



# MIDDLETON POLICE DEPARTMENT

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POLICY  
**2.4.04**

SUBJECT: **Uniform & Equipment Specifications**

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[WILEAG \(5th Ed.\) Standards: 2.4.4](#)

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## **PURPOSE**

The purpose of this policy is to establish a department policy regarding the clothing and equipment worn by Department personnel while performing their assigned duties.

## **POLICY**

It is the policy of the Middleton Police Department to do everything within reason to present a positive and professional image to the community. To accomplish this, Department personnel will be required to maintain a neat appearance while on duty and in conformity to the standards listed below.

## **PROCEDURE**

### **Uniform and Equipment Guidelines**

It is the responsibility of each employee to have the proper equipment available to them while on duty in the event of weather or assignment change.

During duty hours, personnel should be well groomed and have their uniforms and civilian clothing neat and clean in appearance.

Personnel shall wear official uniforms when on duty and may wear official uniforms when proceeding to and from work and at other times when expressly authorized by the Chief of Police or his/her designee.

A complete uniform shall be worn at all times when any portion of the uniform is visible while on duty. Exceptions may be made with prior approval of the Shift Commander. The Chief of Police and/or Shift Commander will also have the discretion to require hats be worn for specific incidents or events.

All employees shall have one (1) additional serviceable uniform maintained for immediate use. Officers residing outside of the city limits will have this uniform in his/her department locker. T-shirts, if visible, must be white, navy blue or black in color. Turtle necks shall be black or navy blue in color. Socks, if visible, must be plain black in color.

Any items not described herein must be approved by the Chief of Police or his/her designee prior to being worn, used or carried on duty. No additions, substitutions, or deletions to the departmentally issued uniform, duty gear, or insignia shall be made without prior approval of the Chief of Police or his/her designee.

## **Uniformed Police Officers**

### ***Department Issued Uniform Items***

The following uniform items will be issued to all new officers:

- A. Headgear - One (1) each. Eight point hat (with rain cover and hat badge) and baseball style cap with the words "Middleton Police" embroidered on the front of the cap.
- B. Uniform Shirts – Three (3) each. Dark blue long and short sleeved shirts with Department patch affixed. Long sleeved shirts may be worn with a department issued tie.
- C. Tie - One (1) each. Dark blue tie with Department tie bar. The tie bar shall bisect the length of the tie and will be worn horizontally and level with the bottom points of the shirt pocket flaps.
- D. Uniform Trousers – Three (3) pair. Dark blue, six pocket, full length pants.
- E. Uniform Shorts - One (1) pair. Dark blue, six pocket shorts. Shorts may be worn at the discretion of the officer based on current weather conditions.
- F. Boots - Black combat style boots.
- G. Shoes - Black, plain toed shoes. Athletic style shoes are authorized that are conservative and professional in appearance (boots and athletic or other shoes may not exceed \$235 combined).
- H. Jacket - One (1) jacket. Multi season, Gortex, waist length jacket with removable liner. The jacket will be issued with the Department patch sewn on both sleeves and the badge tab affixed.
- I. Rain coat - One (1) coat.
- J. Gloves - One (1) pair. Unlined or Kevlar lined black leather gloves.
- K. Name Tag - One (1) each. The shirt name tag will be silver metal with black lettering. The jacket name tag will be silver metal framed with black lettering. The name tag on the shirt and jacket will be centered over the top of the right breast pocket. Gold in color for Supervisory personnel.
- L. Uniform Recognition - Two (2) badges and one (1) set of collar insignia. Uniformed Officers will be identified by rank with badge and collar insignia. Collar insignia will be worn with the bottom of the insignia being parallel to the ground when worn.
  - Chief - Badge, Collar Insignia ("Chief" - Gold Color)
  - Captain - Badge, Collar Insignia (Double Bars - Gold Color)
  - Lieutenant - Badge, Collar Insignia (Single Bars - Gold Color)
  - Sergeant - Badge, Collar Insignia (Chevron - Gold Color; Chevrons - blue and yellow stripe patch attached to shirt and jacket.)
  - Patrol Officer - Badge (Police Officer); Collar Insignia (MPD - Silver Color).
- M. Whistle - One (1) metal whistle with chain. The whistle is optional during regular patrol but is mandatory during formal events such as parades, court, funerals, etc. When worn, the whistle shall be attached to the chain and placed in the right shirt pocket. The chain shall be attached to the epaulet button or clipped onto the epaulet.
- N. Service Bars - One (1) set per shirt. Service bars may be issued to uniformed officers, one (1) bar for every four years of continuous service.

### ***Department Issued Equipment***

The following equipment items will be issued to all officers and shall be made of black nylon and comparable to Bianchi AccuMold. No additions, substitutions, or deletions to departmentally issued duty gear shall be made without prior approval of the Chief of Police or his/her designee.

- A. Holster - Make and model will secure the assigned weapon of the officer
- B. Trouser Belt
- C. Duty Belt
- D. Silent Key holder
- E. MKIII Mace Case
- F. Double Magazine Pouch
- G. Belt keeper (4)
- H. D Cell Flashlight Ring
- I. Universal Radio Case
- J. Glove Case
- K. 26" Baton Case
- L. Flashlight Pouch - This item will be issued only if rail mounted flashlight not issued
- M. Flashlight - Either a hand held model or a rail mounted model will be issued based on the request of the officer
- N. Handcuffs (2 pr) - Peerless or like model with chain
- O. Handcuff Case - A double handcuff case will be issued if requested by the officer
- P. OC Spray - First Defense MK-3 canister
- Q. Radio - The make and model will be determined by the Chief of Police or his/her designee
- R. Squad Bag - 5.11 Patrol Ready Gear Bag or like model
- S. Body Armor - Refer to Policy [6.1.07](#) (Body Armor)
- T. Outer Vest Carrier – Officers may request an outer vest carrier in addition to the standard body armor which is purchased by the department. Outer carriers must be of a similar appearance to the uniform shirt and allow for the mounting of the name tag and badge. The manufacturer and model of all outer vest carriers and attached pouches must be preapproved by the Chief of Police or his/her designee.

### ***Officer - Mandatory Duty Equipment***

The following equipment is required to be carried on the duty belt or on an approved outer vest carrier of an officer assigned to patrol duties; department approved ammunition, two spare magazines, one department issued expandable baton, handcuffs, rubber gloves, radio/communication devices, and a department approved O.C. canister. Officers assigned to patrol duties are required to carry a department approved handgun and Taser on their duty belts. Officers can carry up to three spare handgun magazines while assigned to patrol duties. Optional items such as flashlights, keys, gloves, and approved medical supplies can also be attached to outer vest carriers or duty belts.

### ***Officer - Optional Uniform and Equipment Items***

The following uniform and equipment items are authorized for wear and use by officers. Officers are responsible for the purchase and maintenance of these items.

- A. Fleece Jacket - Dark navy fleece jacket. The manufacturer and model is to be determined by the Chief of Police or his/her designee.
- B. Wool "Commando" Sweater – Dark navy (crew or V-neck) with department patch affixed. If worn in combination with an external vest carrier, the sweater shall be worn underneath the carrier. The manufacturer and model is to be determined by the Chief of Police or his/her designee.
- C. Balaclava (head sock) - Black or navy in color.
- D. Mini Flashlight - Shall be of a sturdy design and capable of providing reasonable illumination.
- E. Multi Tool - Secured to the duty belt with a black nylon case.
- F. Additional Handcuffs - This can include, but is not limited to, flexible handcuffs.
- G. Knife - Officers are authorized to carry a folding knife as a utility or rescue tool. Knives shall be of a law enforcement type with the blade not to exceed 5 inches, be in conformity with State Statute, and are subject to supervisory approval. Knives shall be carried and used as unobtrusively as possible. The knife shall be carried in a specifically designed holder on the duty belt or clipped or carried on the inside of a pocket. A knife is primarily a utility or rescue tool and is not intended to be a primary weapon of defense. Extraordinary circumstances, however, may dictate that the knife, like any other object at hand, be used as an immediate measure of defense of life or from great bodily harm, when no other adequate instrument may be available, consistent with the Use of Deadly Force Policy.
- H. Miscellaneous Items - Medical supplies and other items approved by the Chief of Police or his/her designee.
- I. Commercial logos visible on optional uniform accessories or equipment must be inconspicuous or blacked out.

### ***Special Recognition Pins***

An employee who is recognized for his/her actions or position is authorized to wear the following pins and shall be worn centered above the name tag on the uniform shirt only: Valor; Life Saving; and FTO/CTO.

### ***Command Staff Uniform Exemption***

Personnel whose normal attire is the field uniform but who are primarily assigned administrative duties are not required to wear the complete duty belt with full equipment. Recommended items include department approved handgun, department approved ammunition, at least one extra magazine, handcuffs and an approved radio/communication device. The Chief of Police may alter his/her attire and equipment carried based on the requirements of the position.

### **Non-Uniformed Officers**

Non-uniformed officers are permitted to conduct their normal day to day duties in Business Casual Attire. Non-uniformed officers will wear Business Attire when he/she is required to

appear in court or at the direction of the Chief of Police or his/her designee. All officers shall wear business casual attire for classroom specific training.

### ***Business Attire***

- A. Male personnel shall dress in a business suit, sport coat/blazer with a collared shirt and tie. A pullover sweater, cardigan or sweater vest can be worn with a collared dress shirt without a tie for duty, except when appearing in court. If the sport coat/blazer or sweater is worn, appropriate dress slacks are required.
- B. Female personnel shall dress in a business suit or blazer with an appropriate blouse or top, dress, skirt or dress slacks, and top or sweater.

### ***Business Casual Attire***

- A. Acceptable business casual attire for male personnel may include dress slacks, Dockers, khakis, chinos or 5.11 style pants and a collared shirt with or without a tie or a sweater. Conservative style and appropriate clean dress shoes, loafers or similar style casual shoes will always be worn and with coordinated hosiery.
- B. Acceptable business casual attire for female personnel may include khakis, dress slacks, Dockers, chino, capris or 5.11 style pants and a blouse or appropriate tops. Shoes will be of a clean, conservative style. Colored dress shoes, loafer or similar style casual shoes are acceptable and conservative hosiery, if worn.

### ***Non-Conforming Attire***

Street clothes that are non-conforming attire (not business attire or business casual clothing) may be worn if authorized by the Operations Commander or the ISB Sergeant or his/her designee for special or undercover assignments.

### ***Non-Uniformed Officer Required Equipment***

Personnel assigned to plain clothes assignments shall carry a department approved handgun, at least one set of handcuffs, at least one extra magazine and an approved radio/communication device. Other equipment which is authorized but not required for these assignments include the carrying of department approved O.C., department approved Taser, department approved baton, rubber gloves, flashlight, folding knife, a multi utility tool, medical supplies or other items approved by the Chief of Police or his/her designee. A badge and department issued ID card shall be worn in a conspicuous manner.

## **Dispatchers**

### ***Department Issued Uniform Items***

The following uniform items will be issued to all dispatchers:

- A. Polo Shirt - Various colors as approved by the Dispatch supervisor with the City of Middleton logo embroidered over the left breast area.
- B. Dress Shirt - White in color with Department patch sewn on both sleeves.
- C. Trousers - Full length slacks, black or dark navy in color.
- D. Sweater - Black or dark navy in color with Department patch sewn on both sleeves.

### ***Optional Uniform Items***

The following uniform items are authorized for wear by dispatchers. Dispatchers are responsible for the purchase and maintenance of these items.

- A. Fleece Jacket - Black or dark navy fleece jacket. The manufacturer and model is to be determined by the Chief of Police or his/her designee.

Dispatchers will wear conservative style and appropriate clean dress shoes, loafers or similar style casual shoes with coordinated hosiery.

## **Police Interns**

### ***Department Issued Uniform and Equipment***

The following uniform and equipment items will be issued to Police Interns:

- A. Polo Shirt - The color and insignia will be determined by the Chief of Police or his/her designee.
- B. Trouser Belt - Black nylon and shall be comparable to Bianchi AccuMold.
- C. Duty Belt - Black nylon and shall be comparable to Bianchi AccuMold.
- D. Silent Key holder - Black nylon and shall be comparable to Bianchi AccuMold.
- E. Belt keeper (4) - Black nylon and shall be comparable to Bianchi AccuMold.
- F. Universal Radio Case - Black nylon.
- G. Flashlight Pouch - Black nylon and shall be comparable to Bianchi AccuMold.
- H. Flashlight - Hand held model.
- I. Handcuffs - Peerless or like model with chain.
- J. Handcuff Case - Black nylon and shall be comparable to Bianchi AccuMold.
- K. Radio - The make and model will be determined by the Chief of Police or his/her designee.

The remainder of the Police Intern uniform will conform to the Business Casual Attire standard described for Non-Uniformed Officers.

## **Administrative Office Personnel**

Administrative Office Personnel are permitted to conduct their normal day to day duties in Business Casual Attire.

### ***Business Casual Attire***

- A. Acceptable business casual attire for male personnel may include dress slacks, Dockers, khakis, chinos and a collared shirt with or without a tie. Conservative style and appropriate clean dress shoes, loafers or similar style casual shoes will always be worn and with coordinated hosiery.
- B. Acceptable business casual attire for female personnel may include skirts, dresses, khakis, dress slacks, Dockers, chino and a blouse or appropriate tops. Shoes will be of a clean, conservative style. Colored dress shoes, loafer or similar style casual shoes are acceptable and conservative hosiery, if worn.

## **Maintenance and Replacement**

Uniforms, equipment and accessories issued by the department are the property of the Middleton Police Department. Items needing replacement must be turned in prior to receiving the replacement item. Officers are required to keep clean and in serviceable condition any items that are issued. As department issue, all items will be retained by the department when an officer is no longer employed. Officers are responsible for proper maintenance of their firearms.

## **Replacement of Lost, Stolen or Damaged Personal Equipment**

If an item of department issue property is lost or damaged, the responsible officer will write a report detailing the circumstances. The report will be reviewed by the officer's immediate supervisor and verified as to accuracy. The supervisor should add any findings he/she feels are relevant.

The Chief of Police or his/her designee will then review the report and make a determination as to whether the property was lost or damaged due to officer negligence. If so, the officer will then be required to replace the item(s) him/herself or by reimbursing the department the value of the items at the time it was lost or damaged. The department will then supply the officer with the replacement item.

Items damaged by reason other than negligence will be delivered to the Chief of Police or his/her designee for examination. A decision will be made as to the most appropriate method for repair or replacement, restoring the item to service. Items lost by reason other than negligence will be replaced according to the following schedule. Watches will be replaced to a maximum of \$50.00. Corrective lens and sunglasses will be repaired or replaced at the price rate established by the City at a place of the City's choosing. Officers may purchase replacement glasses from any source by paying any amount over the department's price. Lost jewelry such as beads, earrings, rings, bracelets, etc., will be the responsibility of the officer and no replacement by the department will be made. Work related equipment such as flashlights, squad boxes, field glasses, etc., not issued by the department will remain the responsibility of officers and no replacement by the department will be made.

## **Prohibited Items**

The carrying or use of any of the following items is **STRICTLY PROHIBITED** by all Department personnel:

- A. Filled Baton - Any baton that has been altered from the manufacturer's specifications to increase weight.
- B. Nunchuks - An instrument consisting of two or more sticks, clubs or rods connected by a rope, cord, wire or chain.
- C. Brass Knuckles - A metal item worn on the hand through which the fingers are inserted; so made that in hitting with the fist compressed, great bodily harm is inflicted.
- D. Sap.
- E. Sap Gloves - Any glove with powdered metal sewn into pouches covering the knuckles or back of the hand that is designed to increase kinetic energy or mass for strikes with the hand.