

CHAPTER A

UNIFORMS, EQUIPMENT, and APPEARANCE

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100.01 CLASS A UNIFORM

Class A uniforms shall be worn for official ceremonies or other official duties determined by the Chief of Police. Class A uniforms shall be department long sleeve shirts, trousers with hip and side pockets only, navy or black socks, polished black boots, collar brass, name tag, badge, pens, equipment belt, radio, tie, tie bar, and hat.

100.02 JACKET

Officers will wear jackets approved by the Chief of Police.

100.03 TROUSERS, WINTER

Winter trousers shall be made to department specifications as to material and cut--two side pockets, two hip pockets. Trousers to be uncuffed and have belt loops with a zipper fly. Trousers with cargo pant style pockets may be worn with approval by the Chief of Police. Pants will be dark navy in color.

100.04 TROUSERS, SUMMER

Summer trousers shall be made to department specifications as to style and material, same cut, and color as the winter trousers.

100.05 SHIRTS, WINTER

Winter shirts shall be of the design and material specified by the Chief of Police, long sleeves with shoulder straps, badge tabs, two breast pockets with flaps and equipment. Shirts will be dark navy in color. The Chief of Police may wear a white shirt.

100.06 SHIRTS, SUMMER

Summer shirts shall be of the design and material specified by the Chief of Police, with short sleeves, shoulder straps, badge tabs, two breast pockets. Shirts will be dark navy in color. The Chief of Police may wear a white shirt.

100.07 UNDERSHIRTS/UNDERPANTS/CLOTHING, WINTER

Winter cold weather gear that may be visible under the uniform may include black or dark navy turtlenecks or mock turtlenecks. Items may contain lettering identifying the department as approved by the Chief of Police. Officers may wear long underwear or leggings as long as they are covered by the department trouser. All items worn under the uniform that are visible must have approval by the Chief of Police.

100.08 UNDERSHIRTS/CLOTHING, SUMMER

Summer undershirts worn under the uniform include white t-shirts or other cool weather gear that has a crew neck shirt line creating a triangular pattern under the uniform shirt. All items worn under the uniform that are visible must have approval by the Chief of Police.

100.09 RAINCOAT

Raincoat shall be of a size, color and style as approved by the Chief of Police.

100.10 TIES

Ties will be of uniform size and style as specified by the Chief of Police. Ties will be dark navy in color. Ties will be worn for official ceremonies using Class A uniform. Ties will be accompanied by tie bar approved by the Chief of Police.

100.11 DEPARTMENT SHOULDER PATCH

The department shoulder patch shall be worn on the uniform shirt and jacket. It will be placed on the arm of the garment immediately below the shoulder seam (approx. 1”) of the shirt or jacket. The department will have one standard, uniform patch.

100.12 BELT

Black, of selected heavy weight top grain cowhide. Plain or deeply embossed with basket weave pattern with a buckle or other approved closure. Belt shall be of a law enforcement style approved by the Chief of Police.

100.13 HOLSTER

Holster shall be black in color, plain or deeply embossed basket weave pattern, molded to fit contours of the firearm, it shall be of top grain cowhide leather, or welt construction, set in bottom; level 2 or level 3 security, and made of one-piece construction.

100.14 DUTY WEAPON

The service weapon worn by the officer on duty shall be approved by the Chief of Police. Any other firearm an officer wishes to carry on duty must be approved by the Chief. If any officer chooses to carry a second weapon he may do so, however, the officer electing to do so must qualify as competent in the use of said weapon and such time and ammunition needed for the qualification shall not be charged to the expense of the Belgrade/Brooten Police Department. Such additional qualifications will be conducted simultaneously with the board sanctioned qualifications using the same facilities, instructors, and scorers.

100.15 HANDCUFFS

The handcuffs carried by the officer should be Peerless, Smith & Wesson, ASP or other brand approved by the Chief of Police

100.16 HANDCUFF CARRIER

Shall be black in color, of top grain cowhide leather, plain or deeply embossed with basket weave. Made to fit cuffs.

100.17 FOOTWEAR

All officers of the department, while in uniform, shall wear shoe/boots made of black leather with plain design.

100.18 SOCKS

Officers may choose to wear socks that are comfortable to that officer. Navy or black socks shall be worn with Class A uniform if the sock is going to be visible.

100.19 REQUIRED EQUIPMENT - ON DUTY UNIFORM

While on duty in uniform, officers shall carry or have immediately available the following equipment: (This does not prevent additional equipment from being carried.)

- A. Badge
- B. Duty weapon and additional ammunition
- C. 1 set of handcuffs
- D. Notebook
- E. TASER
- F. Collar brass insignia/embroidered
- G. Flashlight and holder
- H. Name tag, unless embroidered Name
- I. 1 pen
- J. 1 set of department keys
- K. Mic. pack for squad camera
- L. Body Camera
- M. Radio

100.20 REQUIRED EQUIPMENT - ON DUTY CIVILIAN ATTIRE

On duty officers wearing civilian clothes will carry the following equipment:

- A. Badge
- B. Duty weapon
- C. Department ID card and MN driver's license

100.21 CARRY OFF DUTY FIREARMS

Officers, when off-duty, may carry an approved firearm. When wearing civilian clothes, officers shall conceal the firearm from public view. Officers choosing to carry their firearm off duty shall carry badge and department identification in addition to approved firearm. Officers are not required to carry firearms off duty. Officers who obtain a permit to carry are not allowed to carry their duty weapon contrary to this policy.

100.22 WEARING OF UNIFORM AND ITS APPEARANCE

Officers shall keep their uniform clean well brushed and pressed. The uniform shall have badge, pens, name tag. Officers shall arrive at the police department at the beginning of their tour with uniform in accordance with department policy. Officers shall wear well-polished shoes. They shall keep their hair neatly trimmed. They shall, as often as is necessary, examine and clean their equipment and keep same always in good serviceable condition.

100.23 UNIFORM OF THE DAY

Uniform of the day shall be set on a seasonal basis by the Chief of Police and will be followed by all members required to wear the uniform.

100.24 SOFT BODY ARMOR

The Belgrade/Brooten Police Department recognizes the life saving capabilities of SBA and mandates its members to wear SBA while on duty. It shall be required to use and wear SBA while on duty unless wearing of SBA will prohibit the officer from conducting official police business as authorized by the Chief of Police. Officers may be exempt from wearing SBA if the Chief of Police is provided notification from a physician advising that there is a medical need to avoid wearing SBA or authorization is granted by the Chief of Police.

100.25 Dept Provided Gear and Uniforms

The Belgrade/Brooten Police Department will provide the following Gear and Uniforms to Full-Time and 30 hour or more a week Officers. (*) Is signifying was is provided to employees under 30hrs a week. If items need replacement, or damaged during working hours, the Chief of Police shall decide if the department will replace the equipment. These items must be approved by the Chief of Police before purchasing.

- A. Badge*
- B. Ammunition and Holder*
- C. 1 set of handcuffs and holder
- D. Notebook*
- E. TASER and holder*
- F. Collar brass insignia*
- G. Flashlight and holder
- H. Name tag, unless embroidered Name
- I. Uniform Shirts, Pants, Boots*
- J. 1 set of department keys* and holder
- K. Duty Belt and Keepers
- L. Radio*and holder
- M. Jacket*
- N. Turtle Neck or Mock Turtle Neck*
- O. Medical Glove Holder
- P. Baton and Holder
- Q. Mase and Holder
- R. Body Armor

100.26 PERSONAL APPEARANCE

A. Male Officers

Hair may be worn in contemporary styles but not longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture. Hair must be clean, neat and combed. The bulk or length of the hair shall not interfere with normal wearing of all standard headgear.

B. Female Officers

Hair may be worn in contemporary styles. Hair must be clean, neat, and combed. The bulk or length of hair shall not interfere with normal wearing of all standard headgear.

C. Mustaches, Beards & Goatees

Mustaches and goatees are permitted. If a mustache is worn, it shall be kept neatly trimmed and shall not extend downward beyond the bottom of the upper lip. Handlebar and fu manchú mustaches are not permitted. Goatees must be kept neatly trimmed. No facial hair shall exceed one quarter of an inch in length. Males may have a neatly kept Beards approved by the Chief of Police. No other facial hair shall be allowed without prior approval of the Chief of Police.

D. Shaving

Officers shall report for duty cleanly shaved, or having mustache, goatees, or beard neatly trimmed.

E. Jewelry

Earrings, necklaces, chains, bracelets, and similar jewelry can become safety issues in the performance of the duties of police officer and therefore need to have prior approval by the Chief of Police before being worn on duty. Facial piercings, other than ears, are strictly prohibited while on duty. Rings and other bands worn around fingers may be worn on duty unless deemed a safety issue by the Chief of Police.

F. Tattoos

Tattoo, body art, drawings, or other permanent markings on the body shall always be covered while on duty unless approval has been given by the Chief of Police. These tattoos, body art or markings can not be offensive in nature to the average person or have offending language. If not approved by the Police Chief, the officer can appeal it to the Police Board for final approval.