I. PURPOSE

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

II. POLICY

It is the policy of the Onalaska 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.

III. DISCUSSION

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

IV. DEFINITIONS

V. PROCEDURES

A. General Appearance of Uniform and Clothing

1. Officers shall wear clean and neat uniforms or civilian clothing for non-uniformed personnel.

2. Leather gear will be kept black.

3. Firearms, handcuffs and metal attachments on the leather gear will be kept clean, free from rust and in serviceable condition.
4. 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.

B. Uniform Requirements

1. When the uniform is worn on duty, it must be worn completely. The mixing of civilian clothes and uniform clothes is prohibited.

2. Badges, insignia or decorations, unless authorized by the Chief of Police, will not be worn on any part of the uniform.

3. Uniforms will not be worn off duty except:
   a. When traveling to and from work.
   b. When performing an approved police-type function for a non-department organization.
   c. When otherwise authorized by the Chief of Police.

4. The wearing of the uniform hat is optional except for formal police department formations or when directed by a supervisor.

5. Uniformed officers, when on duty, will have in their possession the following items:
   a. Duty firearm.
   b. Portable radio.
   c. Handcuffs and handcuff key.
   d. Administrative materials necessary to perform assigned duties.

6. 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 the absence of the Chief, the senior supervisor on duty may do so.

7. 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.

8. Non-uniformed officers will wear a conservative style of clothing. Male personnel will select from the following options: Business suit, sport jacket, dress slacks and shirt with necktie; or during winter uniform period, dress slacks and shirt with a necktie and sweater. Female officers will wear similarly appropriate conservative clothing.

The Chief of Police may authorize officers to wear alternate clothing appropriate to their current assignments; e.g. Police School Liaison, D.A.R.E., undercover or plain clothes assignments to fit their investigative environments, etc.
C. Authorized Uniforms, Accessories and Equipment

1. The Chief of Police will authorize and approve the uniform worn by uniformed personnel while on duty.

2. All officers shall wear their uniforms in the prescribed manner when on duty or otherwise representing this department.

D. Wearing of Uniforms and Accessories

1. Uniform Shirts: All shirt buttons will be buttoned except the top button on the short sleeve shirt or the top button on the long sleeve shirts when worn with the turtleneck. Cuffs on the long sleeve shirt will not be rolled up or turned under. Short sleeve shirts will be worn with a white or navy (dark) blue crew neck T-shirt without a tie. Supervisory personnel may wear a white shirt of the same style in lieu of the blue 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.

2. Trousers: Uniform trousers will not be bloused in the boot or high-topped shoes.

3. Headgear: All hats will be worn with badge affixed.
   a. Summer Hats: The Chief of Police and the Captains will have a gold braid on the visor and a gold band. Sergeants will have a plain visor and a gold band. Officers will have a plain visor and a silver band.
   b. Winter Hats: The winter pile cap is authorized for wearing with the winter uniform. Dark blue or black stocking caps and/or earmuffs may be worn if an officer is exposed to the weather for an extensive period of time.

4. Heavy Sweaters: The style of sweater must be the "military" or "wooly-pully" style. It must be dark blue or black and be worn with the long sleeve uniform shirt and necktie or turtleneck.

5. Turtleneck Sweaters: The turtleneck sweater or dickey will be 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.

6. Footwear: Uniformed officers will wear black plain toe shoes, boots or leather athletic shoes. Boots will not be pointed or have stacked heels. All footwear will be kept in good repair and will be shined or blackened appropriately. Socks worn with footwear that are exposed above the top of the shoe or boot shall be black or dark blue in color. During inclement weather, officers may wear black rubber overshoes to protect their regular footwear.
7. Gloves: Black or dark blue gloves may be worn during periods of cold weather.

8. Badges: The Onalaska Police Department badge will be worn above the left breast pocket on all uniform shirts and outer garments, excluding raincoats. Uniformed officers will be issued two (2) uniform badges, one (1) hat badge, and one (1) wallet badge.

9. Nametags: Nametags will be worn immediately above the right breast pocket of the uniform shirt and outer garment.

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 between the outer seam and the inside collar, one inch above and parallel to the bottom edge of the collar.

E. Seasonal Uniforms

1. Summer Uniform: The summer uniform shall consist of the authorized trousers, footwear, uniform accessories, short sleeve shirt without tie and summer hat. Should climate conditions dictate, officers may wear a patrol jacket with the short sleeve shirt and necktie. The summer uniform is worn from May 1st to September 30th.

2. Winter Uniform: The winter uniform shall consist of the authorized trousers, footwear, uniform accessories, long sleeve shirt with tie or optional turtleneck or sweater, and winter pile cap. Officers may wear any of the authorized jackets. The winter uniform is worn from November 1st to March 31st.

3. Optional Month Uniforms: The months of April and October are optional months for officers to determine the appropriate uniform. Officers must exercise good judgment but may elect to wear the summer or winter uniform. The officer's on-duty supervisor may challenge the officer's choice and direct the wearing of a different uniform if the officer has worn a uniform inappropriate for the weather, duty conditions or assignment.

4. Unseasonal Weather: There may be periods of time outside of April and October when the temperatures fluctuate greatly or the weather is unseasonably cool or warm. At these times, officers may determine the appropriate uniform, and the same rules apply as stated in #3 above.

5. Bike Patrol:

   a) Department issued/approved polo shirt with an embroidered badge on the left breast to coincide with rank. Shoulder patches are preferred but optional.
b) Navy blue bike shorts or navy blue BDU style pants.

c) Black athletic shoes.

d) Black ankle socks.

e) Duty belt (full duty belt is optional; however, Bike Patrol Officers shall have in their possession the following: firearm, handcuffs, handcuff key, at least one (1) extra magazaine with ammo, and portable radio).

f) Bicycle helmet.

The police department will provide the shirt, shorts, helmet, and duty belt. The uniform will be worn when assigned to this duty and a full squad uniform shall be kept at the police department in case of changes in duty assignment. If a Bike Patrol Officer is called back to normal patrol duties due to short staffing, weather, or volume of calls, that officer will change into their regular police uniforms as soon as practical.

F. Personal Appearance

1. Officers shall wear uniforms or civilian attire in accordance with this policy when on duty.

2. Officers will strive to maintain high standards of personal appearance and hygiene. All clothing and equipment will be clean and in good repair.

3. The officer's supervisor may challenge the quality, condition or appropriateness of any uniform worn and may direct the officer to bring his uniform into compliance with this policy.

G. Jewelry

1. 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.

2. Officers may wear earrings provided the earrings are limited to 3 mm in size and are located in the lower lobe of the ear. Only one earring per ear may be worn. The earring will match the color of rank insignia.

3. Officers will not wear any visible necklaces or bracelets. Officers may wear no more than one ring per hand while in uniform and rings must meet the conditions of #1 above.

H. Hair

1. Hair must be clean and neat. It shall be cut, styled and worn in a conservative manner. Extreme hairstyles 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.

2. 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.

3. The hair of female officers shall not be worn longer than four inches below the bottom of the shirt collar.

4. Wigs or hairpieces are permitted if they conform to the above standards for natural hair.

5. Sideburns shall be neatly trimmed and rectangular in shape, not extending below the ear lobes.

6. Officers shall be clean-shaven. No facial hair is allowed except for mustaches. 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.

Randy A. Williams
Chief of Police

Date

RAW/rdm