

WINONA POLICE DEPARTMENT

NUMBER: 109-09 PAGES: 7

EFFECTIVE DATE: November 26, 2008

SUBJECT: UNIFORM, EQUIPMENT AND APPEARANCE

1.0 PURPOSE:

It is the purpose of this General Order to clearly define the rules and regulations pertaining to the wearing of the uniform, department equipment and overall general appearance of all members of the Winona Police Department. All new officers hired after 01/01/08 will be issued equipment meeting these requirements.

2.0 WEARING OF THE UNIFORM:

All officers shall keep their uniform clean, well laundered and pressed. Officers shall wear polished shoes and approved duty gear. Officers shall, as often as necessary, examine and clean their equipment and always keep the same in good serviceable condition. The uniform hat and tie shall be worn for funerals and other formal functions.

3.0 UNIFORM INSPECTION:

3.1 Shift Sergeants shall perform an inspection of shift personnel prior to the start of each tour of duty. These inspections are to be held to insure that uniforms are being worn in proper manner, and uniforms are neat in appearance, serviceable and equipment is properly maintained.

3.2 The Commander of the Criminal Investigation Bureau shall be responsible similarly for the personnel in their bureau.

3.3 The Chief of Police, or their designee, shall be responsible similarly for all other personnel of the department not covered by the above.

4.0 CIVILIAN CLOTHING:

4.1 All plainclothes officers are required to maintain a clean and serviceable short sleeve and long sleeve shirt and uniform pants. An officer may be called upon, at any time, to display his/her uniform for inspections by the Chief of Police or their designee.

4.2 At the discretion of the supervisor, civilian dress will be appropriate for duties assigned. Footwear shall consist of practical type shoe conservative in color and design. Clothing shall be clean and in good repair.

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4.3 Plainclothes officers will wear a sidearm at all times. The officer's sidearm may be worn inside or outside of the garment. If the sidearm is worn outside of the garment, the officer's badge shall be in plain view to the public.

4.4 Appropriate business attire will be maintained and worn by the officer in case of court or other duty requiring these items.

5.0 MANNER OF DRESS ON DUTY:

Members shall wear the duty uniform on a tour of duty; however, commanding officers may prescribe other clothing as required by the nature of the duty to which a particular member is assigned.

6.0 DEPARTMENT SHOULDER PATCHES:

The department shoulder patch shall be worn on both shoulders or arms of any department uniform clothing except raincoats. The patch will be placed one-half inch below the shoulder seam of the shirt, commando sweater or jacket. The department shoulder patch will be furnished by the department.

7.0 COMBINATIONS PROHIBITED:

Officers are prohibited from wearing any distinctive part of the police uniform in conjunction with civilian clothing.

8.0 DISPLAY OF BADGE:

When in uniform, members shall display the badge on their outermost garment over the left breast. Embroidered badges may be worn on outer jackets only. Embroidered badges will be furnished by the department.

9.0 RANK INSIGNIA--UNIFORM WEAR:

9.1 Sergeants: Sergeants shall wear chevrons sewn on the sleeves of the shirt, commando sweater and jacket. The chevrons shall be three-striped, royal blue/white on black with a navy blue outer edge. In addition, Sergeants shall wear collar chevrons, gold in color on uniform shirts. Chevrons are not required on raincoats.

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9.2 Deputy Chief of Police: The Deputy Chief of Police shall wear the silver oak leaf on the collar of the uniform shirts and on the epaulets of the uniform jacket. The Deputy Chief may wear three gold braids on each sleeve of the uniform jacket. The gold braid shall be one-half inch wide and shall be sewn one-half around the sleeve (seam to seam). It shall be sewn beginning three inches from the bottom of the sleeve. The braid shall be one-half inch apart.

9.3 Chief of Police: The Chief of Police shall wear the silver eagle on the collar of the uniform shirts and on the epaulets of the uniform jacket. The Chief may wear four braids on each sleeve of the uniform jacket. The gold braid shall be one-half inch wide and shall be sewn one-half around the sleeve (seam to seam). It shall be sewn beginning three inches from the bottom of the sleeve. The braid shall be one-half inch apart.

10.0 SHIRTS:

10.1 Members with the rank of Sergeant and below shall wear shirts of the “Minneapolis Blue” color manufactured by “The Deputy.” The shirts shall be in either long or short sleeve and worn with department shoulder patches and an American flag provided by the department.

10.2 Members with the rank of Deputy Chief and above shall wear approved uniform shirts, white in color.

11.0 PANTS:

All uniform pants purchased after 01/01/08 shall be:

MENS:

Fechheimer “Flying Cross”

#39300 cargo style

#39400 non-cargo style

or

Blauer

#8980 cargo style

#8950 non-cargo style

or

5.11

#44058 cargo style

#44059 non-cargo style

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WOMENS:

Fechheimer "Flying Cross"

39-350 cargo style

39-450 non-cargo style

or

5.11

#34-070 cargo style

#34-071 non-cargo style.

or

Blauer

#8980 cargo style

#8950 non-cargo style

12.0 SHOES, SOCKS, OVERSHOES, T-SHIRTS AND VEST COVERS:

Black shoes or boots shall be worn with the uniform. Black, navy blue or all white socks shall be worn when in uniform. Overshoes shall be black in color.

T-shirts and vest covers shall be navy blue, black, or white in color.

13.0 GLOVES:

Gloves shall be all black in color with the material being optional. No "sap" gloves or weighted gloves are permitted for wear by any member of the department.

14.0 SCARVES:

Scarves worn with the uniform shall be of a solid color, either black or navy blue. Material shall be optional.

15.0 DUTY GEAR:

All duty gear shall be black in color. The basket weave leather, nylon, or composite materials are approved for wear. Combinations of these materials may be worn if in good repair and are functional.

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16.0 RAINCOAT:

Uniformed personnel may wear a raincoat in inclement weather. The raincoat shall be navy blue or black in color and must have a badge tab (or display a department approved embroidered badge). Shoulder patches on the approved department raincoat are not required.

17.0 TIES:

Uniformed personnel shall wear ties with the long sleeved shirts when at court, funerals and other formal functions. Ties shall be navy blue in color and they shall be the clip-on or pull-off style. Tie tacks or tie bars are permitted. Tie tacks or tie bars should be of a type appropriate for law enforcement work.

18.0 HANDCUFFS:

All members shall carry an approved pair of handcuffs while on duty. Any handcuffs purchased after 01/01/08 shall be Peerless, Smith & Wesson or ASP brand and shall be black or silver in color.

19.0 JACKET / COMMANDO SWEATER:

19.1 The official uniform jacket shall be of the style (cloth or leather) approved by the Chief of Police. Different weight jackets are authorized to coincide with seasonal uniform wear. The wearing of the jacket shall conform to all other rules and regulations. The display of the American Flag patch will be optional on uniform jackets. (The American Flag patch will be supplied by the department).

19.2 The official uniform sweater shall be the “Commando” style, navy blue, with epaulets and a badge tab.

20.0 HASH MARKS:

Hash marks denoting years of service may be worn on the left sleeve of the uniform jacket. They shall be of the angle style and shall be one-quarter inch wide and one and one-quarter inches long. They shall be royal blue/white on black in color. They shall be worn one hash mark for each three years of service.

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21.0 UNAUTHORIZED EQUIPMENT:

21.1 No unauthorized device or other decoration shall be worn on the uniform at any time. The on-duty Supervisor shall determine if a device is unauthorized, subject to appeal to the Deputy Chief.

21.2 No jewelry which would draw undue attention or create a hazard for the officer or other officers shall be worn while on duty.

22.0 UNIFORM MANDATORY:

All officers of the department, when not assigned to plainclothes or other special assignments, shall appear in full uniform during their hours of duty, attending court or when attending to other duties requiring a police uniform. Every officer while on duty shall carry the proper equipment prescribed by the Chief of Police and the department rules and regulations.

23.0 UNIFORM HAT:

The 8 point uniform hat shall be made of navy blue cloth material. The frame can be either cane or solid black at the option of the officer. All officers of the rank of Sergeant and above shall wear a gold colored band on the hat. The Chief and Deputy Chief may wear gold scrambled bullion on the visor of the hat. Black or navy blue fur caps are optional for winter wear. Stocking caps that are solid black or navy blue may be worn. Any emblem, other than the department patch or "Police" identification shall be subdued. Only department authorized ball caps may be worn.

24.0 DUTY FIREARM:

Officers using approved 9mm and .40 caliber Semi-Automatics (as of 08/05/05) may continue to use that weapon. After 08/05/05, the 9mm or .40 caliber semi-automatic shall be of the Glock brand and shall be of the "double action" style. Glock model 17, 19, 22, 23, 34 and 35 are approved for department use. In addition Glock model 26 and 27 are approved for the Chief of Police, Deputy Chief of Police, CID, plainclothes or special assignment officers. All department personnel must carry a minimum of two magazines. Special assignments that prohibit compliance to this policy must be approved by the Chief of Police or their designee. Practice and duty ammunition shall be of the brand and specifications approved by the Chief of Police.

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25.0 REGISTRATION OF DUTY FIREARMS/EQUIPMENT:

All officers shall register with the Chief of Police in a manner prescribed by him/her all their duty firearms.

26.0 AMERICAN FLAG:

Shirts purchased after 01/01/08 shall display the American flag. The flag shall be 3 1/2" X 2" and shall be worn over the right pocket and shall be three-quarter inch above the pocket, so that there is room for the name tag. Displaying the American Flag on department approved jackets and the department approved commando sweater is optional.

27.0 Bike Patrol Uniform:

The bike patrol uniform shall consist of an approved department uniform. In lieu of duty pants, officers may wear navy blue shorts that are approved by the Chief of Police.