

Lakefield Police Department Policy			
	SUBJECT: UNIFORM & PERSONAL APPEARANCE		POLICY NUMBER 1022
			EFFECTIVE DATE April 4, 2022
	Reference(s):	APPROVED BY: Signed:  Mayor Lakefield City Council	ENACTED DATE: 08/27/2013

COMMENT: It is important that personnel involved in law enforcement project a neat, competent, capable, and professional image to the public.

PURPOSE: To set standards of appearance regarding but not limited to facial hair; hair style and length, tattoos, jewelry worn, uniform style, color and appearance; and the placement of department authorized or required patches, insignia, badges, or decorations.

1. UNIFORMS

A. Basic Uniform

1. Cap, Summer
 - a. Dark Navy or Black Baseball style cap with gold block lettering "POLICE".
2. Cap, Winter
 - a. Dark Navy blue or black knit 'watch' cap.
 - b. OPTIONAL: Navy blue or black Mad Bomber style hat.
 - c. OPTIONAL: Navy blue or black neck gaiters.
3. Jacket, Multi-season (*Department provided*)
 - a. Blauer combination with zip out liner.
 - b. Existing jackets may be worn until replacement is necessary.
4. Shirt, Summer weight (*Department provided*)
 - a. Dark Navy blue/Midnight Navy short sleeved.
 - Blauer – Classact Shirt
 - Under vest – Armorskin Base Shirt
 - 5.11 – Class A or B PDU Twill
 - Horace Small – Deputy Deluxe Plus

5. Shirt, Winter weight (*Department provided*)

- a. Dark Navy blue/Midnight Navy short sleeved.
 - Blauer – Classact Shirt
 - Under vest – Armorskin Base Shirt
 - 5.11 – Class A or B PDU Twill
 - Horace Small – Deputy Deluxe Plus

6. Pants, Summer or Winter (*Department provided*)

- a. Dark Navy blue/Midnight Navy in color.
 - Blauer – BDU Pants
 - 5.11 – PDU Class B Cargo Pant
 - Horace Small – Sentry Plus Cargo Pant

7. Ties, turtlenecks, or dickeys

- a. Ties shall be the clip on or "break-away" styles for officer safety and navy blue in color.
- b. Officers may choose to wear a turtleneck or dickey under their long sleeve shirts in place of the tie. These items are to be dark navy blue or black in color.
 - 1) Turtle necks may be 100 cotton, blend or moisture wicking. WSI Sportswear Artic Prowikmax Thermal shirt is recommended.

8. Tee Shirts

Tee Shirts may be dark navy blue or black in color and may be cotton, blend or moisture wicking. Under Armor or WSI Sportswear Tac Blue Microtech loose fit recommended.

9. Footgear, summer

- a. Black plain toed boot or shoe that can be polished that does not have rings, buckles or straps attached.

10. Footgear, Winter

- a. Black plain toed boot or shoe that can be polished that does not have rings, buckles or straps attached and is weather appropriate.

NOTE: Officers may request reimbursement, up to \$150, for footwear purchased for duty with Lakefield Police Department. Reimbursement may be requested once every two years.

11. Gloves - Gloves will be worn only as appropriate to weather conditions

or duty assignment.

- a. "Sap" gloves shall not be authorized for use at any time.
- b. Gloves shall be black in color with the appearance of smooth finished leather or durable polyester.
- c. In extreme cold conditions, Officer may elect to wear black "chopper" mittens which give the appearance of smooth finished leather.
- d. Latex or rubber gloves provided by the department shall be worn at anytime an officer may be exposed to bodily fluids that might result in bloodborne pathogen contamination.

14. USE OF BODY ARMOR (*Department provided*)

- a. Officers shall wear only Department approved body armor. Officers may choose from outer vest carrier or under uniform carrier. Officers may be exempted from wearing body armor in the following situations:
 1. When an agency approved physician determines that an officer has a medical condition that would preclude use of body armor
 2. Although officers are encouraged to wear their body armor at all times regardless of weather conditions, Police Chief can make an exemption due to exceptional circumstance.
 3. When the Chief of Police or designee determines an exemption is appropriate.
 4. Individual officers are responsible for ensuring that body armor is worn in compliance with this policy and Police Chief and Sergeant will monitor. Body armor plays a vital role in officer safety and every effort must be made to ensure that it is made available to all officers and that it is properly maintained and worn.

B. Leather gear and equipment (MANDATORY) (*Department provided*)

1. 2 1/4" black basketweave belt with brass colored buckle and keepers with brass buttons.
2. Black basketweave department approved holster with department issued firearm, worn on the duty belt.
3. Black basketweave magazine pouches capable of containing two (2) loaded magazines.
4. Black basketweave handcuff case, snap or Velcro closure or open style, officer choice.
 - a. Handcuffs, hinged preferred or link joint style, officer choice.
5. Black basketweave flashlight holder for "Stinger" model rechargeable flashlight and "Stinger" flashlight.
6. Black basket weave key ring holder, "silent" type required.

7. Black department approved latex/rubber glove pouch and gloves.
8. Soft Body Armor, Level IIIA.

C. Accessories (*Department provided*)

1. Rank insignia.
 - a. Police Chief collars shall have appropriate rank insignia gold in color.
 - b. Name tags shall be 3/8" x 2 1/4" gold colored with black lettering. Name tags will contain first name, middle initial, last name. Name tag will be worn on the right jacket pocket flap.
 - c. Officers that have completed probation may choose to have first initial, last name embroidered between the right breast pocket and US Flag on outer uniform shirts.
 - d. They shall include both first and last name or initial(s) and last name. They shall be worn on the right shirt pocket flap, right side of optional sweater, and right jacket pocket flap.
 - e. Officers may choose to purchase and wear "Serving Since" accessories to the name tag. This accessory may indicate total years in law enforcement.
 - f. Outer vest carrier will have name tape with Velcro attachment to vest, with first initial, last name.

D. Patches and positioning of same

1. Department approved shoulder patches shall be affixed to all shirts, jackets, and parkas. They shall be attached to both right and left sleeves, 1" (one inch) below the shoulder seam line and centered over the crease.
2. The department approved US Flag patch measuring 2 1/4" x 3 1/2" shall be affixed to all shirts and jackets, centered over the right pocket approximately 1" from top of the pocket flap to allow for name embroidery.
3. All patches shall be secured by sewing with thread of the same color at the attachment area of the patch or by thread of a transparent nature.

2. BIKE PATROL (*Department provided, for officers participating in bike patrol*)

- A. The uniform for the Bike Patrol shall consist of a black/yellow short sleeve polo style shirt with the words "POLICE" stenciled on the back; and department approved black bike shorts. (see Appendix A)
 1. Bike patrol officers shall wear department supplied bike helmets at anytime they are on bike patrol.
 2. Department approved, fingerless gloves are authorized only while riding on bike patrol, as they aid in handlebar shock/fatigue.
 3. Department approved bike shoes (only to be worn with bike uniform), must be black in color and upper should not be higher than ankle support.

3. UNIFORM APPEARANCE

- A. Uniform and civilian clothing shall not be mixed or worn together except when traveling to and from work in an officer's personal vehicle or while off duty in transit for a court appearance.
- B. Uniforms shall be kept clean, neatly pressed, and unobtrusively repaired.
- C. Uniform clothing shall be properly worn and buttoned:
 - 1. All shirt pockets shall be buttoned or of the type giving that illusion with Velcro or zipper fasteners.
 - 2. Summer shirts shall only have the collar button unfastened.
 - 3. Winter shirts shall be worn with the sleeves fully extended and buttoned. All winter shirts shall be worn with a fully fastened collar button and tie, or with one button unfastened and a tee shirt, dickey or turtleneck underneath.
 - 4. Rolling of sleeves on summer or winter shirts is prohibited.
 - 5. No shirt shall be worn with more than the collar button unfastened.
- D. Proper insignia shall be worn at all times.
 - 1. NO UNAUTHORIZED INSIGNIA OR DECORATIONS SHALL BE WORN AT ANY TIME!
 - 2. Shoulder patches shall be properly affixed to all shirts, jackets, parkas and shall be maintained in good condition.
 - 3. The department approved US Flag patch shall be properly affixed to all shirts, jackets, and parkas, and shall be maintained in good condition.
 - 4. Collar insignia (when required by rank) shall be properly affixed to all shirts and jackets.
 - 5. Name tags shall be worn on all shirts, jackets, and outer carriers unless embroidered or name tape is present.
 - 6. Department supplied metal breast badges shall be worn on the uniform shirt, jacket, and parkas.
- F. Footgear shall be kept shined and not in need of obvious repair or run down at the heels.

4. GENERAL OFFICER APPEARANCE

- A. Facial Hair is permitted and shall be properly maintained/trimmed, not to exceed one inch in length.
- B. Hair in General
 - 1. Hair shall be neatly trimmed, of moderate length, and of conservative style.
 - a. Hair shall not be of a length that if worn outside the collar would extend over the collar. (Female officers excluded)
 - b. Female patrol officers shall wear their hair in such a manner as not to interfere with their ability to perform their duties.
- C. Tattoos

1. Tattoos are permitted and may not be offensive in nature (such as gang related, swear words, obscene or pornographic gestures, symbols or pictures).

E. Jewelry

1. Earrings of a conservative nature are permitted, such as posts or earrings that cannot be grabbed by a suspect causing injury to an officer.
2. Necklaces and neck chains are allowed, shall be tucked inside your tee shirt to prevent a suspect from grabbing the necklace and choking the officer.
3. Medical I.D. bracelets may be worn.
4. Jewelry of a controversial nature will not be permitted.
 - a. Examples of this are, but not limited to:
 - 1) Death's head rings
 - 2) Skull and crossbones designs
 - 3) Swastika designs

LAKEFIELD POLICE DEPARTMENT ISSUED CLOTHING LIST		
POLICY NUMBER 1022	EFFECTIVE DATE	APPENDIX A

DEPARTMENT ISSUED EQUIPMENT

UNIFORM:

Initials:

Summer Cap Make: _____ Size: _____ Number Issued: _____ _____

Winter Cap, Make: _____ Size: _____ Number Issued: _____ _____

Winter Shirts Make: _____ Size: _____ Number Issued: _____ _____

Summer Shirts Make: _____ Size: _____ Number Issued: _____ _____

Pants Make: _____ Size: _____ Number Issued: _____ _____

Body Armor Make: _____ Date Issued: _____ _____

BIKE PATROL:

Shirts (Bellwether 101): Size: _____ Number Issued: _____ _____

Shorts (Endura Humvee II w/liner) Size: _____ Number Issued: _____ _____

SC Sports Short finger gloves Size: _____ Number Issued: _____ _____

Haix Black Eagle 2.0 T Athletic Size: _____ Number Issued: _____ _____
Bike Patrol Shoe (or Dept. approved)

Bike Patrol Helmet (Dept Approved) Size: _____ Number Issued: _____ _____

LEATHER GEAR/EQUIPMENT:

2 1/4" basketweave belt Size: _____ _____

Belt Keepers Number issued: _____ _____

basketweave approved holster Left or Right hand _____

Firearm Make: _____ S/N: _____ _____

Basketweave magazine pouches for two loaded magazines _____

Black basketweave handcuff case Snap/Velcro _____

Handcuffs hinged preferred or link joint style _____

Black basketweave flashlight holder for "Stinger" rechargeable flashlight _____

"Stinger" flashlight _____

Black basket weave key ring holder, "silent" type required. _____

Black department approved latex/rubber glove pouch. _____

Expandable Baton Black basket weave holder _____

Expandable Baton _____

Signature/badge # of issuer:

Date:

Signature/badge # of receiver:

Date: