

106. PERSONAL APPEARANCE AND UNIFORMS



RICHFIELD POLICE DEPARTMENT POLICY

Effective Date:	11/11/91
No. of Pages:	8
Serial Number:	10-006
Authority:	Chief Jay Henthorne

NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

I. PURPOSE

The purpose of this Policy is to outline clothing and equipment requirements for uniformed and non-uniformed sworn personnel engaged in normal duty assignments. Responsibility for maintenance and replacement of clothing and equipment is also explained.

II. POLICY

It is the policy of this department that all officers of the Richfield Police Department are expected to maintain a neat, clean and professional personal appearance at all times while on duty. Uniform integrity and maintenance will be ensured through inspections and immediate replacement of worn or damaged uniform items.

- 1) The Department provides an original issue of clothing and equipment for all officers. Thereafter, it is the officers' responsibility to maintain required uniform and equipment items in compliance with Department policy. A uniform allowance is provided in accordance with the collective bargaining agreement. This allowance shall be used to maintain a professional uniform appearance.
- 2) The Department will provide and maintain a list of approved uniform and equipment items including brand names and models. This list of approved items is subject to change at the discretion of the Chief of Police or their designee.

III. DEFINITIONS

BUSINESS CASUAL: Business casual related to or denoting a style of clothing that is less formal than traditional business wear, but is still intended to give a professional and business like impression. Business Casual dress includes slacks or khakis, dress shirt, open-collar or polo style shirt, optional tie or sport coat, a dress or skirt at knee-length, a blazer, or sweater, and dress shoes.

IV. PROCEDURE

Items already in use by officers prior to the issue date should meet the general description given for the item and be approved by the appropriate Division Commander. All uniform clothing, equipment, or items that need to be replaced, should have the approval by the appropriate Section Lieutenant.

- 1) Leather goods approved prior to the effective date of this Policy may be worn until replaced due to wear or until ordered to be replaced by a supervisor.
- 2) Officers are prohibited from wearing any uniform clothing, accessories or possessing equipment while on duty that is not authorized by this Policy or in writing by the Chief of Police or their designee.

PATROL DIVISION UNIFORM REGULATIONS

The public image of the Richfield Police Department is directly affected by the personal appearance of police officers. All officers shall wear the uniform or clothing commensurate with their rank and assignment. When wearing any identifiable part of the regulation uniform, officers should wear the complete uniform of the day at all times, however officers may remove gun belts, body armor, and/or their tie when in the station.

Officers should not wear a Department uniform or any identifiable part thereof while off duty with the following exceptions:

- Permission from Chief of Police or their designee;
 - Traveling to and from work if in complete uniform. Shoes, socks, trousers and trouser belts are not considered identifiable uniform items for purposes of this section. Non-uniform jackets may be worn over uniforms while traveling to and from work.
- 1) During a period of suspension, an officer should not wear the official uniform either in whole or in part.
 - 2) All sworn personnel shall keep a full serviceable duty uniform in their locker at all times.
 - 3) This serviceable duty uniform shall include all equipment required to be worn by officers assigned to patrol duty. The complete regulation uniform should be worn by officers assigned to uniform duty when in attendance at court, inquests, commission hearings, and while engaged in other official business, unless otherwise directed. The duty supervisor may waive the provisions of this Policy to allow other clothing to be worn during especially inclement weather. Supervisors may also specify changes in an officer's equipment and uniform consistent with Department policy or specific police needs.
 - 4) The seasonal change of uniform will be made at the direction of Patrol Section Lieutenant.

Mandatory Clothing

- 1) The Departmental shoulder patch should be worn on both sleeves of each uniform shirt and jacket. The top of the patch should be approximately one-half inch below the shoulder seam of shirts and approximately one-inch below the shoulder seam of jackets.
- 2) Service stripes are not authorized.
- 3) Issued badges should include the officer's badge number and rank and should be worn on the outermost uniform garment on the left side.
- 4) Issued name plates should be worn on the outer uniform garment above the right breast pocket flap of the uniform shirt.
 - a) Name plates worn on jackets are worn in the same manner as on the shirt or on the jacket's designed name plate holder. Name plates should have the officer's last name. Name plates shall be gold with blue lettering.
 - b) Name plates shall be worn with a "Serving Since" plate. The "Serving Since" plate will be placed one-quarter inch above the top seam of the pocket. "Serving Since" plates shall be worn after 1 year of service with the Richfield Police Department. Only time spent at Richfield PD is authorized on the "Serving Since" plate.
- 5) Officers awarded recognition awards or special unit insignias shall display them in the following manner:
 - a) Current SWAT personnel are authorized to wear the SWAT insignia. It should be worn one-quarter inch above and centered over the officer's name plate. If an officer has ribbons the SWAT insignia should be worn one-quarter inch above and centered over the officer's ribbons.
 - b) Currently qualified K-9 officers are authorized to wear the K-9 insignia. It should be worn one-quarter inch above and centered over the officer's name plate. If an officer has ribbons the K-9 insignia should be worn one-quarter inch above and centered over the officer's ribbons.
 - c) Currently qualified Field Training Officers are authorized to wear the FTO unit insignia. It should be worn one-quarter inch above and centered over the officer's name plate. If an

- officer has ribbons the FTO unit insignia should be worn one-quarter inch above and centered over the officer's ribbons.
- d) Officers with current and/or prior military service may wear a military service medal consistent with their branch of service. It should be worn one-quarter inch above and centered over the officer's name plate.
 - e) Only one special unit insignia (SWAT, K-9, or FTO) may be worn at a time.
- 6) Ribbon bar medals of merit and valor shall be worn as part of the uniform. They shall be worn one-quarter inch above and centered over the officers' name plate. If an officer has multiple ribbons/medals, they should be worn at the same level and mounted in a ribbon rack.
- a) Ribbon bars representing different classes of awards will be displayed with the senior award to the wearer's left. Multiple awards of the same class will be recognized with a device on that ribbon.
 - b) Firearms medals are not permitted as part of the duty uniform.
 - c) Any insignia, medals, badges, emblems or other such items not specifically authorized by Department policy shall not be worn with the uniform unless approved by the Chief of Police or their designee.
- 7) The standard uniform shirt is navy blue for both winter and summer wear. Shirt pocket flaps should be buttoned and sleeves rolled down at all times. Uniform trousers for all sworn personnel are navy blue.
- a) A black T-shirt undershirt shall be worn under the uniform shirt
 - b) A navy blue VELCRO tie is worn with the winter, long sleeve uniform shirt. A tie clip is optional. There are two authorized tie clips: 1) A plain gold bar; 2) A gold bar with the Minnesota State seal. Alternatively, a black mock turtle neck shirt may be worn under the winter uniform shirt. The mock turtle neck must have the gold embroidered initials RPD on the collar left of center.
 - c) The approved raincoat is high-visibility reversible with a hat cover. High-visibility rainwear should be worn with the reflective side out except when responding to non-traffic related calls.
 - d) Patrol officer hat bands should be black and hat bands of officers holding rank gold. Hats should be worn during funerals, diplomatic visits, and other formal occasions as directed by the Patrol Section Lieutenant or duty supervisor.
 - e) The uniform navy blue (summer) hat should be worn with shield centered to the front. Hat bands are worn with the summer hat.
 - f) The blue watch cap is optional. The watch cap will have the department patch embroidered on it.
 - g) Hats/caps shall not be worn inside.
- 8) Footwear should be either low or high cut black shoes made of leather or a leather-like synthetic material, or black boots with plain, rounded toe. The shoes or boots should have a smooth finish capable of maintaining a polished appearance.
- a) Athletic shoes are not authorized.
 - b) Socks should be plain black.
 - c) Footwear covering may be worn during inclement weather provided that it is black. Such footwear should be properly buckled or zipped.
 - d) An additional style and model of boot may be authorized by the Department for wear with the winter uniform (see Approved Uniform and Equipment Items).
- 9) Police Utility Belt
- a) All leather accessories should be black basket weave.
 - b) Utility belts should be black basket weave and two and one- quarter inches in width.
 - c) Squared gold buckle models are the approved model.

- d) Belt keepers and any other hardware should be covered or black.

Command Staff

- 1) Command officers should wear collar insignia on all uniform shirts.
- 2) On jackets, the insignia should be worn on the epaulets.

Sergeants

- 1) Sergeants should wear gold cloth chevrons on both sleeves of their uniform shirts.
- 2) The chevrons should be centered on the sleeve approximately one-half inch below the bottom of the shoulder patch. All chevrons should be the large size.
- 3) Leather jackets should have collar insignia and no chevrons on the sleeves.
- 4) Chevrons shall not be worn on any exterior jackets.

Optional Clothing

- 1) Approved exterior ballistic vest carrier that is designed to look like a uniform shirt. See Approved Uniform and Equipment Items chart for approved style and attachments. Officers wearing an exterior ballistic vest carrier with a long sleeve shirt may wear an open collar.
- 2) A wool pullover sweater should be navy blue with a shoulder patch, name plate, and badge displayed. Shirt and tie or shirt and mock turtle neck should be worn with sweaters.
- 3) Approved cargo pants may be worn in place of issued pants.
- 4) Gloves should only be worn during cold weather or when conducting searches of vehicles, premises, or persons. Only black or navy blue gloves are acceptable. Sap gloves or half finger gloves are not authorized.

DRESS CODE REGULATIONS FOR PLAINCLOTHES PERSONNEL

Investigative Division

- 1) Officers assigned to the Investigative Division should dress professionally in "Business Casual" attire. Business casual and denim may be worn only on designated casual days or as approved by the Chief or his designee.
- 2) Plainclothes officers may be given permission to wear other clothing by their supervisor to meet a particular Departmental need.

Field Training Officers

Officers assigned as Field Training Officers (FTOs) in phase four should dress in "Business Casual" attire.

Special Investigations Unit

Officers assigned to the Special Investigations Unit (SIU) should wear clothing approved by the Chief or his designee.

Department Assigned Training

Officers attending training shall wear business casual attire unless noted differently on the training notice.

EQUIPMENT REGULATIONS

Mandatory Equipment to Be Worn During Normal Duty Assignments Officers Assigned To Uniform Patrol Enforcement Duties

- 1) Utility belt
- 2) Department approved firearm
- 3) Taser with approved holster
- 4) Three magazines loaded with Department issued ammunition
- 5) Flashlight and holder
- 6) Handcuffs, case, and keys
- 7) Soft body armor

- 8) Department issued Latex-type gloves
- 9) Chemical aerosol and/or ASP expandable baton with holder

Officers Assigned To Plainclothes Investigative Duties

- 1) Department approved firearm
- 2) Two magazines loaded with department issued ammunition
- 3) Handcuffs and handcuff keys

Officers Assigned To Administrative Duties

- 1) Department approved firearm

Officers Assigned To Undercover Operations

- 1) As determined by the supervisor

Command Staff

- 1) Department Approved Firearm

Optional Equipment

- 1) An officer may carry a secondary firearm in accordance with Department firearms policies and only after approval by the Chief of Police or their designee.
- 2) A knife may also be carried if the blade is no longer than five inches and the total length does not exceed five inches when it is folded.

Officers may carry an approved baton after proper training has been received.

UNIFORM AND EQUIPMENT REPLACEMENT

- 1) Clothing and equipment shall be replaced by the officer when it becomes worn or damaged.
- 2) Supervisors may at any time determine that an officer's clothing or equipment is in need of repair or replacement and order the officer to correct the problem.
- 3) The Police Chief will make the final determination on what items the Department will replace.

UNIFORM APPEARANCE AND INSPECTIONS

- 1) Uniforms should be kept clean, pressed, and as neat as possible at all times.
- 2) Leather accessories should be kept dyed and polished, metal parts kept shined.
- 3) Footwear shall be polished.
- 4) Sidearm and handcuffs should be kept clean and in serviceable condition.
- 5) Supervisors of detectives and other sworn personnel assigned to non-uniform duty shall inspect each of their subordinates at least annually for complete and serviceable uniforms.
- 6) The Police Chief may call for full dress inspections of the Department or any part thereof. Officers directed to attend such inspections should report in the prescribed uniform, carrying the specified equipment.

PERSONAL APPEARANCE

- 1) Officers shall maintain good physical condition so they can handle the strenuous physical contacts required of law enforcement officers.
- 2) Hair styles shall be reasonable and conservative. The Chief of Police or their designee shall decide what is reasonable and conservative.
- 3) Mustaches shall be trimmed short and not extend below the upper lip or below the corner of the mouth.
- 4) Sideburns shall not extend beyond the bottom of the ear.

- 5) A neatly groomed beard with mustache or goatee with mustache is allowed. The total length must not extend beyond $\frac{3}{4}$ " in length and must be uniform in length and appearance. No portion of the beard may be noticeably longer than the rest, and it may not be unusual in appearance. A beard must be worn "full" and must include hair on the chin area. Sworn employees must still be able to pass the gas mask fit testing, which may require adjusting or shaving facial hair.

The Chief of Police or their designee may authorize variations to this section for undercover officers.

- 6) Tattoos on the arms do not require covering while on duty if they are pre-approved and are not considered; racist, sexist, gang related, obscene or sexually explicit, vulgar, indecent, extremist, prejudicial, anti-American, anti-social, or prejudicial to the good of the order, discipline, or morale. Tattoos on the neck, face, head, or scalp are prohibited. Officers who wish to have an uncovered tattoo will present the tattoo to the Command Staff. The Command Staff will make recommendations to approve or disapprove the tattoo.
 - a) Personnel wanting to have a new tattoo approved shall submit a memorandum including a scaled image of the proposed tattoo to the Command Staff.
 - b) The Chief of Police or their designee will give final approval prior to having the tattoo uncovered while on duty.

The Chief of Police or their designee has the authority to rescind any previous tattoo approval.

- 7) Body piercing jewelry: Female employees may wear stud style earrings in the ears only. Hoop earrings, dangling earrings, gage style piercings and piercings that are anywhere on the face other than the ear are prohibited.

Each employee who wishes an exemption from a grooming standard must submit a request, in writing, to the Chief in which he/she specifies the exemption desired and explains the reason for the request. If a physician's statement is required, such statement must be submitted before action will be taken on the request for exemption.

An employee who is on training leave is covered by these rules.

IDENTIFICATION

- 1) An officer shall carry their badge and identification card at all times when on duty except when authorized for undercover operation.
 - a) Officers shall not exchange badges with other officers. It is recommended that when off duty an officer carry the badge and the identification card.
- 2) Personal business cards must meet the approval of the Police Chief and be consistent with the format prescribed.

By Order Of:



Chief of Police

APPROVED UNIFORM AND EQUIPMENT ITEMS (Last Updated 6/7/2022)

CLOTHING	DESCRIPTION	MODEL
Shirts	Elbeco, dark navy, Distinction, long sleeve Elbeco, dark navy, Distinction, short sleeve Elbeco, dark navy, Distinction, undervest shirt (short sleeve) Elbeco, dark navy, Distinction, undervest shirt (long sleeve)	840N 8840N UVS152 UVS151
Pants	Elbeco, dark navy, Distinction, cargo Elbeco, dark navy, Distinction, straight leg *Female officers are authorized to mount their TASER on their pants	E4030RN E494RN
Jackets	Taylor Leather Jacket, Chicago Style, Navy, Gold "P" Buttons Blauer Winter Jacket (Shell) Blauer Winter Jacket (Liner): Gold embroidered name, cloth badge	TAY-4450N 9820-NV 4660-NV
Sweater	Cobmex, dark navy knit V-neck sweater Cobmex, dark navy windstopper V-neck sweater	JY-P2000N JY-P2000WN
Traffic Vest	Break Away Yellow Traffic Vest (ANSI II) with "POLICE" lettering	S912 (Streichers) AM-5PVN (Aspen)
Hats	Summer: Midway 5-Star 7" round duty hat Winter: Black stocking hat with approved hat patch	
Mock Turtleneck	Elbeco, black Under Armor, black	
T-shirt	Black T-shirt (crew neck)	N/A
Summer Hat Cover	Fluorescent/black reversible	
Socks	Black if visible	N/A
Gloves	Winter and/or summer, black	N/A
Shoes and Boots	Black, able to hold a shine	N/A
Tie	Dark navy, Velcro	
Tie Bar	Plain gold bar Plain gold bar with the Minnesota State seal.	N/A
Raincoat	5.11, Hi-Vis, long reversible	RR485
Name Plate & "Serving Since" Pin	½" Gold with dark blue lettering (last name only). Serving since attachment with dark blue lettering (after one year of service)	NT-12G NT-SST.G

UTILITY BELT GEAR	DESCRIPTION
Utility Belt	Black leather basket weave, 2 ¼" inch width with squared gold buckle
Handcuff Case(s)	Black leather basket weave, Velcro, hidden or black snaps
Flashlight Holder	Black leather basket weave Velcro, hidden or black snaps
Key Holder	Black leather basket weave Velcro, hidden or black snaps
Mace Holder	Black leather basket weave Velcro, hidden or black snaps
Belt Keeper	Black leather basket weave Velcro, hidden or black snaps
Magazine Holder	Black leather basket weave Velcro, hidden or black snaps
Glove Pouch (Medical)	Black leather basket weave Velcro, hidden or black snaps
Baton Holder	Black basket weave Velcro, hidden or black snaps
Firearm Holster	Black basket weave, minimum level II
Taser Holster	Black, department issued or basket weave
Radio Holder	Black leather basket weave Velcro, hidden or black snaps

EQUIPMENT	DESCRIPTION
Soft Body Armor	*Defined by current federal grant requirements
Soft Body Armor Carrier	Interior or under shirt, dark navy, carrier – or- Stevrin (Aspen Mills), dark navy, external carrier with or without MOLLE* *MOLLE can only be mounted on the lower portion of the front panel and must not extend to the back. MOLLE attachments can only be High Speed Gear (dark navy) Taco-style. Attachments can only be used to mount normal utility belt gear (see above section) to the external carrier except for the handgun.
Baton	ASP expandable baton, 21" or 24"

Flashlight	Black
Firearm	Department issued
Taser	Department issued
Radio	Department issued
Chemical Agent	Department issued
Handcuffs	Black or nickel finish, hinge or chain

EXTERIOR CARRIER MOLLE ATTACHMENTS*	MAKE, MODEL
Double Magazine Holder	High Speed Gear (HSGI) 41PT02 (Duty Double Pistol Taco)
Single Mag/Small Flashlight/Tool/Knife	High Speed Gear (HSGI) 41PT00 (Duty Single Pistol Taco)
TASER X26 Holster	High Speed Gear (HSGI) 11SG00 (Stun Gun Taco)
Radio Holder	High Speed Gear (HSGI) 41RD00 (Duty Radio Taco)
Double Handcuff Holder	High Speed Gear (HSGI) 41D002 (Duty Double Handcuff Taco)
Single Handcuff Holder	High Speed Gear (HSGI) 41D000 (Duty Handcuff Taco)
Double Handcuff Holder (Covered)	High Speed Gear (HSGI) 41DC02 (Duty Handcuff Taco)

*Any/all attachments must be "LE Blue" in color.

