MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

340 – UNIFORMS / EQUIPMENT / APPEARANCE

GENERAL ORDER: 2024-28 **ISSUED:** May 13, 2024	**EFFECTIVE:** May 13, 2024	**REVIEWED/APPROVED BY:** Assistant Chief Craig Sarnow **DATE:** April 2, 2024
ACTION: Amends General Order 2023-15 (April 7, 2023)		**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)

A. Police members, ~~and~~ police aides, and community service officers whose assignment or position requires the wearing of a uniform, shall be in proper uniform while on duty. All uniforms and accessories shall conform to the specifications as herein prescribed. Community service officers shall refer to the Community Service Officer Program Manual SOI for further information.

C. Police members, ~~and~~ police aides, and community service officers shall keep their uniform and accessories clean, serviceable, and professional in appearance.

D. Police members, ~~and~~ police aides, and community service officers shall not wear on any part of their uniform any unauthorized badge, button, insignia, patch, or decoration.

340.15 UNIFORM REGULATIONS (WILEAG 1.2.3)

D. DRESS UNIFORMS

1. Class A Uniform

b. The class A uniform consists of:

- Command Officer Overcoat (if issued)
- Dress Blouse and Metal Badge
- Dress Trousers
- White Long Sleeve Uniform Shirt
- Military Round Cap with Shield
- No Pins Other than Merit Awards to be Worn

Note: The Sam Browne belt shall not be worn with the class A uniform. Either the department issued handgun or the member's authorized off-duty handgun shall be worn. The wearing of the handgun shall not interfere with the dress blouse lines.

c. Police members assigned to the Motorcycle Unit may maintain a class A uniform. This uniform shall only be worn at line of duty death funerals or other formal events approved by the Chief of Police. This class A uniform for Motorcycle Unit police members only consists of:

- Dress Trousers (personal purchase item)
- Blue Long Sleeve Uniform Shirt and Tie
- Aiguillette shoulder cord (personal purchase item)
- Military Round Cap with Shield
- Metal Badge
- Sam Browne Belt
- No Pins Other than Merit Awards to be Worn

2. Class B Uniform

a. Police members with the rank of police officer and police sergeant shall wear the class B uniform to formal events and ceremonies.

b. The class B uniform consists of:

- Dress or Uniform Trousers
- Blue Long Sleeve Uniform Shirt and Tie
- Military Round Cap with Shield
- Metal Badge
- Sam Browne Belt
- No Pins Other than Merit Awards and District Lapel Pins to be Worn

3. Class C Uniform

a. The class C uniform shall be worn for normal duties by all uniformed police members.

b. The class C uniform consists of:

- Dress or Uniform Trousers
- Navy Blue Long Sleeve or Short Sleeve Uniform Shirt
- Military Round Cap with Shield
- Metal Badge
- Sam Browne Belt

4. Class D Uniform

a. The class D uniform shall only be worn when authorized by the member's commanding officer for:

1. Community engagement events.

2. Approved in-service and/or outside jurisdiction training.

b. The class D uniform consists of department authorized:

- Navy Blue Cargo Pants
- Navy Blue Short Sleeve Shirt
- Uniform Knit Cap, Baseball Cap, or None
- Cloth Badge and Name Strip
- Sam Browne Belt or Department Issued Holster and Firearm
- No Pins or Merit Awards to be Worn

~~CLASS A~~	~~CLASS B~~	~~CLASS C~~
~~Command Officer Overcoat (if issued)~~	~~Dress or Uniform Trousers~~	~~Dress or Uniform Trousers~~
~~Dress Blouse and Metal Badge~~	~~Blue Long Sleeve Uniform Shirt and Tie~~	~~Navy Blue Long Sleeve or Short Sleeve Uniform Shirt~~
~~Dress Trousers~~	~~Military Round Cap w/shield~~	~~Military Round Cap w/shield~~
~~White Long Sleeve Uniform Shirt~~	~~Metal Badge~~	~~Metal Badge~~
~~Military Round Cap w/Shield~~	~~Sam Browne Belt~~	~~Sam Browne Belt~~
~~No Pins Other than Merit Awards to be Worn~~	~~No Pins Other than Merit Awards and District Lapel Pins to be Worn~~	

340.20 UNIFORM ITEMS & OPTIONAL ACCESSORIES (WILEAG 1.2.3)

G. UNIFORM SHIRT BALLISTIC VEST CARRIER

1. Uniformed police members may wear a department approved uniform shirt ballistic vest carrier. This is an initial issuance item for uniformed members.

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.

3. Police members are prohibited from wearing the uniform shirt ballistic vest carrier at formal events, or as otherwise directed by their commanding officer.

4. Police members shall wear the cloth embroidered badge emblem and metal nameplate or an embroidered nametape on the uniform shirt ballistic vest carrier when it is worn as an outer most garment.

Note: The approved vest carrier should only be worn with department issued ballistic vests. Use of the approved vest carrier with non-approved manufacturer ballistic panels may limit or void the ballistic vest manufacturer's liability and/or warranty.

HG. OPTIONAL ACCESSORIES

IH. 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.

c. Uniform shirt ballistic vest carrier (personal purchase for all members except uniformed members of the MPA working in patrol)

cd. Uniform / Detective style windbreaker jacket

de. Longevity service stripes

ef. Embroidered nametapes

fg. Replacement metal nameplates

h. Second badge of member's rank

3. Personal Purchase Item Regulations

b. Uniform Shirt Ballistic Vest Carrier

1. Uniformed police members may wear a department approved uniform shirt ballistic vest carrier. This is an initial issuance item for uniformed members of the MPA assigned to patrol functions; all other police members in uniform must purchase this as a personal purchase item.

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.

3. Police members are prohibited from wearing the uniform shirt ballistic vest carrier at formal events, or as otherwise directed by their commanding officer.

4. Police members shall wear the cloth embroidered badge emblem and metal nameplate or an embroidered nametape on the uniform shirt ballistic vest carrier when it is worn as an outer most garment.

Note: The approved vest carrier should only be worn with department issued ballistic vests. Use of the approved vest carrier with non-approved manufacturer ballistic panels may limit or void the ballistic vest manufacturer's liability and/or warranty.

b. Uniform Load Bearing Ballistic Vest Carrier

Uniformed police members who have successfully completed field training may wear a department approved uniform load bearing ballistic vest carrier that must meet the following requirements:

1. Police members shall affix rank insignia on the uniform load bearing ballistic vest carrier when it is worn as an outer most garment. POLICE may be added to the rear of the ballistic vest carrier for bicycle personnel.

2. Police members may affix navy blue equipment and medical pouches to the front and sides of the vest carrier to carry the following approved equipment:

   - Department issued handcuffs
   - Department issued duty pistol magazines (no rifle magazines or shotgun shells may be carried on the vest carrier)
   - Department issued radio
   - Department issued oleoresin capsicum spray
   - Tourniquets
   - Flashlights
   - Department issued baton

3. Police members are prohibited from carrying their firearm or conducted energy weapon on the uniform load bearing ballistic vest carrier as these weapons must remain affixed to their Sam Browne belts. The magazine pouch for pistol magazines shall be affixed on the off-hand side of the vest carrier, directly above the location currently affixed to the Sam Browne belt.

4. Police members are prohibited from wearing the uniform load bearing ballistic vest carrier at formal events, or as otherwise directed by their commanding officer.

5. Police members shall wear the cloth embroidered badge emblem and metal nameplate or an embroidered nametape on the uniform load bearing ballistic vest carrier when it is worn as an outer most garment.

   Note: The approved vest carrier should only be worn with department issued ballistic vests. Use of the approved vest carrier with non-approved manufacturer ballistic panels may limit or void the ballistic vest manufacturer's liability and/or warranty.

~~h. Second Badge~~

~~1. Orders for a second badge require a personal appearance by the member at the Training Division to receive a PO-1A. Full payment by cash, check or money order for the second badge must be made at the time the order is placed.~~

~~**Note: Members are making the second badge purchase for the**~~

~~**Milwaukee Police Department. For accountability and liability purposes, second badges will be the property of the department and may be subject to recall upon promotion, appointment to a new position, retirement, suspension, dismissal or when ordered by the Chief of Police or designee.**~~

~~2. Orders to the vendor for a second badge will be placed in lots of fifteen (15) or more badges for the best pricing. If a member is willing to pay extra for prompt ordering, the order will be accommodated.~~

~~3. At the time of placing an order for a second badge, members will be required to sign an agreement (form PB-11E) to codify the terms and conditions of use.~~

~~4. Second badges are authorized for use as a supplement to the issued regulation badge for outer duty garments, as wallet identification or for ornamental display purposes.~~

~~5. Only one supplementary badge will be issued to a member at each rank.~~

~~6. Upon promotion or appointment to a new position, the member must the second badge to the Training Division. A member may request to keep the second badge with the understanding it will be encased in Lucite plastic. The requesting member is responsible for any associated costs.~~

j. 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:

14. Special Investigations Division

The Special Investigations Division shoulder patch may be worn by all uniformed members assigned to the Special Investigations Division. The Special Investigations Division patch is worn on the right shoulder of the uniform approximately ½" below the hem where the sleeve meets the shoulder.

15. Crisis Assessment Response Team

The Crisis Assessment Response Team shoulder patch may be worn by all uniformed members assigned to the Crisis Assessment Response Team. The Crisis Assessment Response Team patch is worn on the right shoulder of the uniform approximately ½" below the hem where the sleeve meets the shoulder.

340.25 BADGES (WILEAG 2.8.1)

B. CLOTH EMBROIDERED BADGES

3. The cloth embroidered badge emblem is authorized to be affixed to the left breast on issued uniform, ~~and~~ non uniform jackets, ~~and~~ protective garments, and outer vest carrier as determined by the Chief of Police or designee.

Note: With the exception of recruit officers, members wearing an outer garment with a cloth embroidered badge emblem must carry their regulation or second metal badge in such a manner so as to permit ready display.

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

A. Non-uniformed civilian members or limited duty police personnel, while on-duty, shall wear clothing and accessories that are neat and clean in appearance and appropriate for their work location. Members shall convey an appearance of professionalism, particularly when dealing face to face with the general public. The following items of clothing shall be considered unprofessional and inappropriate for work attire.

- T-shirts / tank tops as an outermost garment
- “Skorts” or shorts
- Denim clothing
- Beach or thong type sandals
- Athletic shoes (unless solid black in color)
- Athletic / workout attire
- Apparel bearing sport or company logos larger than 3” x 3”
- Leggings / skin tight pants/ spandex garments
- Revealing blouses or shirts that expose excessive skin and cleavage
- Mini-skirts or dresses that are more than 3 inches above the knee

This list is not all inclusive and violations of civilian dress attire shall be addressed by the member’s commanding officer on a case-by-case basis. Civilian members shall abide by these standards.

Note: Limited duty police personnel assigned to the Central Booking Division may wear their uniform in accordance with SOP 340.05 if they have passed the annual State of Wisconsin handgun qualification standard but are unable to carry their firearm as part of their approved limited duty restrictions.

B. CRIME SCENE INVESTIGATORS / SUPERVISORS

1. The uniform for crime scene investigators / supervisors consists of department authorized and issued:

- Khaki or Black Pants
- Black Short Sleeve or Long Sleeve Shirt
- Body Armor
- Sam Browne belt
- Radio
- Glove pouch
- Oleoresin capsicum

2. Crime scene investigators / supervisors shall wear shoes or boots that are either solid black natural or solid black artificial leather with a round toe design or solid black leather or solid black artificial leather athletic style shoes. Shoes or boots shall be kept clean, polished, in good condition, and have no visible logos. Solid black athletic shoes are also permitted.

3. Except for a flashlight, mobile phone, and an approved utility knife or multi-tool, crime scene investigators / supervisors shall not carry non-department-issued equipment on their belts and shall not carry personally-owned weapons while on duty. Supervisors may determine if a crime scene investigators / supervisors should be equipped with additional items for the performance of certain temporary duties, however, at no time should crime scene investigators / supervisors be issued firearms, conducted energy weapons, impact weapons or chemical irritants (other than oleoresin capsicum).

4. Crime scene investigators / supervisors shall keep their clothing and accessories clean, serviceable, and professional in appearance.

5. Crime scene investigators / supervisors shall not wear on any part of their clothing any unauthorized button, insignia, patch, or decoration.

6. Crime scene investigators / supervisors are prohibited from wearing their department clothing or any identifying insignia related to the department while participating in public demonstrations.

C~~B~~. 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.

340.45 ANNUAL UNIFORM GARMENT ORDER PROCEDURES

D. Members requesting a replacement garment shall report to the Training Division to obtain a *Uniform and Equipment Order* (form PO-1). ~~A separate PO-1 is needed for each item requested.~~

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~~ requesting member's respective inspector.

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)

L. LESS THAN LETHAL WEAPONS

3. Department authorized and issued less than lethal weapons include:

c. ~~Taser 7 and Taser X-2~~ Axon Taser 7 Conducted Energy Weapon

340.65 LOST OR STOLEN UNIFORMS AND EQUIPMENT

B. REPORTS

3. Upon reviewing and approving the incident report, shift commanders shall notify the assistant chief of the Administration Bureau, the assistant chief of the Criminal Investigation Bureau, the commanding officer of the Internal Affairs Division ~~– Risk Management~~ and the commanding officer of the Training Division of the incident report number and a brief summation of the circumstances surrounding the loss or theft. This notification may be made via email; however, the shift commander sending the email is responsible for confirming that the email was properly received.

Note: The member reporting the loss shall not file a *Department Memorandum* or any other administrative reports regarding the loss or theft.

E. LOST OR STOLEN DEPARTMENT PROPERTY RECOVERED

3. The shift commander shall review and approve the supplemental report and ensure that an ADAB's teletype message is sent regarding the recovery. The shift commander shall also notify the assistant chief of the Administration Bureau, the assistant chief of the Criminal Investigation Bureau, the commanding officer of the Internal Affairs Division ~~– Risk Management~~ and the commanding officer of the Training Division of the recovery, including the supplemental report number and a brief summation of the circumstances surrounding the recovery. This notification may be made via email; however, the shift commander sending the email is responsible for confirming that the email was properly received.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk