



POLICY & PROCEDURE

UW-GREEN BAY POLICE DEPARTMENT

SUBJECT:	Uniforms, Equipment, and Appearance	SCOPE:	All Employees
CHAPTER:	2 Personnel Services	NUMBER:	2.4.4
DISTRIBUTION:	Policy Manual	EFFECTIVE:	07/07/2013
APPROVED:	Tony Decker, Chief of Police	REVIEWED:	08/15/2017
REFERENCE:	Appendix A, Appendix B, Policy 4.1.2,	REVISED:	12/28/2014, 05/18/2016, 08/07/2019, 04/01/2022

I. PURPOSE

The purpose of this policy is to regulate the uniforms, equipment and appearance of employees of the University of Wisconsin Green Bay Police Department. This policy will address sworn and non-sworn personnel, both uniformed and non-uniformed.

II. POLICY

It is the policy of the University of Wisconsin Green Bay Police Department that employees shall maintain a high standard of personal appearance while performing their duties for the University of Wisconsin Green Bay. Uniformed personnel shall adhere to uniform, accessory, and equipment standards established in this policy. Personnel not required to wear a uniform shall select and wear clothing conforming to standards adopted for their respective position.

III. DEFINITIONS

- A. Business Casual Attire: A manner of dress that enables employees to project a professional image for customers and visitors yet allows employees to work comfortably. Examples of clothing fitting into this category includes open collar shirts, polo shirts, buttoned-down Oxford shirts, dress slacks, trousers, casual pants (e.g. "Dockers"), casual skirts, blouses, sweaters, and other similar clothing.

IV. PROCEDURE

- A. Authorized Uniforms, Accessories and Equipment
1. The Chief of Police shall exercise sole authority over the style and specifications of the uniform, accessories, and equipment of uniformed employees.
 2. The Chief of Police can suspend any portion of this policy but shall not further restrict it or add further requirements without cause.
 3. The Department will publish and maintain Appendix A and Appendix B.

4. Officers who hold rank shall wear indicia of such while in uniform. Collar, shoulder, and/or sleeve insignia of rank must be worn in matching left/right symmetrical pairs.
5. Insignia will be worn in accordance with policy *4.1.2 Awards*.
6. While on routine patrol officers who have a departmental award or other recognized insignia may wear all of such insignia, some of such insignia, or none.
7. The appearance of the authorized uniform shall not be altered or modified, to include insignia or decorations which are not authorized. The uniform may be tailored/altered for fitment purposes.
8. Each uniformed employee is required to possess and maintain in serviceable condition the mandatory uniform items required of his or her position.
9. The uniform shall not be worn while off-duty, in part or in whole, except:
 - a. When traveling directly to or from a scheduled work period
 - b. When performing an approved, off-duty police function
 - c. When authorized by the Chief of Police

B. Uniform Acquisition and Replacement

1. Police officers shall be issued or provided access to all required equipment, including identification materials, necessary for their job function.
2. Any non-issued equipment that is shared between officers shall be made available prior to the start of an officer's shift, if practical.
3. If funds are available, an officer may request the department purchase desired but non-required equipment to be used for their job function. The purchase of this equipment is subject to approval by the Chief of Police of their designee.
4. Any personal items to be carried on duty may be restricted by the Chief of Police or his/her designee. Damage to any personal items occurring during the course of employment is the employee's responsibility.

C. General Appearance Guidelines

1. All clothing inclusive of footwear worn while on-duty shall be in good repair, clean, and not excessively worn or faded.

2. Firearms, handcuffs, and metal attachments on accessories shall be kept clean, free from rust, and in serviceable condition.
3. A supervisor may challenge the quality, condition, or appropriateness of an employee's attire and may direct an employee to bring his or her attire into compliance with this policy.

D. Personal Appearance Guidelines

1. Employees shall wear uniforms or other clothing in accordance with department policy and shall strive to maintain high standards of personal appearance and hygiene. Exceptions to the personal appearance guidelines may be made with approval from the Chief of Police.
2. Jewelry is permitted providing the items are discreet and do not expose the employee to undue risk or hazard; nor worn in excessive amounts which detracts from a professional appearance.
3. Body piercings (other than earrings) that are exposed to the public shall be removed during work hours. Each ear is limited to three worn piercings.
4. Tattoos or marking that are exposed to the public and detract from a professional appearance shall be covered during work hours. The Chief of Police shall have sole discretion to declare what markings are unacceptable and the manner in which they are covered.
5. Hair
 - a. Hair must be clean and neat. Extreme hairstyles, inclusive of non-natural colors, are prohibited. The bulk or length of the hair shall not interfere with the uniform hat.
 - b. Hair shall not be worn longer than the bottom of the shirt collar, at the back of the neck, when the officer is standing in a normal posture.
 - c. Sideburns shall be neatly trimmed and rectangular in shape, not extending below the face and ear lobe connection point. Sideburns will end with a clean-shaven horizontal line.
 - d. Goatees and mustaches are permitted provided neither extend beyond the jaw/neck line and are kept in a neatly trimmed and clean manner. Goatees shall not extend past one-half (1/2") inch in length. Mustaches may not possess distinguishable features such as curling, and if worn without a goatee, may not extend past the corners of the mouth.

- e. Beards are permitted provided they are maintained in a neatly trimmed and clean manner, are worn with a mustache, and do not measure more than one-half (1/2") inch in length. Beards shall not extend past the jaw/neck line. No portion of the beard may be exceptionally longer than the rest.
- f. Any facial hair worn shall not portray an unshaven or stubble appearance. Whether or not an officer's facial hair portrays an unshaven appearance shall be determined at the discretion of the Chief.
- g. Any employee may request a religious exemption from the Chief of Police for facial hair wear.

E. Court and Formal Event Attire

- 1. Officers' physical appearance, personal conduct, and manner shall conform to the highest professional police standards.
- 2. Uniformed officers will wear class dress uniform to court proceedings in which they may provide trial testimony in front of a judge or jury consisting of:
 - a. Long Pants
 - b. Long Sleeve Shirt
 - c. Tie
 - d. Hard Badge, Name Plate and awards if applicable.
 - e. Internal body armor carriers or external body armor carriers that do not have visible equipment or visible attachment points for equipment.
- 3. Officers may wear the uniform of the day to preliminary hearings or other proceedings where testimony in front of a jury or trial judge is not anticipated.

F. Uniform, Equipment, and Appearance Guidelines While On-Duty

- 1. Uniformed employees are expected to exercise sound judgment in selecting the appropriate duty uniform. The standard for choosing the appropriate uniform shall be one of efficacy and reasonableness rather than personal preference.

2. The Chief of Police or their designee may dictate any uniform in compliance with this policy to be worn on a specific day or for a specific event.
3. Non-uniformed employee shall wear clothing that minimally meets a “business casual” style as defined by this policy. Exceptions may be granted or changed in accordance with designated themes approved by the Chancellor; e.g., casual Friday, but must continue to maintain an acceptable standard of personal appearance.
4. Uniformed officers, while on duty, shall minimally have in their possession:
 - a. Duty firearm and three magazines with ammo
 - b. Portable radio and if available, duty cellular telephone
 - c. Handcuffs (two sets) and key
 - d. Police identification card and badge
 - e. Minimum of one wearable Less Lethal Use of Force Option
 - a. Police baton, and/or
 - b. Oleoresin capsicum spray, and/or
 - c. Electronic Control Device
 - f. Personal protective equipment
 - g. Flashlight
5. Non-uniformed officers, while on duty, shall have in their possession:
 - a. Duty firearm and two magazines (total) with ammo
 - b. Portable radio and/or cellular telephone
 - c. Handcuffs and key
 - d. Police identification card and badge
6. A supervisor may authorize or direct officers to go without required equipment or wear specific clothing that deviates from this policy if it is determined to be appropriate to their current assignment.

G. Body Armor

1. The Department shall provide body armor for all Full-time sworn officers that complies with recommended standards set by the National Institute of Justice(NIJ). The manufacturers listed use specifications shall be reviewed by the department for appropriateness and the body armor shall be replaced as necessary.
2. Employees shall be issued body armor carriers based on availability, available funding, and other relevant factors as determined by department command staff. Any officer may elect to self-fund an approved carrier (including necessary accessories) which they desire but would otherwise not be issued by the department.
 - a. There will be no reimbursement if an officer does so; even if at a later time they would be approved for issuance by the department.
3. Employees may wear only agency approved body armor in approved carriers. The following styles of body armor carrier are approved for use:
 - a. Body armor carriers which are fully concealed beneath the uniform shirt, commonly referred to as an internal carrier.
 - b. Body armor carriers which are visible and worn over the uniform shirt and closely mimic the approved duty shirt, commonly referred to as external carriers.
 - c. Body armor carriers that permit the attachment of equipment normally worn on the duty belt, commonly referred to as Load Bearing Vests, only if they comply with Appendix A and Appendix B
4. The following guidelines govern the wearing of body armor while on duty.
 - a. Sworn officers and supervisors shall wear body armor while performing any duty in uniform.
 - b. Officers are only permitted to wear body armor which allows use the issued active shooter response vests, unless they have alternative means to deploy the associated equipment and protections it provides.
 - c. All Officers are required to wear body armor whenever engaging in tactical or high-risk situations, including, but not limited to search and arrest warrants, response to crimes in progress, and other field activities that may require them to take enforcement action.

- d. Body armor wear requirements may be waived under the following circumstances:
 - 1) For medical reasons, when an agency approved physician determines an officer has a medical condition that precludes the wearing of body armor.
 - 2) When the officer is involved in undercover or plain clothes work that might be compromised by wearing body armor.
 - 3) When a supervisor determines the wearing of body armor is impractical considering the nature of the assignment.
- 5. Supervisors shall be responsible for ensuring that body armor is worn as required by this policy.

H. Field Force Attire

- 1. Officers who are members of the Brown County Field Force Team shall be provided and wear uniforms consistent with team requirements, and as directed by their team leaders.



March 22, 2022

TONY DECKER, CHIEF OF POLICE

This policy shall become effective either immediately upon my signature or on the last date noted in the Revised Date field of page one. When a revision becomes effective, it shall be the standard and shall supersede all previous versions of the policy. Historical policies shall be maintained for no less than 7 years.

APPENDIX A

Authorized Uniforms and Equipment

In accordance with the requirements of the Uniform, Equipment, and Appearance Policy, the following list identifies authorized uniforms and equipment as well as wear regulations for members of the University of Wisconsin Green Bay Police Department. Uniform items and equipment not included on this list are not authorized for use, unless they are endorsed in another policy or have been expressly authorized by the Chief of Police or his/her designee.

A. Batons

1. An authorized expandable baton will be issued by the department to full time officers. Any personally owned expandable batons must be approved by the department prior to use or carry while on duty.
2. Officers may elect to have access to a 26-inch wooden straight baton stored in their patrol vehicle. If the nature of the call dictates a high probability of impact weapon use, the officer may carry the straight baton on their person. The routine carry of the straight baton is not permitted so as to maintain an approachable appearance.

B. Duty Belt Gear (Except Holsters)

1. Duty belts and accessories must be black in color and of either leather or nylon construction. All accessories will have hidden, subdued, or non-visible hook-and-loop closures, unless no such option exists.
2. All duty belt accessories should be of the same material finish as the duty belt itself (nylon, plain leather, basket weave, etc.) unless no other option exists. Accessories not matching the duty belt standard must receive prior approval from a supervisor before to being placed into service.
2. Duty Belt “keepers” shall be utilized to ensure the duty belt is secured to an interior belt, allowing retention should the duty belt closure fail.

C. Footwear

1. Socks, shoes, and boots worn while wearing the patrol uniform shall be primarily black in color and be appropriate for working conditions.
2. Open toe or non-supportive style footwear will not be permitted for uniformed duty use.

D. Holsters

1. See holster requirements as outlined in Chapter 12 (Training/Firearms).

E. Name Tags

1. Name tags are mandatory and shall be worn immediately above the right breast pocket of the uniform shirt or similar location on any other outer garment worn.
2. Supervisors shall wear, if metal, gold name tags with black lettering.
3. Officers shall wear, if metal, silver name tags with black lettering.
4. A sewn-on name tag is approved for wear on the short and long sleeve shirts and jackets. The officer's name can be embroidered directly onto the item of apparel or onto a color matching fabric background, which is then affixed to the item of apparel. Sewn on names or name tapes shall follow the color scheme of hard metal name plates.
5. Name tags shall contain the first initial and last name of the employee. An employee may add their assigned badge number (without any symbol) after their name if desired.

F. Neck Tie

1. A standard or clip-on style neck tie, in dark navy color is a mandatory uniform item.
2. The wearing of a neck tie will be optional with the long sleeve shirt, except for formal/ceremonial police department events, at any court hearing before a jury or trial judge, or when directed by a supervisor.
3. The neck tie will not be worn with the short sleeve shirt.

G. Patrol Jacket

4. The Blauer™ 6110 in dark navy blue will be standard wear for all sworn personnel. Jackets manufactured by other companies are permitted, if they mimic and present an overall identical look to this style including matching of color. Exceptions can be made upon request and approval.
5. Patrol jackets will have the University of Wisconsin Green Bay Police Department shoulder patch sewn on both sleeves of the jacket, centered on the outside of the sleeve and placed one inch below the shoulder seam

of the jacket.

6. The patrol jacket shall have a badge and name tag affixed when worn.
7. The patrol jacket shall display rank consistent with the duty shirt, if applicable.

H. Pepper Spray (Oleoresin Capsicum)

1. The department will issue oleoresin capsicum (OC) to officers. No other OC or chemical sprays are authorized unless approved by the Chief of Police of their designee.

I. Shirts

1. The Blauer™ 8675 and represented style in dark navy blue will be standard wear for all sworn personnel. Shirts manufactured by other companies are permitted, if they mimic and present an overall identical look to this style including matching of color.
2. Uniform shirts shall have the University of Wisconsin Green Bay Police Department shoulder patch sewn on both sleeves of the shirt, centered on the outside of the sleeve and placed one inch below the shoulder seam of the shirt.
3. Corporals and Sergeants may wear indicia of rank under the University of Wisconsin Green Bay Police Department shoulder patch sewn on both sleeves of the shirt, centered on the outside of the sleeve and placed one-half inch (½”) below the shoulder patch.
4. All officers of rank may wear indicia of rank on the left and right collar. The rank shall be oriented off the front edge of the collar as follows:
 - A. Sergeants and Corporals: Centered and turned 45 degrees, so the single point is pointing towards the head and the double points are pointing away from the head just inside the stitch line.
 - B. Lieutenants and Captains: Centered and parallel to the front collar edge, one half inch off the front edge.
 - C. Chief of Police: Centered and perpendicular one-half inch (1/2”) below the top of the collar and one-half inch (1/2”) off the front edge so the stars lead around the neck line.
5. All shirt buttons will be buttoned, with closure of the top button being optional, and worn with a black or dark navy crew neck T-shirt, turtleneck, or mock turtleneck.

6. Only long sleeve shirts may be worn with the authorized tie, and the cuffs on the long-sleeved shirt will not be rolled up or turned under.
7. When wearing a long sleeve shirt for formal/ceremonial events, an authorized necktie shall be worn.
8. The authorized soft uniform shirt is a long sleeve or short sleeve, polo style sport shirt in soft colors with official department logo embroidered on the upper left chest. No off-duty wear of the shirt is authorized.

J. Suspenders and other load support systems

1. Suspenders or belt support systems that are not visible when worn are not controlled.
2. The use of patrol suspenders is authorized and if visible should mimic the appearance of Tactical 365 Operation First Response Police Duty Belt suspenders. Suspenders with excessive padding or bulk of appearance are prohibited.

K. Trousers (Pants)

1. The Blauer™ 8655 or Blauer™ 8650 in dark navy blue will be standard wear for all sworn personnel. Pants manufactured by other companies are permitted, if they mimic and present an overall identical look to this style including matching of color.
2. Uniform trousers/cargo pants will be worn over the footwear to present a straight leg look and shall not be bloused in the boot or high-topped shoe.
3. The inseam for pants shall be of appropriate length to reach just above the sole of the footwear when an officer is standing normally.

L. Uniform Accessories, Insignia and Equipment

8. Award Insignia, or ribbons, or other insignia authorized under *4.1.2 Awards* policy may be worn on the uniform shirt. Ribbons shall be worn side by side, and if four or more ribbons are earned, another row above shall be created with the ribbon centered on the lower three ribbons. Ribbons are to be worn sequentially with the highest award to the officer's top left closest to the heart.
9. Badge
 - a. The University of Wisconsin Green Bay Police Department badge shall be worn above the left breast pocket on all

uniform shirts and jackets, with exception of the soft uniform polo shirt.

- b. Part time officers shall wear a monotone silver badge with black lettering.
 - c. Full time Officers shall wear a silver badge with gold banners, and black lettering.
 - d. Rank holding officers of Sergeant and above shall wear gold badges with silver banners, and black lettering.
3. The University of Wisconsin Green Bay Police Department embroidered badge is authorized for wear on all jackets and duty shirts.
 4. Sworn Personnel must have a minimum of one long sleeve shirt without an embroidered name tag or badge to wear with a metal badge and name plate for court or ceremonial events.
 5. The University of Wisconsin Green Bay Police Department metal hat badge shall be worn on the uniform hat. Hat badges for Officers shall follow the color scheme as breast badges.

APPENDIX B

External Body Armor Carriers, capable of equipment attachment.

In accordance with the requirements of the Uniform, Equipment, and Appearance Policy, the following applies to members of the University of Wisconsin Green Bay Police Department wearing or seeking to wear an External Body Armor Carrier with an ability to attach duty belt or other equipment.

- A. Approved LBV/External Carrier(s):
 - 1. Blauer™ 8350XP, Ruggedized ArmorSkin in Dark Navy
- B. General Restrictions and Appearance standards
 - 1. The attachment of a primary duty weapon, visible secondary weapon, or electronic control device (ECD) is not permitted. The primary duty weapon and ECD's must remain on an officer's duty belt.
 - 2. Carrier shall not be modified from the original manufacturer's construction of style and function, with only minor tailoring for fit allowed.
 - 3. Carriers may only utilize pouches/attachments that are manufactured for a load bearing vest, and that are of the same color of the vest.
 - 4. Carrier pouches and accessories must appear to be of a fabric like material that is similar to the carrier itself.
 - 5. Carriers shall not have an identification patch or blank panel of hook-and-loop fasteners or similar attachment across the back.
 - 6. Accessories shall not be stacked (attached to one another) or of a size which causes excessive protrusion away from the body.
 - 7. Accessories shall not consist primarily of composite/plastic, unless specifically approved. Approval will be based on necessity (no other viable options) and not officer preference.
 - 8. Visibly worn equipment shall not be of a construction or color which significantly contrasts or draws attention. Examples of this are a florescent color door jammers or tourniquets (not concealed in a carrier) which are color contrasting or held in an accessory pouch marked with "TQ" or similar.
 - 9. Any combination of accessories may not permit more than 2 pistol magazines to be carried at any given time.

C. Exclusive List of Approved Accessories / Pouches:

1. Axon Body camera mount, Flexible Magnet, SKU: 74020
2. Axon Body camera mount, dual or single mole SKU: 11507 & 11508
3. HighSpeedGear.com, Duty Line, LE Blue, Duty **Handcuff Taco (Open top** single / double) SKU: 41D000LE & 41D002LE
4. HighSpeedGear.com, Duty Line, LE Blue, Duty Handcuff Taco (**Closed top** single / double) SKU: 41DC00LE & 42DC02LE
5. HighSpeedGear.com, Duty Line, LE Blue, Duty Leo Taco, **Pistol and Handcuff Combination** pouch, SKU: 41P000LE
6. HighSpeedGear.com, Duty Line, LE Blue, Duty Pistol Taco, **Single and Double pistol open top**, SKU: 41PT00LE & 41PT02LE
7. HighSpeedGear.com, Duty Line, LE Blue, Duty Pistol Taco, **Single and Double pistol closed top**, SKU: 41PTC0LE & 41PTC2LE
8. HighSpeedGear.com, Duty Line, LE Blue, Duty Pistol Taco, **Triple Magazine** open top, SKU: 41PT03LE
 - a. only permitted when a compact flashlight or other equipment is used in the third location
 - b. Carrying of three magazines is prohibited.
9. HighSpeedGear.com, Duty Line, LE Blue, Duty Extended Pistol, SKU: 41EX00LE
 - a. Only when used for a **Baton or Flashlight**
10. HighSpeedGear.com, Duty Line, LE Blue, Duty Multi-Access Comm MAC Taco **radio holder** SKU: 41MAC0LE
11. HighSpeedGear.com, LE Blue, Navigator Tech Pouch **Multi-Use pouch** SKU: 12NP00LE
12. HighSpeedGear.com, LE Blue, Mini Radio/**Utility Pouch** SKU: 12RP00LE