



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 340 – UNIFORMS / EQUIPMENT / APPEARANCE

**GENERAL ORDER:** 2023-XX  
**ISSUED:** March 14, 2023

**EFFECTIVE:** March 14, 2023

**REVIEWED/APPROVED BY:**  
Assistant Chief Nicole Waldner  
**DATE:** February 20, 2023

**ACTION:** Amends General Order 2018-11 (September 18, 2018)

**WILEAG STANDARD(S):** 1.2.3, 2.4.4, 2.8.1,  
6.1.7, 6.2.9, 12.1.1, 12.1.2, 12.1.3, 12.1.4

### ROLL CALL VERSION

**Contains only changes to current policy.  
For complete version of SOP, see SharePoint.**

#### **340.05 UNIFORM REQUIREMENTS (WILEAG 1.2.3)**

B. Garments designed for cold or inclement weather (e.g., winter fur cap, uniform knit cap, uniform turtleneck shirt/sweater) shall not be mixed with garments designed for warm weather (e.g., short sleeve uniform shirt, windbreaker jacket). The wearing of uniforms shall conform with the following schedule:

2. Winter Uniform – November 1 to March 31

d. Uniformed police ~~members~~ **supervisors** have the option of wearing the department issued black zip up cardigan sweater as their outermost garment when assigned to inside duties, regardless of season.

#### **340.10 POLICE MEMBERS NOT REQUIRED TO WEAR A UNIFORM**

A. Police members, who by their position or duty assignment are not required to wear a uniform (e.g., detectives assigned to investigations divisions), shall, while on-duty, dress in professional business attire (e.g., ~~for males—a business suit or jacket, trousers, shirt and tie,; for females—a business suit, or blazer with slacks or skirt, or a dress~~) unless otherwise prescribed within this policy. Police lieutenants and sergeants assigned to investigations divisions may wear their department uniform or dress in professional business attire. They shall convey an appearance of professionalism, particularly when dealing with the public. Members shall wear professional business attire when appearing in court.

B. ~~Male police~~ Members may wear a mock turtleneck shirt in lieu of the dress shirt and tie, except when appearing in court or at formal events.

#### **F. POLICE OFFICERS (INITIAL UNIFORM ALLOWANCE)**

3. Silver **embroidered** name **plates** **tapes** (2)

9. All season uniform coat **and name tape** (2)

10. Soft body armor with ~~two~~ **one** carriers

## G. POLICE AIDES (INITIAL UNIFORM ALLOWANCE)

1. Light blue uniform shirt with "police aide" shoulder patch rocker and name tape (2)

**340.20 UNIFORM ITEMS & OPTIONAL ACCESSORIES (WILEAG 1.2.3)**

## D. UNIFORM CAPS

4. The wearing of a uniform cap is mandatory under the following circumstances:

- e. At any event determined by the Chief of Police, or his/her designee.

## H. OPTIONAL PERSONAL PURCHASE ITEMS

1. The department authorizes the use or wearing of specific uniform items and accessories. The below items may be purchased, at the members expense pursuant to the provisions outlined in (2) below.

- i. Outdoor V neck fleece lined sweater (personal purchase for members of the MPA and MPSO)
  - j. Indoor zip up cardigan sweater (personal purchase for members of the MPA MSPO)
  - l. Blauer 4660 softshell fleece jacket, Blauer 9820 outershell nylon jacket

3. Personal Purchase Item Regulations

- b. Uniform Shirt Ballistic Vest Carrier

2. With the exceptions of a cloth embroidered badge, nametag, nametape, or rank insignia, additions or alterations to the outer vest carriers are not permitted. This includes additional pockets or pouches used to hold any other items. POLICE may be added to the rear of the ballistic vest carrier for bicycle personnel.

- d. Uniform Zip-Up Cardigan Sweater

Uniformed police members supervisors have the option of wearing the department issued black zip up cardigan sweater as their outermost garment when assigned to inside duties. The sweater shall have the department shoulder patch affixed to the left upper sleeve, and the approved cloth badge emblem affixed in lieu of the metal badge. A metal nameplate or an embroidered nametape shall be worn on the right breast of the sweater. A long sleeved blue uniform shirt with optional uniform necktie, and/or approved uniform turtleneck shall be worn underneath the sweater. Rank insignia shall be worn on the epaulets of the sweater. No service stripes shall be worn on the sweater.

g. Embroidered Nametapes and Metal Name Tags

4. Two silver ~~name tags~~ embroidered name tapes will be issued upon hiring and two brass name tags will be issued upon initial supervisory promotion. Any additional name tags required beyond this shall be a personal purchase.

i. Assignment Insignia

Authorized collar insignias are authorized for uniformed members assigned to the districts and may be worn on the uniform except when wearing the class A uniform. The collar insignia shall be placed at the left and right leading edge of the shirt collar and will be centered and level with the cut of the collar. Authorized insignia are also authorized for the following divisional units and members assigned to specialized duties:

3. Marine Operations Unit

Marine Operations Unit collar pins or the embroidered collar insignia may be worn ~~in lieu of the district "1" collar pins during the regular boating season.~~

8. Hazardous Devices Unit (HDU)

A Hazardous Devices Unit pin may be worn above the nametag for uniformed members. If the member has additional pins or awards, they are to be worn side-by-side in a horizontal line. The Hazardous Devices Unit shoulder patch may be worn by all uniformed members assigned to the Hazardous Devices Unit. The Hazardous Devices Unit patch is worn on the right shoulder of the uniform approximately  $\frac{1}{2}$ " below the hem where the sleeve meets the shoulder.

9. Bicycle Unit Shoulder Patch

The Bicycle Unit shoulder patch may be worn by all uniformed members assigned to the Bicycle Unit. The Bicycle Unit patch is worn on the right shoulder of the uniform approximately  $\frac{1}{2}$ " below the hem where the sleeve meets the shoulder.

10. Canine Unit and Explosive Detection Canine Shoulder Patch

The Canine Unit or Explosive Detective Canine Unit shoulder patch may be worn by all uniformed members assigned to the Canine Unit or Explosive Detective Canine Unit. The Canine Unit or Explosive Detective Canine Unit patch is worn on the right shoulder of the uniform approximately  $\frac{1}{2}$ " below the hem where the sleeve meets the shoulder.

11. Traffic Safety Unit

The Traffic Safety Unit shoulder patch may be worn by all uniformed

members assigned to the Traffic Safety Unit. The Traffic Safety Unit patch is worn on the right shoulder of the uniform approximately ½” below the hem where the sleeve meets the shoulder.

#### 12. Executive Protection Unit

The Executive Protection Unit shoulder patch may be worn by all uniformed members assigned to the Executive Protection Unit. The Executive Protection Unit patch is worn on the right shoulder of the uniform approximately ½” below the hem where the sleeve meets the shoulder.

#### 13. Underwater Investigation Unit

An Underwater Investigation Unit cloth or metal pin may be worn above the nametag for uniformed members. If the member has additional pins or awards, they are to be worn side-by-side in a horizontal line.

### **340.25 BADGES (WILEAG 2.8.1)**

#### A. METAL BADGES

2. Off-duty members choosing to display their badge in manner that can be seen by the public shall only do so when dressed in appropriate professional or business casual attire. Appropriate professional or business casual attire is clothing that is worn by a member off-duty that would not bring discredit to the department, its members, or the City of Milwaukee.
  - a. Examples of professional attire includes a business suit or jacket, trousers, shirt and tie, blazer with slacks or skirt, or a dress.
  - b. Examples of business casual attire includes button-down shirts or shirts with collars, sweaters without images, semi-formal pants, dress slacks, dark jeans, blouses, vests, dressy tops, or casual dresses and skirts that split at or below the knee.
  - c. This section does not apply if the member is making an off-duty arrest or providing off-duty aid in accordance with SOP 220 Arrest Authority or in exigent circumstances.

#### B. CLOTH EMBROIDERED BADGES

2. The cloth embroidered badge emblem shall be gold in color for the ranks of police lieutenant and above, silver in color for the ranks of police sergeant and police officer and a “subdued” dark blue for the Tactical Enforcement Unit 5.14 tactical uniform.

#### E. RETIREE BADGES

1. Retired police members in good standing may request their current badge be retired

and encased in Lucite plastic or a shadowbox. A fee, as determined by the Chief of Police, will be assessed to the member to cover the cost of the badge and to pay for the encasement process.

### **340.30 APPEARANCE STANDARDS – POLICE SWORN MEMBERS (WILEAG 1.2.3)**

#### A. HAIR

##### ~~1. Males~~

~~Hair shall be neat, clean and shall not interfere with full vision. The length of hair for males shall not extend past the top of the shirt collar at the center of the back. Hair may extend over the ears, but shall be no longer on the sides than the middle of the ear. The hair must be neatly clipped and shaped at the top and sides to present a well-groomed appearance and shall, if the member is in uniform, not interfere with the proper wearing of the uniform cap.~~

##### ~~2. Females~~

~~Hair shall be neat, clean and shall not interfere with full vision. Female members, if in uniform, shall arrange their hair so it does not extend past the bottom edge of the shirt collar. The hair may extend over the ears, but shall be no longer on the sides than the bottom of the shirt collar. If the hair is worn over the ears, it shall not be arranged in a way that would be advantageous for a suspect to grab. Hairpins and barrettes will not be conspicuous and exposed clips and other ornamentation is prohibited for uniformed members. Female hairstyles, if the member is in uniform, shall not interfere with the proper wearing or alter the original shape of the uniform cap.~~

##### ~~3. Hair Color~~

~~Hair color for all police members, if dyed, should present a natural appearance. Colors such as green, blue, purple or any other color that does not occur naturally are prohibited.~~

1. Hair shall be well-groomed, clean and shall not interfere with full vision.

2. Members, if in uniform, shall arrange their hair so it does not extend past the bottom edge of the shirt collar at the center of the back when worn down.

a. Hair can be pulled back in braids or a single ponytail but cannot extend more than 4" below the bottom edge of the shirt collar at the center of the back and must be professional in appearance.

b. Hair restraints may be worn, but they must match the member's hair color, or be black, dark blue, or brown in color so as not to be conspicuous. Items used by members to hold the hair in place shall be concealed as much as possible. Decorative items, such as ribbons, shall not be worn in the hair.

- c. The hair may extend over the ears, but shall be no longer on the sides than the bottom of the shirt collar or in accordance with subsection a above if worn in braids or a single ponytail.
3. The hair must present a professional appearance and shall, if the member is in uniform, not interfere with the proper wearing or alter the original shape of the uniform cap.

#### 4. Hair Color

Hair color for all sworn members, if dyed, should present a natural appearance. Colors such as green, blue, purple or any other color that does not occur naturally are prohibited.

### C. MUSTACHES

Mustaches may be worn provided they do not extend above, beyond or below the normal hairline of the upper lip, are maintained in a neat, clean manner presenting a groomed appearance and do not expose the wearer to undue risk or hazard. Other designer facial hairstyles are strictly prohibited.

### F. JEWELRY – PLAINCLOTHES MEMBERS

Facial jewelry of any kind shall not be worn. Ear jewelry may be worn by female members provided it is conservative in style and does not interfere with the performance of duty or endanger the safety of the member or others. Necklaces, bracelets, and rings may be worn as long as they do not interfere with the performance of duty or endanger the safety of the member or others. Rings shall be limited to one per hand. Visible body piercings are prohibited. Simply covering facial jewelry or visible body piercings (e.g., eyebrow, nose, mouth piercing, etc.) with a bandage or other disguise does not constitute compliance with this standard.

### G. FINGERNAILS

Fingernails must be kept clean and trimmed to a reasonable length so as not to interfere with the performance of duty. Only female Members may wear nail polish provided the polish consists of one solid color and does not contain any decals or ornamentation.

## **340.35 APPEARANCE STANDARDS – CIVILIAN MEMBERS OR LIMITED DUTY POLICE PERSONNEL (WILEAG 1.2.3)**

- B. ~~Hair color for all sworn members, if dyed, should present a natural appearance. Colors such as green, blue, purple or any other color that does not occur naturally are prohibited.~~ Hair color for limited duty police personnel and non-sworn civilian members assigned to perform patrol or investigative functions in which they are likely to interact with the public, if dyed, should present a natural appearance. Colors such as green, blue, purple or any other color that does not occur naturally are prohibited. This provision does not apply to non-sworn civilian members assigned to administrative

functions.

### 340.40 TATTOOS

#### E. PROHIBITED TATTOOS, BODY ART, BRANDINGS, ETC.

2. The following visible markings are prohibited:

b. Tattoos or other markings that promote racism/discrimination, indecency, extremist or supremacist philosophies, lawlessness, violence, or sexually explicit material are prohibited to include:

4. ~~Excessive markings are those that are visible while wearing a department uniform and exceed one third of the exposed body part.~~

### 340.45 ANNUAL UNIFORM GARMENT ORDER PROCEDURES

#### B. MPA - Police Officers

"The city shall replace articles of current initial allowance and equipment prescribed by the Chief of Police and, in addition, up to two shirts or one uniform outer carrier and one turtleneck shirt or any combination thereof totaling two items per year whenever such items have been condemned on account of normal wear and tear" (MPA Article 33). Members are eligible to receive two pair of uniform trousers per calendar year after a supervisor has condemned the trousers due to normal wear and tear.

~~**Note: In order to receive a replacement uniform outer vest carrier, members are required to surrender their properly condemned uniform outer vest carrier to the department quartermaster.**~~

#### E. CONDEMNED UNIFORM ITEMS

1. Members requesting to replace condemned / damaged uniformed items shall file a *Department Memorandum* (form PM-9E) explaining how the damage occurred. The member shall report the damaged uniform to a supervisor who will inspect the uniform item. The supervisor will then file the front of the *Uniform and Equipment Compensation Report* (form PU-8) recommending replacement of the item. The *Department Memorandum* and *Uniform and Equipment Compensation Report* will then be sent to the Training Division (attention quartermaster) for further review and approval from the Chief of Police, or designee.

2. The condemned garment(s) shall be conveyed to the Training Division for approval kept by the member. If approved, the member will receive a PO-1. This PO-1 shall be conveyed to the department's contracted uniform vendor within ten days of such approval to obtain replacement uniform equipment.

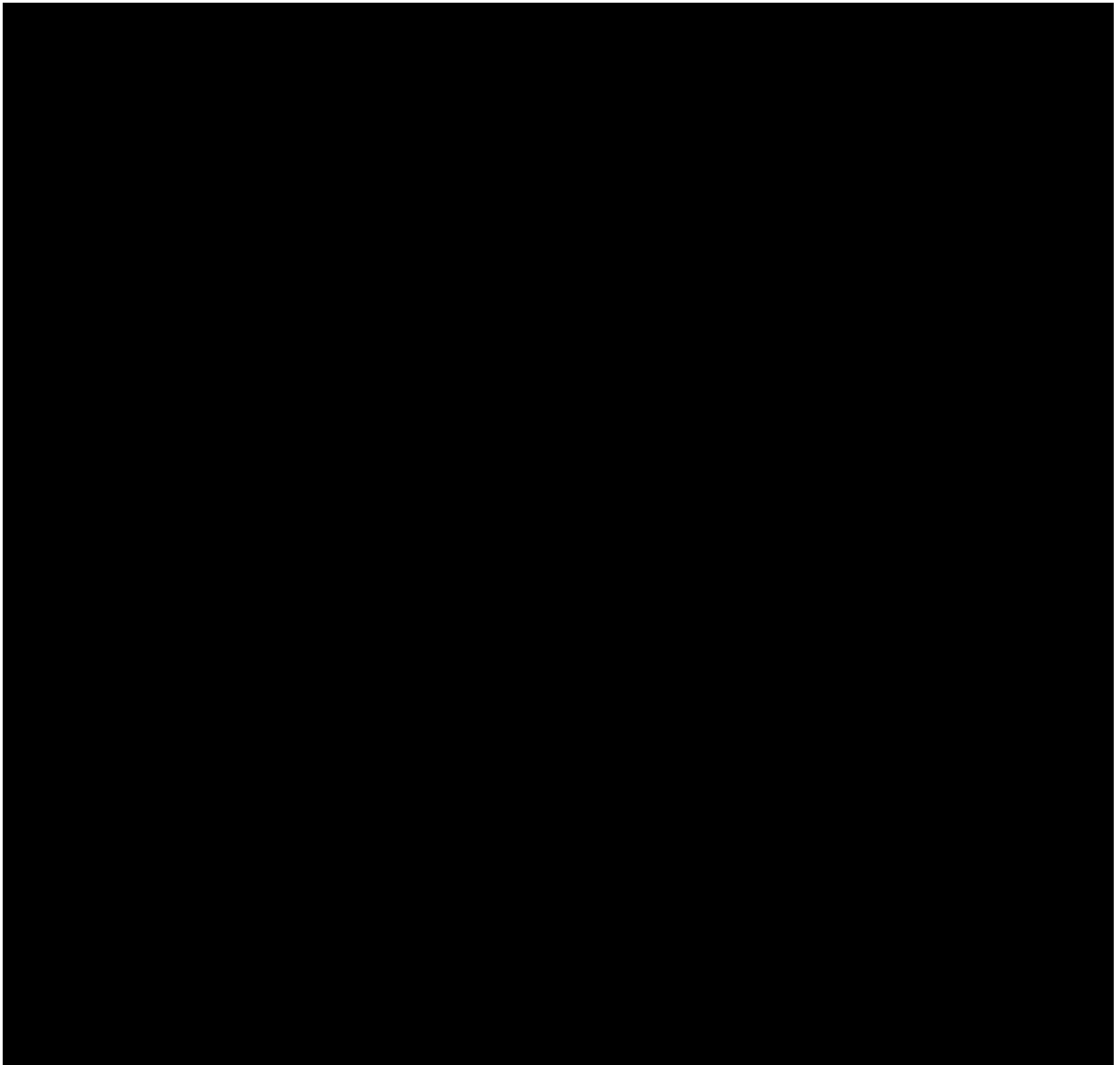
~~F. Uniformed members with less than two years of service are eligible to request uniform garments pursuant to (A) and (B) above and not be required to surrender their original garment(s) to the Training Division. The quartermaster or higher ranking Training~~

~~Division supervisor may allow plainclothes members returning to uniform service to receive additional uniform shirts and pants if the members have previously surrendered uniform items upon a promotion or transfer.~~

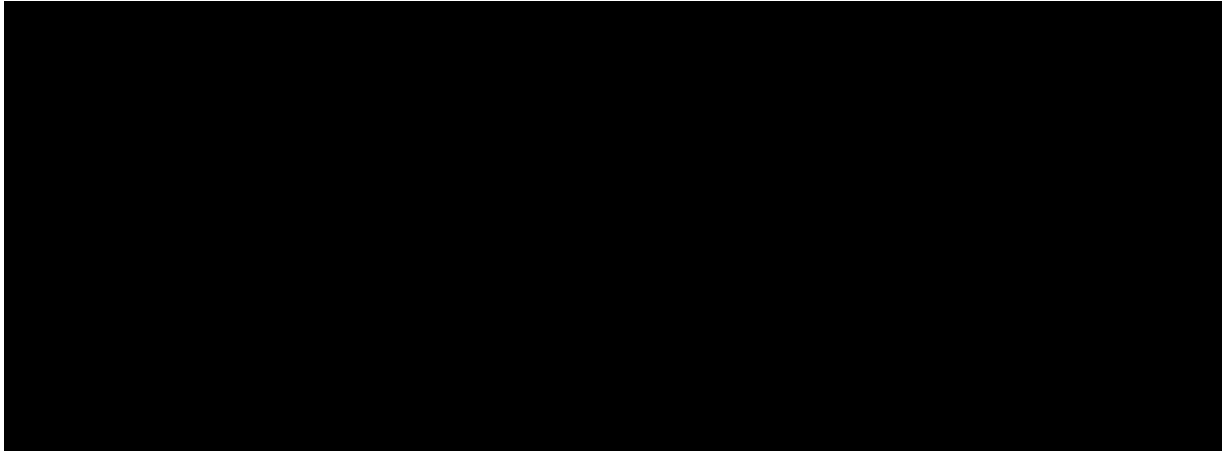
**340.50 DEPARTMENT AND PERSONAL DUTY EQUIPMENT (WILEAG 6.1.7, 6.2.9, 12.1.1, 12.1.2, 12.1.3, 12.1.4)**

J. HANDGUNS / ON – DUTY

1. All police members authorized to carry a department issued handgun shall do so in the following manner: for all police members in uniform, in department issued holsters and belts; and, for detectives and other members not in uniform, in a holster approved by the department range master. Police members in uniform and detectives and other members not in uniform shall only carry a department issued handgun. Non-department issued handguns and holsters must be approved by their commanding officer and the range master.







(WILEAG 12.1.1.1, 12.1.1.2)

## 6. Firearms Training and Qualification

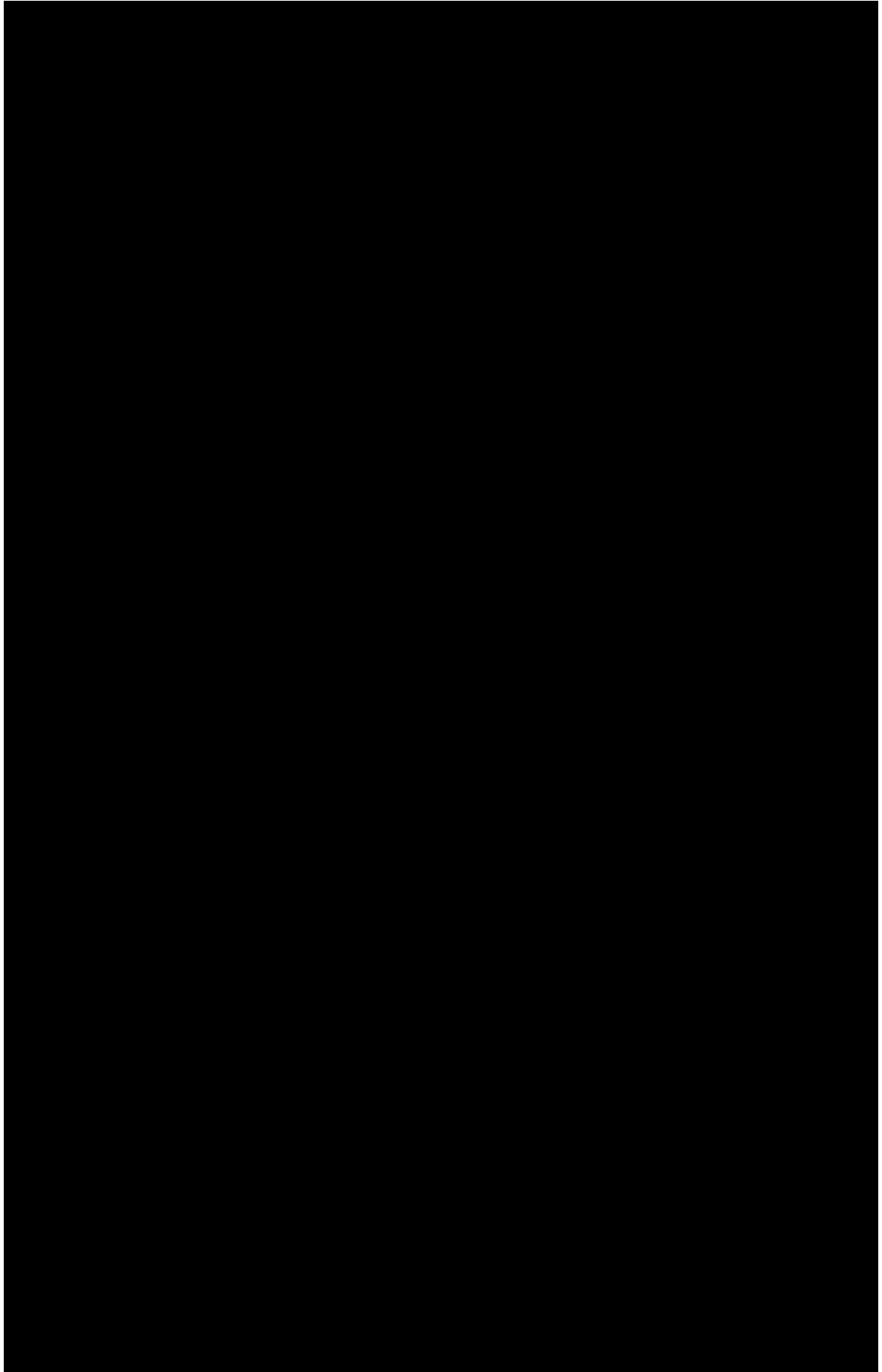
- c. All police members authorized to carry firearms are required to receive in-service training on the department's deadly force policies and demonstrate proficiency with all approved lethal weapons the police member is authorized to use. All police members are required to complete an annual firearms qualification in accordance with the handgun qualification course established by the state of Wisconsin Law Enforcement Standards Board (LESB)  
(WILEAG 12.1.3.3)
- d. The range master is responsible to ensure the following:
  - ~~1. Establish an annual firearms qualification of all sworn members. The annual qualification course shall be an accurate, comprehensive test of member skill in the safe and proficient use of firearms.~~
  - 12. Establish a firearms training program that includes training courses at in service training.
  - 23. Maintain records of firearms training and qualifications for personnel with handguns, rifles, and shotguns. The Tactical Enforcement Unit training coordinator shall maintain records of training and qualification for specialized firearms for the Tactical Enforcement Unit for submission to the Training Division for approval.  
(WILEAG 12.1.3.2)
  - 34. Supervise and coordinate all department firearms range operations.
- ed. Police members shall demonstrate proficiency by qualifying annually with all approved firearms the member is authorized to use.
- fe. Police members who fail to qualify will receive remedial training and repeat the portion of the course that was failed. If the member still fails to qualify, he/she shall be assigned to administrative duties and additional training until he/she qualifies or other administrative actions are taken. Members failing to qualify may

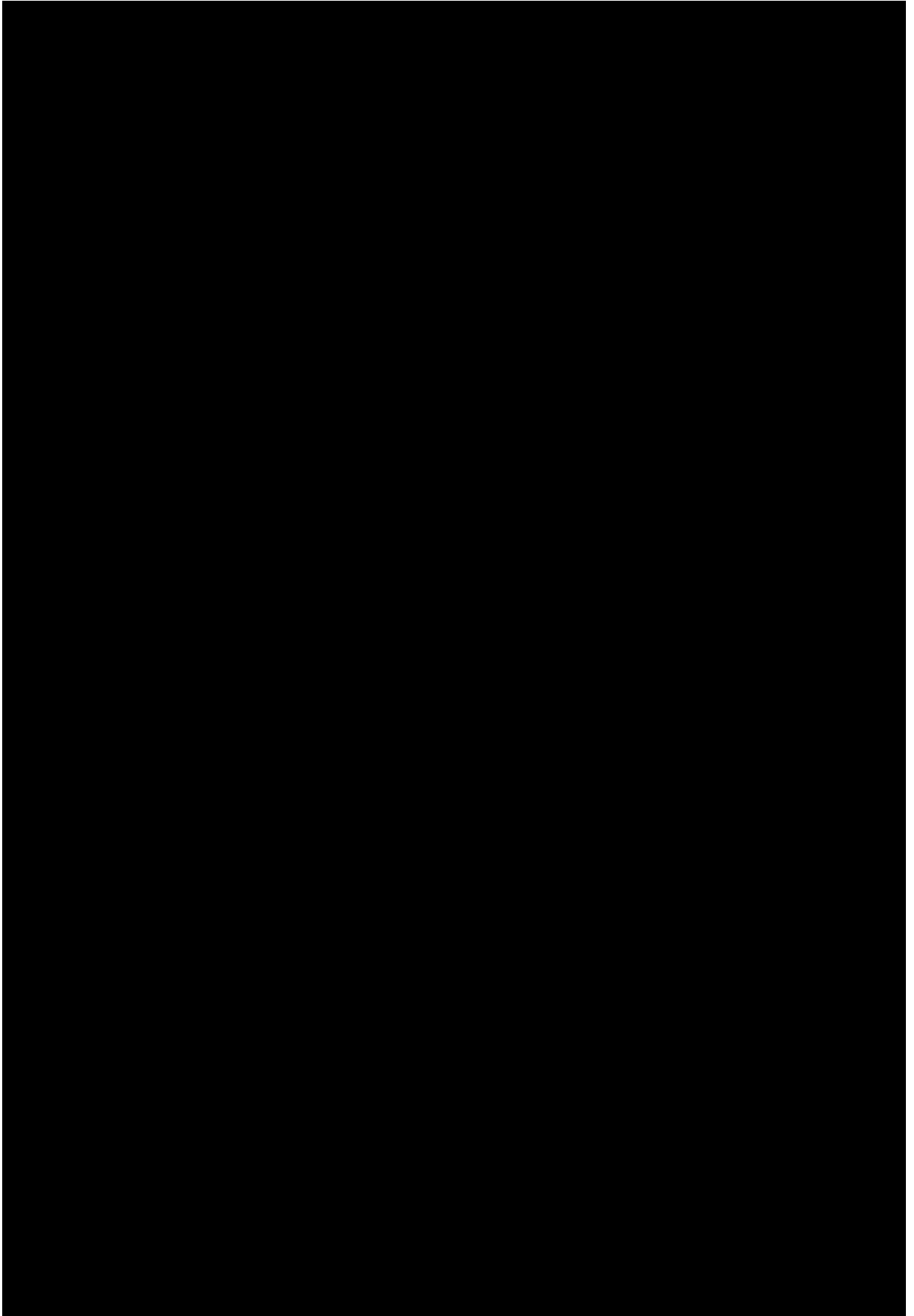
be subject to disciplinary action.  
(WILEAG 12.1.3.3)

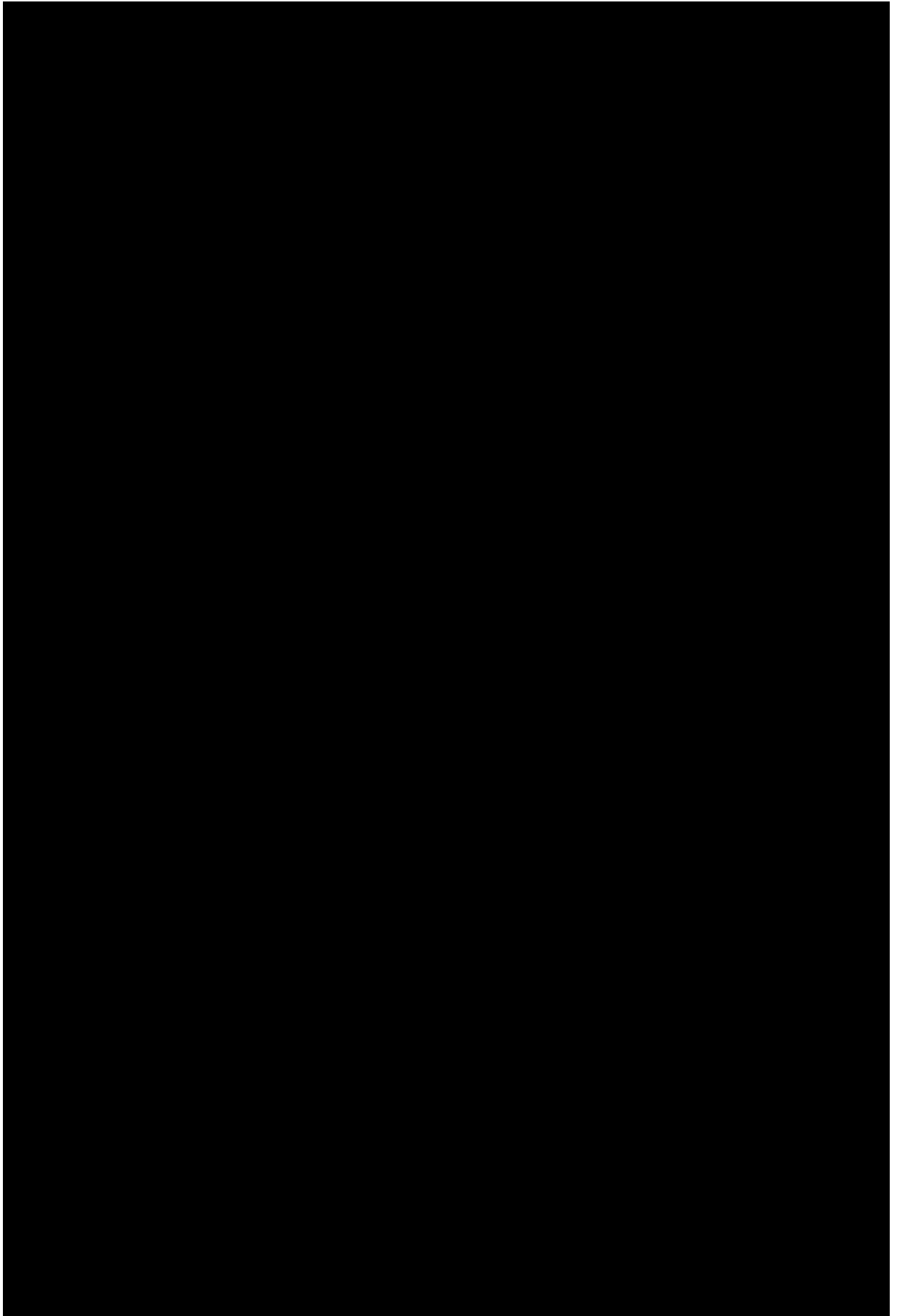
#### L. LESS THAN LETHAL WEAPONS

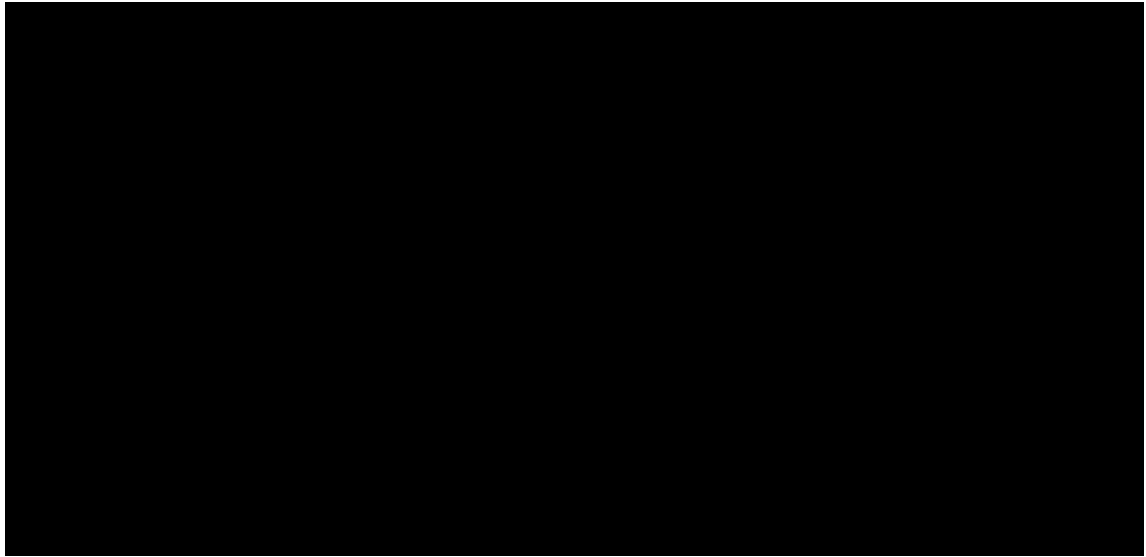
1. Only police sworn members who have successfully demonstrated safe and proficient use of department issued less than lethal weapons shall be authorized to carry or use less than lethal weapons. The Training Division (or members assigned to the Tactical Enforcement Unit or Major Incident Response Team if applicable) shall provide biannual training for members issued less than lethal weapons (at least biennially).
3. Department authorized and issued less than lethal weapons include:
  - c. ~~Taser X26~~ Taser 7 and Taser X-2
  - d. MK-3 (small canister) and MK-4 (large canister), MK-9 or equivalent Oleoresin Capsicum  
(WILEAG 12.1.1.1)











(WILEAG 12.1.1.1, 12.1.1.2)

M. BODY ARMOR

7. Body armor for on-duty police members in uniform and engaged in patrol or field duties shall be replaced by the department five years from the date of manufacture of the body armor was issued to the member.

**340.60 RETURN OF DEPARTMENT ISSUED EQUIPMENT**

- A. ~~SEPARATION CHECKOUT SHEET (PS-25) AND PAYROLL SEPARATION CHECKOUT SHEET (PS-25P)~~

G. MILITARY DEPLOYMENT

Members on a military deployment of more than 30 days shall surrender all department issued equipment to their commanding officer. The commanding officer shall ensure the equipment designated on the *Separation Checkout Sheet* (form PS-25) is retrieved and delivered to the Training Division. This is to include the member's badge(s), cap shield, identification card, and call box key. Handguns shall be returned to the Range Master for retention. The member's equipment will be re-issued when the member is ready to return to police duty.

HG. DISCHARGE, RESIGNATION OR RETIREMENT

IH. TRAINING DIVISION RESPONSIBILITIES

Jf. NON-MEMBER EQUIPMENT RETURN

**340.75 RELIGIOUS ACCOMMODATION EXEMPTION REQUESTS**

- A. Sworn and civilian members may request an exemption from this policy when a need exists due to a sincerely held religious belief and/or practice, and such exemption does not prevent the member from fulfilling all of their regularly assigned job duties

and responsibilities. Religious beliefs do not have to be theistic, but can be non-theistic, strongly held moral or ethical beliefs. However, mere personal preferences (e.g., beliefs based on social, political, or economic philosophies) are not considered religious beliefs.

B. Examples of religious exemptions that a member may apply for include head coverings, objects, symbols, hair and grooming standards (e.g., beards), and other items of dress. If approved, head coverings and items of dress shall be a color that closely resembles that of the member's standard uniform.

C. The department may allow a religious accommodation when the exemption:

1. Does not pose a safety hazard to the member or others;
2. Does not interfere with the donning of any safety or other equipment (e.g., helmet and shield, respirator mask, or Sam Browne belt);

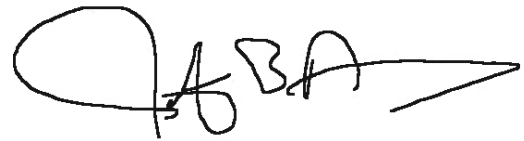
**Note: If the exemption precludes a member from donning their helmet and shield or respirator mask, the religious item or hair grooming standard shall be removed and/or remedied in order to do so. The member shall remove/remedy the uniform and/or grooming exemption without delay so as not to pose a safety risk to the member or others.**

3. Does not inhibit the visual identification of the member and/or department (e.g., member name plate, badge, or personal identification number for members assigned to the Major Incident Response Team); and
4. Does not pose any other undue hardship for the department.

D. Sworn and civilian department members may request a religious accommodation exemption to this policy by submitting a *Religious Accommodation Exemption Request* (form XX-XX) through the chain of command.

1. Decisions on religious accommodation exemption requests will be made on a case by case basis.
2. The request shall:
  - a. Be forwarded by the member's commanding officer to the commanding officer of the Training Division.
  - b. The commanding officer of the Training Division shall document any safety concerns with the request and forward the request to the director of the Human Resources Division.
  - c. The director of the Human Resources Division shall approve or deny the exemption request.
3. The member shall be notified of the approval or denial of the exemption request

- within thirty (30) days from the date the exemption request is received by their commanding officer. If extenuating circumstances exist that preclude the final decision from being made within thirty (30) days, the member shall be advised of the delay and apprised of the status prior to the thirty (30) day deadline.
- E. If the exemption request is approved, the exemption shall apply to the member as long as the exemption does not prevent the member from fulfilling all of their regularly assigned job duties and responsibilities.
- F. If the exemption request is denied, members may file an appeal to the Chief of Police by filing a *Department Memorandum* (form PM-9E) and attaching a copy of the *Religious Accommodation Exemption Request* denial. The burden of proof for the exemption request shall be the responsibility of the requesting member to prove why the exemption is necessary. The decision made by the Chief of Police shall be final.
- G. Members shall bear all costs associated with procuring and maintaining any head coverings, items of dress, objects, and/or symbols approved as accommodations.

A handwritten signature in black ink, appearing to read 'J.B.N.' with a long horizontal stroke extending to the right.

JEFFREY B. NORMAN  
CHIEF OF POLICE