



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **UNIFORMS/EQUIPMENT/
APPEARANCE**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedures Manual

REFERENCE: WI State Statute: 103.14

NUMBER: 2.04

ISSUED: 02/17/2022

EFFECTIVE: 02/17/2022

RESCINDS

AMENDS

WILEAG 5TH EDITION

STANDARDS: 1.2.3, 2.4.4

PURPOSE: The purpose of this Policy & Procedure is to set uniformity standards and proper wear of the Portage Police Department uniform plus grooming and appearance. This policy also provides for authorization on the proper use of the uniform (clothing) allowance for the purchase and maintenance of uniforms and personal equipment.

Agreements between the City of Portage and the labor unions which represent uniformed personnel of the department spell out current provisions where the officers are responsible to purchase and therefore own non-issued equipment and uniforms. The City reserves the right to set standards of professional bearing and control purchases made with public funds.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. PROCEDURE
- III. PERSONAL HYGIENE

I. POLICY

- A. It is the policy of the Portage Police Department to establish the police uniform and prescribe the requirements for wearing the uniform and for the civilian dress of officers while on duty or when acting in their capacity as a police officer or other staff members for the department, including grooming and appearance. Civilian employee attire will be clothing which is approved by the Chief of Police as identified in this policy.

Note....this policy complies with WI State Statute 103.14 where an employer shall, at the time of hiring, notify each employee about any hairstyle, facial hair, or clothing requirement, also see 3.01: Recruitment/Selection.

II. PROCEDURE

A. Uniforms

1. All members of the department are visible representatives of the City of Portage and its police department. Thus, it is our department's desire that all members maintain a "professional image" which includes the member's personal appearance and uniform standards. Members should be neat, clean, and well-groomed during work hours unless specific work duties permit otherwise and have been authorized by a supervisor. It is understood that what constitutes a "professional image" is in many ways subjective. The guidelines below may not address every contingency. For this reason, employees must use discretion and good judgment in areas not specifically outlined. If needed, ask a supervisor. If / when a difference of opinion arises, the final authority of what is allowable or prohibited rests with the Chief of Police. This Policy & Procedure shall apply to both uniformed and non-uniformed employees unless otherwise specified.
2. The uniform shall be kept clean and pressed and be worn complete with buttons, insignias, badge and nametag in place. The nametag will be worn by all uniformed personnel and will have the first initial and last name of the officers. The nametag will be visible on the outermost clothing and worn above the right pocket, centered and even with the pocket, if applicable.

3. Uniform Classifications

a. Class A

Cloth (8) point cap, dark navy department suit coat, dark navy dress pants, black high gloss oxford shoes, dark navy or black tie, and either white or dark navy long sleeve shirt. At the discretion of the chief, a gold shoulder braid may be worn on the left shoulder.

b. Class B

(1) Patrol – normal patrol uniform consisting of dark navy uniform shirt, dark navy trousers or shorts with or without cargo pockets, dark navy outer clothing, approved headwear, and other clothing such as gloves or scarf that are dark navy or black as needed and approved by the chief or his designee. Footwear should be black and neat in appearance meaning polished if able to be polished. If shoes are worn, socks should be dark navy or black if they will show. Outer most clothing will display cloth or metal badge. Collard shirts will have collar brass affixed. Buttons on jackets will correspond with rank I.E. officers will be silver or black and

sergeants and above will be gold. Patrol clothing will have affixed department shoulder patches.

- (2) Detectives shall wear business dress clothing such as dress pants, dress shirt, and tie for males and dress slacks, dress blouse or a dress for females, unless authorized to wear other attire.
- (3) Community Service Officers - uniform will be gray shirt and black pants. Footwear should be black and neat in appearance meaning polished if able to be polished. If shoes are worn, socks should be dark navy or black if they will show. Outer clothing, approved headwear, and other clothing such as gloves or scarf shall be black as needed and approved by the chief or his designee.
- (4) Administrative Assistants – Shirts will display department logo. Pants will be professional business casual.

c. Class C

Special assignment clothing including but not limited to tactical clothing, protective equipment for crime scenes such as coveralls, and other special assignments such as training where business casual attire could be worn or clothing with official department logo. Clothing shall be culturally sensitive and appropriate.

4. Wearing of Uniforms

- a. Class A - Worn with approval of the chief to special events.
 - b. Class B – Worn for daily patrol operations, daily assignments.
 - C. Class C – Shall approved by the chief of police or designee.
5. Long-sleeve uniform shirts may be worn with a uniform tie or open at the collar without a tie. Short-sleeve uniform shirts will be worn open at the collar without a tie. When the uniform shirt is worn open at the collar, all but the top button will be buttoned.
 6. When any uniform shirt is worn open at the collar, officers may wear only authorized tee-shirts that are navy blue or black in color. In addition, when wearing a long-sleeve uniform shirt, an approved mock or turtle neck, navy blue or black in color may be worn.
 7. Uniform shirt sleeves will not be worn rolled up when in public view other than shirts equipped with reflective panels for safety.
 8. No pins, flags, tie tacks, tie bars (other than the approved silver or gold tie bar) or other such paraphernalia will be worn on the uniform unless approved by the Chief of Police.

9. Members with special training, skills, or been issued a service pin such as DRE, PTO, ERT, lifesaving, may wear a pin worn centered and directly above the name tag when worn on uniform shirt.

Members who are authorized to wear multiple pins will do so by the following: pins will not extend beyond the edges of the pocket and if possible will be no more than three abreast. If there are more than three pins the officer will have multiple rows.

10. Years of Service stripes (diagonal stripes) may be worn on the left sleeve of long-sleeve uniform shirts, jackets and coats. One stripe is authorized at the completion of each three years of total law enforcement service regardless of agency served. Agency service bars (straight bar) may be worn on the right sleeve of long-sleeve uniform shirts, jackets and coats. One bar is authorized for each law enforcement agency serviced.

11. Wearing of the 8-point hat is optional, unless a commanding or supervisory officer requires that a hat be worn for a particular assignment. An approved uniform POPD baseball cap, trooper hat, headband, or stocking cap may also be worn.

12. When a uniformed officer directs traffic or is working on any roadway such as investigating a traffic incident, the safety vest or high visibility side of the Spring/Fall jacket will be worn, whether in an on-duty or special employment status. The department-issued raincoat, with the high visibility side out may be worn instead of the traffic vest.

13. Only equipment which is authorized or approved by the department may be worn on or with the patrol uniform. The following supplemental equipment is required while wearing the patrol uniform.

- a) A black belt with plain black, gold (supervisory staff) or silver (officers) closure.
- b) Authorized weaponry as per Policy 12.01.
- c) Authorized leather or nylon goods.
- d) Any equipment as may be required by the chief or designee.

14. Accessories

- a. Duty belts and gear shall be black in color and made of either nylon or leather but not mixed. Duty belts and equipment shall be kept in good working condition.
- b. Firearm holster must be at least Level 1 retention for uniformed personnel.

- c. Only authorized firearms will be carried while on duty. Off-duty personal firearms are restricted to handguns that have been authorized by this department.
- d. Gloves are optional and must be black in color and subject to the approval of the chief or designee. Orange or reflective gloves can be worn to ensure safety at an accident or traffic control event.
- e. Other equipment issued by the Portage Police Department shall be utilized and carried as needed.
- f. Officers working in civilian-type clothing shall present themselves in a conservative, neat, and business-like fashion.

15. Bicycle uniform

- a. Officers may wear the bicycle uniform when assigned to ride departmental bicycles during their shift. The bicycle uniform will not be worn in lieu of the patrol uniform. The bicycle uniform will consist of:
 - (1) Approved shirt, long or short sleeve, bearing a patch badge on the left side and the shirt being high visibility and or reflective.
 - (2) Approved athletic shorts, pants, shoes and black or navy-blue socks.
 - (3) Protective helmet.
 - (4) Full duty belt, including weaponry as required by policy.

16. Court Uniform

- a. Officers will wear a "court" uniform to all court appearances (including probation and parole revocation hearings), to special assignments or appearances with a high degree of public exposure, or any other time as directed by a supervisor. The court uniform will consist:
 - (1) Long Sleeve Shirt
 - (2) Tie
 - (3) Pants that do not have cargo pockets
 - (4) High Gloss or Polish-able black footwear
 - (5) Full duty belt, including weaponry as required by policy 12.01.
- Due to staffing and short notice, it is understood officers may not be able to dress to the preferred standard and may have to go to court in what ever they are currently wearing while on patrol.

17. Honor guard uniform

The honor guard uniform will be designated by policy and will be worn in accordance with that policy.

18. Body armor

Body armor by contract is purchased by the department. Officers are responsible to insure that body armor is functional and does not interfere with performance of their duties.

If an officer's primary assignment is uniform field work, the body armor shall be worn. Exceptions will be at the discretion of the Chief of Police or by medical release.

19. Badges

- a. All members of the department who are required to wear the patrol uniform will have their assigned badge displayed on the outermost garment worn and shall carry their departmental identification card. Only department authorized badges may be worn on the patrol uniform which would include a cloth badge on certain clothing.
- b. Members who are in civilian attire and armed on-duty shall wear the badge where it is clearly visible in front of their weapon or around their neck on a chain and shall carry their departmental identification card with them.
- c. If carrying concealed while on-duty or going armed while off-duty, officers shall have a badge on their person for identification purposes.

20. Non-uniformed personnel dress

- a. Non-uniformed members of the department should recognize that their appearance and dress reflect upon the department in a manner similar to that of uniformed employees. Clothing will be neat and clean and in line with contemporary casual business attire. Preference would be for shirts to be affixed with the department logo.
- b. Headgear will be appropriate for the circumstances and surroundings of the particular work environment the person is engaged in at that time.
 - (1) The minimum standard for court will be contemporary business attire. The minimum standard for a male officer would be dress shoes, pants, shirt with tie and a sport coat, and for female officers, it would be dress shoes, blouse, pants or skirt, dress or suit.

21. Uniform Allowance

- a. Existing agreements between the City of Portage and the labor union which represent sworn personnel of the Portage Police Department spell out

current financial amounts for uniform allowance.

- b. Sworn personnel of the department receive annual funding for approved uniform and/or equipment purchases.
- c. The clothing allowance is meant to offset or pay for authorized uniform and equipment items related to the duties of the police officers.
- d. Each member of the Command Staff is required to have a class A dress uniform available.
- d. Officers who terminate employment or have their employment terminated with the department during the probationary period may be required to reimburse the City all uniform allowance allotments.

22. Replacement of lost, stolen or damaged equipment

- a. If an item of an individual officer's issued equipment is lost or damaged, the officer will submit an email to their supervisor detailing the circumstances of the lost or damaged equipment.
- b. If the supervisor determines that the article was lost or damaged due to employee negligence or willfulness, the employee may be subject to disciplinary action or be required to replace at their own expense. Conduct constituting criminal damage to property may be prosecuted.
- c. The City shall replace each employee's uniform articles damaged as a result of the performance of their duty in accordance with union contract and or City Policy.

23. Uniform and equipment disposition upon termination of employment

- a. Employees who terminate their employment with the department will be responsible for turning in all issued equipment. Additionally, employees whose employment is terminated by the City shall return all department patches and identifications.
- b. Failure of a terminated employee to return department property in serviceable condition shall result in the department determining the replacement cost of the property and the department pursuing any legal means to recover the property or their value in replacement costs.

III. PERSONAL HYGIENE

- A. It is the responsibility of all employees to ensure that their body and clothing is kept clean to prevent offensive odor and present a professional appearance.
- B. Tattoos and branding

1. Visible tattoos on the ears, head, face or neck area are prohibited.
2. Officers with tattoos / branding may be required to keep them covered if they are unsightly or offensive.

C. Fingernails

1. Fingernails / length shall not interfere with your job duties.
2. Fingernail color will be in good taste and professional appearance.

D. Hair

1. Hair will be neatly trimmed, clean and styled. The length and/or bulk of an employee's hair shall not be such that it presents an unprofessional, unkempt, or neglected appearance.
2. All styles must not detract from the employee's appearance as a professional.
3. Extreme or unnatural hair colors are prohibited. Unless approved by the chief of police for a special temporary circumstance.
4. If wigs and hair pieces are worn, they must conform to the established grooming standards.

E. Hair accessories

1. Hair accessories that may be worn include bobby pins, hair bands, and hair clips.
2. Hair bands worn by uniformed officers must be of a solid color of white, black or navy blue.
3. Hair clips worn by uniformed officers must be a plain shape and in the color of white, black or navy blue, or natural hair color.
4. Decorative or fashion hair accessories not mentioned above are prohibited by uniformed officers.

F. Sideburns

1. Sideburns will be neatly trimmed and tapered in the same manner as the haircut. They will be evenly trimmed on each side of the face.

G. Mustaches and beards

1. Officers may wear beards, Vandyke goatees, mustaches or other arrangements that when maintained in a neat, clean manner, present a groomed appearance.

2. Facial hair shall not exceed one and one half inches in length.

H. Jewelry

1. Employees may wear jewelry that does pose a danger in performing job duties and does not detract from a professional appearance. Any jewelry may be prohibited by the chief of police or designee.

I. Body piercing

1. Body piercing shall not pose a danger in performing job duties and shall not detract from a professional appearance. Wearing of body piercings may be prohibited by the chief of police or designee.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

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