both full and part time, with a current list of uniform items that are initially purchased for the officer by the department.

B. Purchase, Repair and Replacement of Equipment

1. The purchase, repair and replacement of items are subject to the current WPPA and City of Oconomowoc approved uniform list and union contract. The officer's uniform allowance will be used for this purpose.
2. Items damaged in the line of duty may be subject to replacement by the City of Oconomowoc Police Department.

C. Approved Uniform List

1. The list includes acceptable clothing and equipment items authorized for purchase with the officer's uniform allowance.
2. Items may be added, deleted, or altered by agreement between the Chief of Police and the Officers Uniform Committee.
3. The style and colors are to be determined by the Chief of Police.

D. Uniform Allowance

1. The fundamental reason that law enforcement agencies have adopted the concept of a uniform allowance is to ensure that police officers present a neat, professional, and uniform appearance. The uniform allowance is one method that is used to ensure that worn articles of the uniform are promptly replaced at no cost to the individual officer.
2. All employees with at least one year of service shall receive a uniform allowance.

3. The amount of the uniform allowance and the maximum amount of year-to-year carry over is listed in the current union contract
4. Officers who exceed their allotted uniform allowance or purchase items not found on the approved uniform list shall be responsible for payment.
 - a. These items will not be billed to the City of Oconomowoc Police Department.
5. To obtain the current balance of an officer's uniform allowance, a request must be submitted to the Part Time Police Clerk.

E. Vendor List

1. The City of Oconomowoc Police Department maintains a current vendor list.
2. By utilizing the vendors who have set up direct billing with the city, officers are able to obtain a tax exemption.
3. Officers may purchase items, which are on the approved uniform list, outside of the current vendor list:
 - a. Officers making a purchase as listed in this section should attempt to submit receipts for such purchases as soon as possible. Reimbursement of these expenses will occur within a reasonable time period.

IV. UNIFORM STANDARDS

A. Requirements

1. All officers, including detectives, shall possess, and always have ready, a serviceable uniform, and the necessary equipment to perform patrol operations.
2. Only approved items shall be worn.
3. A complete uniform shall be worn by uniform officers when representing the department.

B. Uniform Shirt

1. Approved Uniform Brand (See approved clothing allowance list).
2. Long sleeve shirt:
 - a. The long sleeve shirt shall be worn with either the uniform tie or turtleneck/dickey.
 - b. The sleeves of the shirt will not be rolled up and shall remain buttoned.
3. Short sleeve shirt:
 - a. The short sleeve shirt shall be worn with an undershirt.
 - b. Only the collar button shall be unfastened.
 - c. The undershirt shall not be visible below the sleeve of the uniform shirt.
4. The hidden chest pocket will not be utilized under any circumstances in the uniform shirt

C. Uniform Tie

1. The uniform tie shall be a black clip-on, four-in-hand necktie.

D. Turtleneck/Mock Turtleneck

1. The turtleneck shall be dark blue or black in color.

2. The turtleneck shall be plain and not bear any insignias or department initials.
3. The turtleneck shall be tight fitting.

E. Undershirts

1. Any exposed undershirts may be white, dark blue or black in color.
2. The undershirts may be either crew or V-neck cut.
3. Undershirts may be wicking material.

F. Uniform Trousers

1. Approved Uniform Brand (See approved clothing allowance list).
2. Six-pocket pants, Dress Pants and Hidden Cargo Pants.
 - a. Pants must be pressed and free of wrinkles.
 - b. Thigh pockets shall not be over filled to cause the pocket to bulge.
 - c. The thigh pocket must be secured with a velcro closure, and not overfilled to the point of causing the flap to remain open.

G. Footwear

1. Uniform footwear shall be black in color.
2. All styles of footwear shall be neat and professional in appearance.
3. Socks:
 - a. When wearing oxford or low quarter boots (less than 6 inches), officers are required to wear dark blue or black socks.
 - b. When wearing quarter boots (greater than 6 inches) or jump style boots, officers are permitted to wear dark blue, black, or white socks.

H. Uniform Jackets and Coats

1. All uniform jackets and coats shall be defined on the approved clothing allowance list.

I. Gloves

1. Gloves may be worn for warm or pat-down protection.
 - a. Gloves must be black in color.

K. Inclement Weather

1. In the event of inclement weather, temporary exceptions to the uniform standards may be granted.
2. The temporary exception may be granted by the Shift Sergeant.
3. Any seasonal or long-term exception must be reviewed and approved by the Captain or Chief of Police.

V. EQUIPMENT STANDARDS

A. Duty Belt

1. The duty belt shall be plain black leather or black nylon:
 - a. Only authorized equipment can be worn on the duty belt.

- b. Officer hired prior to January 1, 2002, can wear either approved nylon or plain black leather:
 - (1) Officers hired after January 1, 2002, will be issued, and can only wear black nylon.

B. Safety Holster

- 1. All holsters worn on the duty belt shall be a retention Level 3 safety type holster.
- 2. The make and model of the retention Level 3 safety holster must be authorized by the Police Department.
- 3. Without the authorization of the Chief of Police, the wearing of shoulder holsters is prohibited.

C. Magazine Pouch

- 1. A double magazine pouch may be worn in either a vertical or a horizontal manner.
- 2. A triple magazine pouch may be worn only in compliance with the approved uniform allowance list (Sunset Clause).

D. Handcuffs

- 1. Officers are authorized to carry two pairs of handcuffs.
- 2. The handcuffs may be of the hinged or chain style and in either a nickel or satin finish.
- 3. All handcuffs must be in good working order and capable of being double-locked.

E. Batons

- 1. Officers are authorized to purchase and carry an expandable metal baton
 - a. The expandable baton may be no great than 26 inches in length and shall be in the black finish.
 - b. The expandable baton shall be kept on the duty belt in an expandable baton holder or a breakaway scabbard.

F. Oleoresin Capsicum Pepper Spray

- 1. Officers shall only carry oleoresin capsicum spray that has been authorized and issued by the City of Oconomowoc Police Department.
- 2. The spray shall be carried on the duty belt in a holder with a closing lid to secure the spray container.

G. Additional Duty Belt Equipment

- 1. Only those additional items, which have been approved by the Uniform Committee and the Chief of Police may be worn on the duty belt.

H. Medical Equipment

- 1. All uniform jackets and coats shall be defined on the approved clothing allowance list.

I. Vest Carriers

- 1. Only approved vest carriers can be worn while on duty.
- 2. Approved carriers are the Tactical Assault Carrier, Uniform Carrier, and Covert Carrier.

3. The Tactical Assault Carrier will be limited to maximum of five items.
4. Approved Tactical Assault Carrier items will be listed in the approved uniform allowance list.
5. Limit of five items to be placed on Tactical Assault Carrier at one time.

VI. PLAIN CLOTHES PERSONNEL

Officers assigned to plain clothes duty shall wear appropriate clothing for their specific assignment.

A. Detectives or school liaison officers:

1. Shall convey a business-like appearance.
2. Clothing shall be clean and pressed.
3. The clothing shall be conservative in color and design.
4. While on duty, detectives and school resource officers are required to carry the following:
 - a. Firearm
 - b. Badge
 - c. One pair of handcuffs
 - d. One loaded magazine

VII. OFFICER RESPONSIBILITIES

Officers are not permitted to wear City of Oconomowoc Police Department equipment for other employment purposes without first obtaining the permission of the Chief of Police.

Officers are responsible for the cost of items not included on the approved uniform list or pre-authorized for purchase.

If an officer is not certain of whether or not an item is approved, a written "matter of" should be submitted to obtain authorization prior to making the purchase.

VIII. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE

This policy is effective immediately
and will supersede any directives or understandings in conflict