

# SPRING LAKE PARK POLICE DEPARTMENT

## DEPARTMENT POLICY

POLICY #2200

EFFECTIVE DATE: NOVEMBER 20, 1997

REVIEW DATE: JANUARY 1, 2017

RE: UNIFORMS, EQUIPMENT AND APPEARANCE

### **PURPOSE:**

The purpose of this policy is to set standards for wearing of police uniforms for all police personnel.

### **SCOPE:**

This policy shall apply to all employees sworn and non-sworn. This policy will replace all previous policies regarding uniforms, equipment and appearance.

### **UNIFORM DRESS CODE:**

Due to inconsistencies in materials and dye lots at different law enforcement suppliers, it shall be the policy of the Spring Lake Park Police Department, that all sworn personnel shall purchase the below shirts (summer and winter) and trousers (pants) from "Aspen Mills", located here in the City of Spring Lake Park, in an attempt to keep all personnel's appearance consistent. Other equipment purchases may be at the discretion of the officers with the approval of the Chief of Police.

Shirts: (Summer) - Summer shirts will be worn each year as of **May 1<sup>st</sup>**. Sworn uniformed officers will wear short sleeve dark blue shirts, with the Spring Lake Park Police patches on each sleeve. Patrol officers may wear silver uniform S.L.P. collar brass on each side. Badges will be worn on the left breast. A silver nametag (With year of hire) ***if worn***, is to be worn *on* the right shirt pocket. Sergeants will wear the same color and style shirts as patrol officers. Silver Chevron collar brass may be worn on each side of the collar. Chevron stripes will be worn on each sleeve. **(Unless otherwise directed by the Chief of Police or Designee(s))** The Chief of Police may wear white or dark blue shirts and gold star collar brass.

(Winter) – Winter shirts will be worn each year as of **November 1<sup>st</sup>**, same as above with exception of long sleeve shirts. Winter shirts may be worn open, with an approved turtleneck type undershirt as desired by each officer, or with a matching clip-on tie. Collar brass is optional. Navy blue V-neck sweaters, commonly referred to as Commando Sweaters, are permitted provided they have the proper identification (Patches and name tag) as required on the shirts. **(Unless otherwise directed by the Chief of Police or Designee(s))**

Jackets: The type and style of jacket will be the option of the officer with the approval of the Chief of Police. The jacket will be marked in the same manner as the shirts, depending on rank.

Trousers: Standard navy blue colored uniform trousers will be worn. Heavyweight trousers may be worn in the winter months, if so desired.

Caps: Summer- navy blue round, military style, band to match collar brass color, with hat badge. Winter- navy blue Trooper style cap, with ear-flaps and hat badge or black stocking style thinsulate or non-thinsulate cap with SLPPD embroidered on it.

Footwear: Black, uniform shoes or boots, as approved by the Chief of Police. Socks used solely/specifically for work.

Leather goods: Black basket weave, leather, or synthetic equivalent. Nylon gear may be worn for bicycle duty. Other exceptions upon approval by the Chief of Police.

Badges: The Spring Lake Park Police Department, upon the date of this policy, will begin using a permanent badge numbering system. Whatever badge an officer is originally assigned, will remain his/her badge until retirement. When an officer leaves employment, that number may be retired or reassigned. The Department will issue all new hires two breast badges and 1 hat badge. Each officer is responsible to ensure that their badge is clean and in good repair. Any later badge purchases, maintenance and/or replacement will be done using the officer's clothing allowance. All badges purchased after the date of this policy, shall read "POLICE OFFICER" on the top ribbon, with exception of Sergeants and Chief badges. Badges may be individualized with the officer's name if desired. Badges will be worn on the outer most item of the uniform, with exception of special detail assignments.

All badges remain property of the Spring Lake Park Police Department, until officially retired by the Chief of Police.

## **NEW EMPLOYEES:**

New officers shall be supplied with the following:

- 4 LONG SLEEVE SHIRTS (To be purchased at Aspen Mills)
- 4 SHORT SLEEVE SHIRTS (To be purchased at Aspen Mills)
- 4 PAIR PANTS (To be purchased at Aspen Mills)
- 1 WINTER JACKET WITH ZIP OUT LINER
- 1 SUMMER HAT
- 1 WINTER HAT (Trooper Style)
- 1 SILVER HATBAND
- 2 SILVER NAME TAGS (With year of hire)
- 2 SILVER COLLAR BRASS – SHIRT
- 2 SILVER COLLAR BRASS- JACKET
- 1 PAIR BOOTS
- 2 TIES
- 1 TIE BAR
- 2 BADGES
- 1 HAT BADGE

Substitutions of certain items may take place during initial issue. Example; leather gear may be substituted for footwear if the employee has no need for footwear. Turtle-necks may be substituted for ties and tie bars.

Employees whose employment is terminated during their probationary year must return all uniforms and equipment to the department. Upon successful completion of their probationary year, such uniforms and equipment will be considered property of the officer.

## **GROOMING:**

All members shall maintain, in good order, uniforms as outlined in this policy. Members shall be neat and well-groomed while wearing the uniform of this department. Male members shall maintain their hair off of the collar, be clean shaven, with the exception of a neatly trimmed mustache/side burns if desired.

Female officers shall wear their hair up, off of the collar, for officer safety. Uniformed officers shall not wear jewelry, with the exception of watches and wedding and/or engagement rings.

### **PLAIN CLOTHES ASSIGNMENTS:**

Officers who are assigned to positions or details where civilian clothes are appropriate or desired, may dress according to the position they hold and with approval of the Chief of Police

### **NON-SWORN MEMBERS:**

Non-sworn members of the department will wear approved uniforms, to include a Department Polo, or white shirt, neckwear, navy blue blazer and navy skirt or slacks. The blazer or sweater shall have a department patch on each shoulder. Footwear shall be appropriate to the uniform, as approved by the Chief of Police.

### **Tattoos/Body Piercing or Alterations:**

The Spring Lake Park Police Department employees are highly visible representatives of government and the law enforcement community. Public opinion and perception of law enforcement are vital concerns for delivering effective law enforcement service. The Spring Lake Park Police Department establishes this policy to ensure that members of the police department present themselves for service in a manner that promotes public trust and confidence and enhances communication levels between department members and the community.

#### **1. Definitions:**

- a) Tattoo- The act or practice of marking the skin with indelible designs, forms, figures, letter, art, etc., by making punctures in the skin and inserting pigment that undermines community values or standards, is obscene, offensive, sexually suggestive, profane or discriminatory towards other persons on the basis of their race, religion, creed, age, sexual orientation, or disability. This includes, but not limited to: any depiction of nudity or violence, symbols or designs likely to incite a strong reaction in the workplace including swastikas and pentagrams, initials, acronyms or numbers that represent criminal or historically offensive organizations or any street gang names, numbers or symbols.
- b) Scarification – the act of intentionally cutting the skin for the purpose of creating a permanent design, form or figure commonly known as a scar.
- c) Body Piercing/Alteration – body piercing or alteration to any area of the body that is visible in any Spring Lake Park uniform or attire, and is a deviation from normal anatomical features and this is not medically required is prohibited. **Body piercing/alteration include but are not limited to: Tongue**

**splitting or piercing, the complete or transdermal implantation of any material other than hair replacement or breast augmentation, abnormal shaping of the ears, eyes, nose, face or teeth.**

**2. Prohibitions:**

- a) Tattoos, body piercing/alterations or scarifications worn by any employee shall not be visible while on duty or while representing the Spring Lake Park Police Department in an official capacity.
- b) No employee may obtain a new tattoo that is readily visible in full when wearing an open collar uniform shirt or plain clothes open collar, short sleeve shirt.
- c) No candidate for any position will be considered for employment that has a tattoo, body piercing/alteration or scarification which would fully be visible while wearing an open collar, short sleeve shirt.

**3. Provisions: (Sworn and Non-Sworn Personnel)**

- a) All sections of this policy apply only to tattoos, piercing/alterations or scarifications readily visible in full or part while wearing standard uniforms or apparel during employment with the Spring Lake Park Police Department or while representing the interests of the Spring Lake Park Police Department.
- b) Any employee of the Spring Lake Park Police Department knowingly obtains any tattoo, body piercing/alteration or scarification in violation of this policy will be required, at their own expense, to remove the tattoo, body piercing/alteration or scarification. Knowingly violating this policy may result in discipline.
- c) The prohibition and provisions of this policy are in effect at all times when an employee is acting in the capacity of their employment, or while representing the Spring Lake Park Police Department in any capacity whether the employee is wearing an approved uniform or personal clothing. (For example: if an employee attends training in their capacity as an employee of the Spring Lake Park Police Department and they have a visible tattoo, body piercing/alteration or scarification, the tattoo, body piercing/alteration or scarification must be covered.)
- d) Any current employee that as of the time of the writing of this policy revision (April 21, 2014) has a tattoo, body piercing/alteration or scarification that is partially visible will be grandfathered in but will make every attempt to reasonably conceal the tattoo, body piercing/alteration or scarification.
- e) Tattoo sleeve covers will not be considered acceptable remedies for tattoo's, piercing/alterations or scarifications.

**4. Exemptions:**

The Chief of Police may make exceptions to these regulations as necessary.

### **SPECIAL OCCASIONS OR DUTY:**

For the purpose of this policy, the 'Class A Uniform' includes long sleeve shirt, tie, and cap. Class 'A' uniforms will be worn at funerals and other events, as directed by the Chief of Police. Officers engaged in special details, occasions or duties, may dress accordingly.

### **UNIFORM/CLOTHING ALLOWANCE:**

Sworn personnel are granted a uniform/clothing allowance as indicated in Appendix 'B' of the labor contracts. Officers that are assigned or appointed to positions where such attire is desired or accepted may purchase plain or civilian clothes on the uniform/clothing allowance. Newly hired officers will be given an original issue of uniforms. After December 31<sup>st</sup> of their first year of employment, they may begin to make purchases on their uniform/clothing allowance.

Items of clothing to be worn during work assignments that may be purchased with the allowance in accordance with this policy are as follows:

Hats, Gloves  
Jackets  
Rainwear  
Shirts  
Ties  
Badges  
Collar Brass  
Leather Gear  
Pants  
Boots, Shoes

Any article that is **worn specifically** for duty including, but not limited to, socks or t-shirts

The following items of 'Personal Equipment' that are used or worn as a result of one's employment with the Spring Lake Park Police Department and are considered authorized items for purchase: Approved duty handgun and accessories, all items worn on the duty belt including but not limited to, flashlights, handcuffs, batons, chemical sprays, knives, Tasers & accessories, an item that is needed because of your specific vocation such as a gun safe for your duty weapon.

Items that will not be included are those that a person would be likely to use regardless of

their vocation or items that could not be justified as needed specifically for work.

Employees may also use their uniform/clothing allowance for the purchase of department apparel or items of clothing specially embroidered or marked. As approved by the Chief of Police

Upon completion of an officer's probationary period, an officer may purchase an approved handgun that is to be used while on duty in accordance with department policy #2400. Such purchase shall be subject to approval by the Chief of Police.

### **RECOMMENDATION/RECOGNITION RIBBONS:**

Commendation/recognition bars shall be awarded to employees under the following circumstances:

#### **Recognition Award Ribbons:**

After 10 years continuous service

After 20 years continuous service

After 30 years continuous service

#### **Commendation Ribbons:**

**Medal of Valor** (navy blue with two white vertical bands)

Awarded for an outstanding act in the line of duty involving substantial personal risk.

**Meritorious Conduct** (navy blue and white with center red band)

Awarded for an individual, outstanding, unusual act or accomplishment far above and beyond expectations of usual performance.

**Meritorious Service** (white wide center, navy blue sides with two red bands)

Awarded for consistent, extraordinary, or exemplary service during a sustained time period.

**Life Saving** (red and white with navy center band)

Awarded for extraordinary, alert action in the saving of a life.

**Non-Lethal Heroism** (gray and navy)

Awarded for the successful use of non-lethal force where lethal force may have otherwise been used.

**Stork Award** (light blue and pink)

Awarded for the emergency delivery of a baby.

**RIBBON DISPLAY:**

All ribbons shall be worn immediately above the right shirt pocket, not to exceed three ribbons in a row. Subsequent awards for acts/ribbons already received shall be signified by the attachment of a gold star to the center of the ribbon indicating the number of times the award has been received. Ribbons maybe considered part of the uniform and maybe worn on a daily basis with the standard uniform, but shall be part of the 'Class A' uniform and shall be worn as described above.

**CRITERIA:**

Department members may recommend anyone for recognition but must do so in writing. This recommendation must cite the facts and circumstances that will assist a review board in consideration of an award.

Recommendations for commendation ribbons shall be reviewed by a review board, which shall consist of one appointed Patrol Officer, two Sergeants and the Chief of Police. Commendations will be awarded upon consensus of the members of the review board.