



## CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



### Uniform Standards

Eff. Date 10/19/2020

#### Purpose

All officers shall possess a serviceable military style uniform and the necessary equipment to perform uniformed field duty. If an officer's regular job duties do not require the wearing of the military style uniform, it is necessary for them to have the uniform immediately available.

#### Procedure

##### MILITARY STYLE UNIFORM GUIDELINES

1. No uniforms or equipment may be worn or carried on-duty unless it has been approved by the Chief of Police. Lists shall be maintained of approved uniform and equipment items. These lists will include items for specialized units and assignments.
2. Officers shall wear the military style uniform while on duty unless their assignment allows otherwise.
3. The uniform shall be kept clean and pressed and be worn complete with silver or gold (rank appropriate) buttons, insignias, badge, and name tag in place. It should not be torn, faded, or frayed, although it is understood that this situation can occur during regular job duties. The name tag will be worn by all uniformed personnel and will have the first name or initial and last name of the officers (no nicknames). The name tag will be worn above the right pocket, centered and even with the pocket. (See Addendum A for correct placement of insignia.)
4. The full military style uniform consists of a uniform shirt with Madison Police Department (MPD) patches on both shoulders, and uniform trousers. An employee shall wear the uniform shirt and trousers that are approved for their particular assignment.
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 t-shirts which are white, navy blue, or black in color. When wearing a long-sleeve uniform shirt, a mock or turtle neck, navy blue or black in color, may be worn with the collar folded once. No visible insignia of a commercial nature is allowed.
7. Uniform shirt sleeves will not be worn rolled up when in public view. SET and SWAT officers are exempted from this rule while wearing their specialized BDU shirts, unless their Commander rules otherwise.
8. Uniform sweaters authorized for use as an outer garment may be worn over the military style uniform.
9. No pins, flags, tie tacks, tie bars (other than the approved silver or gold tie bar) or other such paraphernalia will be worn with the military style uniform unless approved by the Chief of Police. The Purchasing Clerk shall keep the list of authorized pins.
10. Members of the Field Training Cadre may wear the field training pin with the military style uniform. The pin will be worn centered and directly above the name tag.
11. Members of the SET, SWAT and Honor Guard teams may wear their respective team pins with the military style uniform. The pin will be worn centered and directly above the name tag, or centered directly above the field training pin, if worn. The Chief may authorize the wearing of any other pins at his discretion.

12. Officers who have received certain awards (Valor, Meritorious Conduct, Meritorious Lifesaving, Blue Star, Lifesaving) may wear the approved award pin with the military uniform. If only one award pin is worn, the pin will be worn centered above the highest other pin (name tag, Field Training, SET or SWAT). If two award pins are worn, the pins will be worn side-by-side, above the name tag or Field Training pin (if worn), but below the SET or SWAT pin (if worn).
13. Service bars may be worn on long-sleeve uniform shirts, jackets and coats. One bar is authorized at the completion of each four years of service. (See Addendum A for correct placement.)
14. Approved footwear worn with the military style uniform will be black and must be kept clean and polished.
15. When long uniform pants are worn, socks should also be worn that cover the ankle, specifically at least a mid-calf or crew sock. Shorter socks such as anklets, no-show, or low cut are only authorized to be worn with uniform shorts. Socks shall be black or navy in color, except when a medical waiver is granted and approved by the Chief of Police.
16. Wearing of the uniform hat is optional, unless a commanding or supervisory officer requires that a hat be worn for a particular assignment. An approved MPD baseball cap, trooper hat, or stocking cap may also be worn.
17. Officers may wear an authorized outer jacket with the military style uniform. Chevrons and bars will be worn on the epaulets, not the collar. MPD raid jackets approved for plainclothes use will not be worn with the military style uniform.
18. When a uniformed officer directs traffic, the safety vest or reflective side of the spring/fall jacket shall be worn, whether in an on-duty or special employment status. The department-issued raincoat, with the reflective side out may be worn instead of the traffic vest.
19. The following supplemental equipment is required while wearing the military style uniform:
  - a. A plain black belt with gold or silver closure.
  - b. Authorized weaponry as per the Police Weaponry Policy.
  - c. Authorized leather or nylon goods.
  - d. Any equipment as may be required by the officer's commander.
20. The full military style uniform will be classified as follows:

<b>Dress Class A</b>	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>
Commander Overcoat (if purchased)	Approved Outer Garment	Approved Outer Garment	Approved Outer Garment
8 point hat (outdoors, optional)	Approved Hear Gear (outdoors)	Approved Head Gear (optional)	Approved Head Gear (optional)
Dress Blouse			
White Long-Sleeve Uniform Shirt, Navy tie	Approved Class A Uniform Shirt, long-sleeve, (tie required) or short-sleeve	Approved Class A Uniform Shirt, long-sleeve (tie optional) or short-sleeve	Approved Tactical Uniform Shirt
Body armor (if worn) will be concealed under the uniform shirt	Body armor (if worn) will be concealed under the uniform shirt	Approved external body armor carrier or body armor (if worn) concealed under the uniform shirt	Approved external body armor carrier or body armor (if worn) concealed under the uniform shirt
Approved Class A Uniform Trousers (4 pocket)	Approved Class A Uniform Trousers (no cargo or TDU style)	Approved Uniform Trousers	Approved Tactical Trousers
Black Shoes (non-athletic)	Black approved (non-athletic) Footwear	Approved Black Footwear	Approved Black Footwear
No Name Tag on Outside of Commander Overcoat	Duty Belt	Duty Belt	Duty Belt

21. Officers with the rank of Police Captain and above shall maintain a Class "A" Dress uniform. Officers with the rank of Police Lieutenant shall have the option of maintaining a Class "A" Dress uniform. Dress Class A uniforms shall be worn at official ceremonies of the MPD (e.g. funerals, memorial services, graduations), or as directed by the Chief of Police.
22. Officers should wear a Class A uniform to all court appearances (including probation and parole revocation hearings), to special assignments, or any other time as directed by a supervisor. It is expected that officers who have court scheduled during their regular work hours will wear a Class A uniform to the court appearance, though it is understood that in limited circumstances it may not be possible to change into a Class A uniform prior to the court appearance. The Class A uniform is required for uniformed personnel testifying at a jury trial unless it is impractical to do so or upon specific request from the prosecuting attorney.
23. Officers shall have the option of wearing Class A or Class B uniforms for their daily assignments unless otherwise directed by MPD policy or a MPD Supervisor.
24. Rank Insignia
  - a. Rank insignia shall be worn on the epaulets of the outer most garment (including Dress Blouse), except rainwear.
  - b. All insignias shall be worn on the shirt collar.
25. The approved Honor Guard uniform may only be worn by Honor Guard members or auxiliary team members, as approved by Honor Guard Command.
26. Bike Uniform

Officers may wear the approved bike uniform only when assigned to ride MPD bicycles for the duration of their shift. The bike uniform will consist of:

  - a. Approved MPD bicycle shirt.
  - b. Approved athletic shorts, pants, shoes, and black or navy blue socks.
  - c. Protective helmet.
  - d. Full duty belt, including weaponry as required in the Police Weaponry guide.
  - e. Approved MPD bicycle jacket.
  - f. Officers may also wear the military style uniform while using the bicycle, but in that situation must wear a protective helmet and yellow reflective vest over their uniform for greater visibility. With supervisor's approval for tactical reasons, an officer may refrain from wearing the yellow reflective vest.
27. Mounted Patrol Uniform

Mounted Patrol officers may wear the Mounted Patrol uniform while assigned to Mounted Patrol activities. The Mounted Patrol uniform will consist of:

  - a. Approved MPD Mounted Patrol shirt. The approved Class A MPD uniform shirt may be worn for ceremonial activities.
  - b. Approved MPD riding pants.
  - c. Approved MPD riding boots.
  - d. Approved MPD Mounted Patrol jacket.
  - e. Protective helmet.
  - f. Full duty belt.
28. Canine Officer Duty Uniform

Canine officers may wear the approved Canine BDU/Class C uniform only when engaged/assigned to Canine duties. The Canine BDU uniform will not be worn for any other assignment/purpose.
29. Alternative Uniform Attire

Alternative uniform attire may be approved for certain activities/assignments where a uniform would not be appropriate. These include MPD polo shirts, t-shirts, etc. These alternative items

are not a substitute for the standard uniform, and may only be worn for specific assignments/activities with the approval of the Chief.

### 31. External Body Armor Carrier

An approved external body armor carrier may be worn over the uniform shirt with the Class B or Class C uniform. All other uniform requirements (visible badge, name tag, collar brass, etc.) apply when the external body armor carrier is worn.

An approved medical/load-bearing external body armor carrier may be worn over the uniform shirt with the Class B or Class C uniform. Officers electing to wear the medical/load-bearing external body armor carrier will have their equipment carrying configuration approved by the Training Section prior to field deployment.

The medical/load-bearing external body armor carrier should appear as similar to the standard uniform shirt as possible, though a single "Police" patch may be worn on the rear of the carrier. All other uniform requirements (visible badge, approved name tag, collar brass, etc.) apply when the medical/load-bearing external body armor carrier is worn.

## **IN-SERVICE DRESS/EMPLOYEE DEVELOPMENT**

Officers shall dress in clothing and gear consistent with their regular assignment unless notified otherwise by a member of the Training staff.

## **SPECIAL DUTY JOB**

Officers working "special duty" jobs in uniform shall adhere to the military style uniform guidelines in this policy. If the assignment requires a non-military style uniform dress, officers shall dress in clothing consistent with the non-uniform clothing standards in this policy.

## **BODY ARMOR**

It is the policy of the MPD to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

If the officer's assignment is uniform field work in an enforcement capacity rather than administrative or support capacities, body armor shall be worn. Officers are responsible to ensure that body armor is functional and does not interfere with the performance of their duties. Exceptions will be at the discretion of the commanding officer.

## **HEAVY BODY ARMOR**

Officers may utilize personally owned, MPD approved supplemental heavy body armor while on duty in accordance with these provisions:

1. Only approved heavy body armor and accessories will be utilized. Heavy body armor carriers will indicate "POLICE" on the front and back, and may not be modified without approval of the Captain of the Personnel and Training Team.
2. Officers will ensure that their individually owned heavy body armor is properly maintained and regularly inspected.
3. Officer must complete training and firearms qualification (as established by the Captain of the Personnel and Training Team) while wearing heavy body armor prior to using it in the field. All use of supplemental heavy body armor will be in accordance with departmental training.

4. Supplemental heavy body armor is not authorized for full-time wear. It may be utilized anytime an officer reasonably believes the potential for a deadly force threat from a firearm exists.
5. Officers will not utilize heavy body armor not assigned to them unless exigent circumstances are present.

## **BADGES**

Officers on duty must carry their assigned badge and departmental identification card on their person. Officers wearing the military style uniform will have their badge displayed on the outermost garment worn. Officers not wearing the military style uniform who have their primary handgun visible must have their badge displayed either on the front of their waistband or on their chest area.

## **PARKING ENFORCEMENT OFFICER UNIFORM**

1. Parking Enforcement Officers shall wear the prescribed uniform while on duty, unless their assignment allows otherwise. The prescribed uniform shall consist of items that have been authorized by the Chief of Police.
2. The uniform shall be kept neat and clean at all times. MPD Command Staff shall determine the wearability of the uniforms.
3. The uniform will consist of authorized pants, shorts, short- or long-sleeve polo shirts, short- or long-sleeve military style shirts, authorized jackets or sweaters and approved footwear and headgear.
4. Long- and short-sleeve uniform shirts may be worn open at the collar, with all but the top button buttoned.
5. When any authorized uniform shirt is worn open at the collar, officers may wear approved undershirts. These undershirts shall be black, white or navy blue in color. It is not authorized to wear long-sleeve undershirts with short-sleeve gray uniform shirts.
6. Authorized uniform sweaters (with MPD patch) may be used as an acceptable outer garment over an approved undershirt (turtleneck).
7. A Madison Parking Enforcement authorized ANSI Safety Vest must be worn as the outer most garment at all times. When wearing uniform jackets and coats the ANSI Safety vest must be worn and it is required that a uniform shirt, uniform sweater, or authorized turtleneck be worn underneath at all times.
8. The approved footwear shall consist of black boots or shoes, when wearing uniform pants, and must be kept clean and polished. Approved footwear when wearing uniform shorts shall consist of gray shoes with black or white socks; or black shoes with black socks.
9. Parking Enforcement Officers wishing to purchase tennis shoes for duty use may do so. These shoes must be gray or black in color, free of bright colors, overly graphic designs or lights; must be made from an approved vendor (if purchased with uniform account funds); and must be an approved brand (Nike, Brooks, Asics, New Balance, Adidas, or Reebok). The purchase and exact shoe model must be pre-approved by the parking supervisor.
10. Wearing authorized headgear is optional.
11. Any items that Parking Enforcement Officers wish to incorporate into the approved uniform list must be brought to the attention of the Parking Uniform Committee.

**UNIFORM ACCOUNT**

1. Existing agreements between the City of Madison and the labor unions which represent uniformed personnel of the MPD spell out current provisions for use and administration of uniform accounts.
2. Under no circumstances are employees permitted to exceed the amount available in their account. It is the employee's responsibility to track their account balance, and they are responsible for any applicable tax.
3. All uniform and equipment purchases for use on-duty by personnel on the monthly clothing allowance must be approved items consistent with this policy.

Original SOP: 02/25/2015

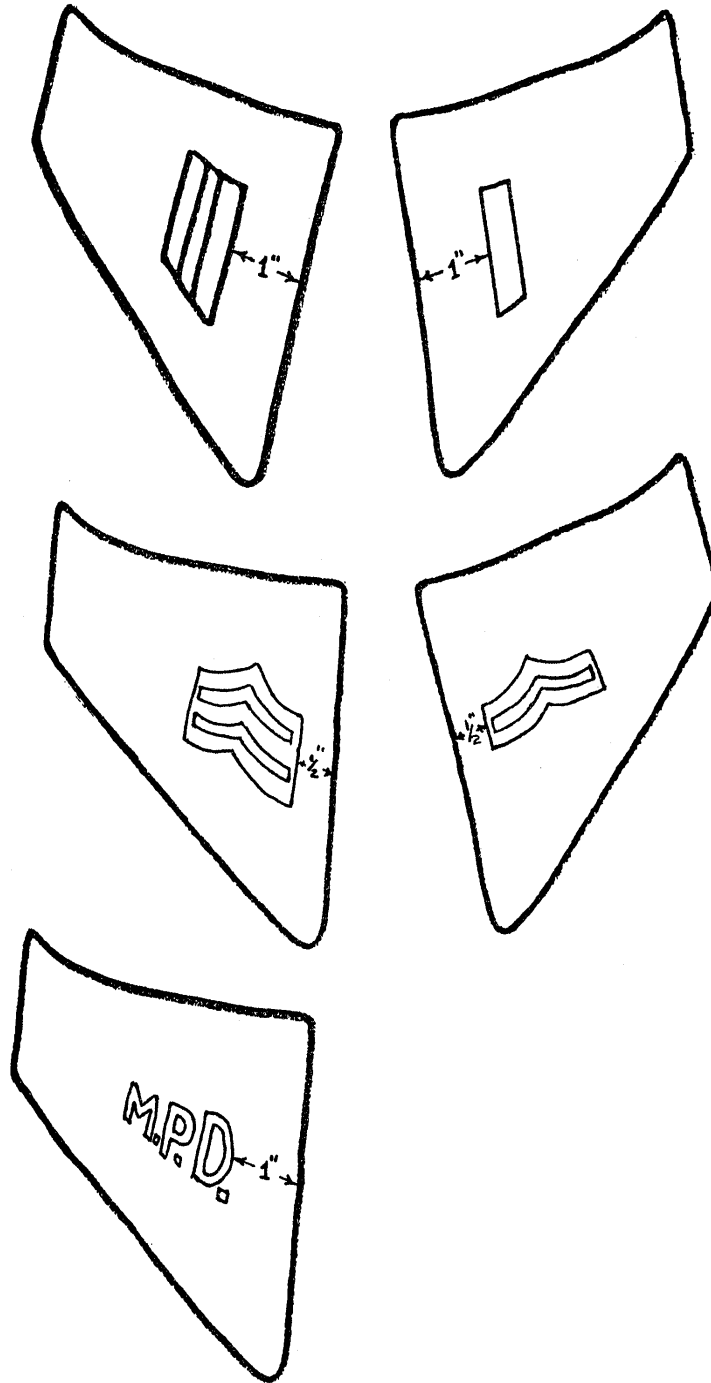
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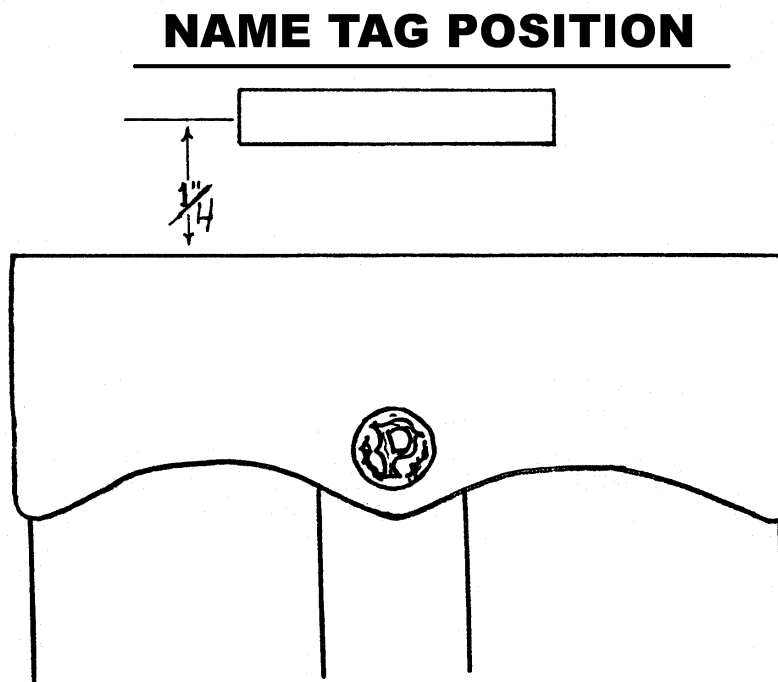
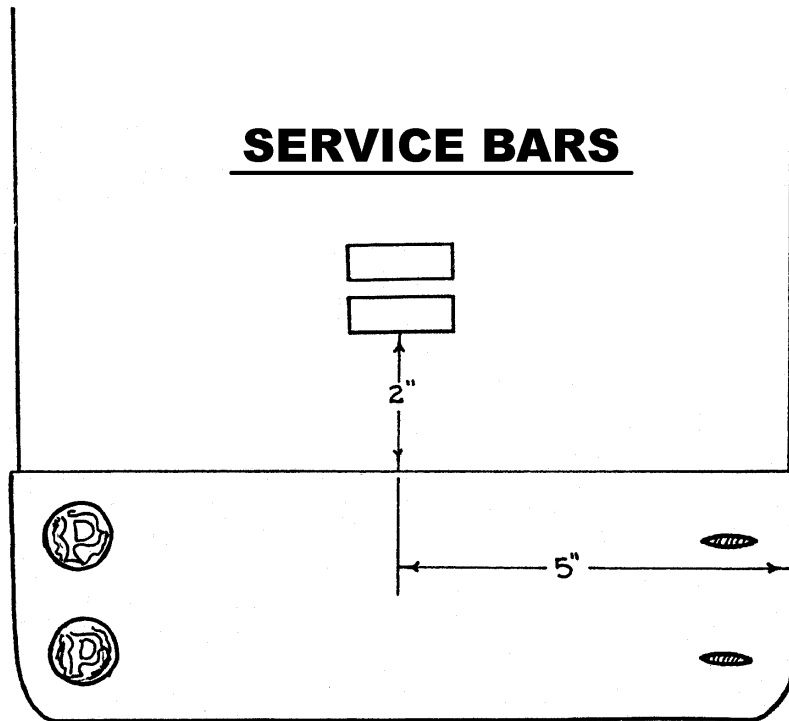
(Revised: 09/13/2016, 02/18/2018, 04/16/2018, 4/30/2019, 10/08/2019, 10/19/2020)

### ADDENDUM A

#### COLLAR INSIGNIAS

All insignias are to be centered between top and bottom of collar.







**COMMANDER'S OVERCOAT**

- Sleeve Bars: 4 bars: Chief of Police
- 3 bars: Assistant Chief of Police
- 2 bars: Captain
- 1 bar: Lieutenant

