

## Uniform Regulations

### 1024.1 PURPOSE AND SCOPE

The uniform policy of the Grafton Police Department is established to ensure that uniformed officers, special assignment personnel and civilian employees will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following policies:

- Firearms
- Department-Owned and Personal Property
- Body Armor
- Personal Appearance Standards

The uniform and equipment specifications manual is maintained and periodically updated by the Chief of Police or the authorized designee. The manual should be consulted regarding authorized equipment and uniform specifications.

The Grafton Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement.

### 1024.1 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose, which is to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

- (a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.
- (b) All officers of this department shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) Employees shall not loan any portion of the uniform to others outside of the department.
- (e) Employees shall not permit the uniform to be reproduced or duplicated.
- (f) The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications, which are maintained separately from this policy.
- (g) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (h) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.

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- (i) Uniforms are only to be worn while on-duty, while in transit to or from work, for court or at other official department functions or events.
- (j) Employees are not to purchase or drink alcoholic beverages while wearing the department uniform.
- (k) Mirrored sunglasses will not be worn with any department uniform.

#### 1024.1.1 DEPARTMENT-ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information, photo likeness and the signature of the current Chief of Police. All employees shall be in possession of their department-issued identification card at all times while on-duty or when carrying a concealed weapon.

- (a) Whenever on-duty or acting in an official capacity representing the Department, employees shall display their department-issued identification in a courteous manner to any person upon request and as soon as practicable.
- (b) Officers working specialized assignments may be excused from the requirements regarding the possession and display of identification when directed by the Assistant Chief of Police.
- (c) All Professional staff or sworn members that are in a plain clothes capacity are required to have their identification card displayed in a fashion that allows them to be readily identified as a department member.

#### 1024.1.2 UNIFORMS AND EQUIPMENT PROVIDED

Uniforms and equipment provided to officers upon hiring shall include:

- (a) Three (3) pair of pants, one of which shall be reserved as Class A pants
- (b) Three (3) short sleeved shirts
- (c) Three (3) long sleeved shirts
- (d) One (1) tie with tie clip
- (e) One (1) Garrison hat
- (f) One (1) cap badge
- (g) One (1) shirt badge
- (h) Two (2) name plates
- (i) One (1) raincoat
- (j) One (1) cap cover
- (k) One (1) winter jacket
- (l) One (1) winter cap
- (m) One (1) baseball cap
- (n) One (1) set of duty gear which includes:
  - 1. Duty belt

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2. Inner belt
  3. Holster
  4. Magazine case
  5. Handcuff case(s)- Either duty belt set-up or Molle set-up
  6. Pepper spray case- Either duty belt set-up or Molle set-up
  7. Radio holster- Either duty belt set-up or Molle set-up
  8. 26" collapsible baton with holder
  9. Glove pouch
  10. Two (2) sets of handcuffs
  11. Flashlight- Either duty belt set-up or Molle set-up
  12. Belt keepers
  13. Tourniquet with case
- (o) Body armor-Either undershirt carrier or outer carrier with optional Molle system
  - (p) One (1) traffic vest
  - (q) One (1) ballistic helmet
  - (r) One (1) gas mask
  - (s) One (1) duty handgun with two (2) magazines
  - (t) One (1) pair of boots

#### 1024.1.3 REPLACEMENT OF WORN, DAMAGED OR LOST UNIFORM AND EQUIPMENT

Annually employees are provided a clothing allowance for the replacement of worn or damaged uniforms, footwear and optional body armor vest carriers. Worn or damaged duty equipment will be replaced by the village upon approval by the Chief of Police or designee. Members shall complete the Uniform Requisition Form and forward it their supervisor for approval. Upon supervisor approval, the form shall be forwarded to the Assistant Chief of Police for approval and purchase. Only uniforms, components, and gear listed on the requisition form are authorized for wear. No other uniform or duty gear brands or types may be worn during the normal course of duty unless previously authorized by the Chief of Police. Any purchases made outside of this policy section will not be reimbursed from the clothing allowance account. [See attachment: Uniform Requisition Form\\_Fillable.pdf](#)

#### 1024.3 UNIFORM CLASSES

The various uniform specification classes are those identified in this policy.

##### 1024.3.1 CLASS A UNIFORM

The Class A uniform is to be worn for circuit court jury trials and special occasions, such as funerals, graduations, ceremonies or as directed. The Class A uniform is required for all sworn

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personnel. The Class A uniform includes a long-sleeve shirt with department patch on both sleeves, pants with no cargo pockets, tie, and polished shoes.

The garrison hat may be worn for events held outdoors. Boots with pointed toes are not permitted. Outer body armor carriers are not permitted to be worn.

#### 1024.3.2 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

- (a) The long- or short-sleeve shirt may be worn with the collar open. No tie is required.
- (b) A black crew neck undershirt must be worn with the uniform.
- (c) All shirt buttons must remain buttoned except for the last button at the neck.
- (d) Shoes for the Class B uniform may be as described in the Class A uniform.
- (e) Outer body armor carrier if preferred.
- (f) Boots with pointed toes, tennis shoes and footwear not able to be polished are not permitted.

#### 1024.3.3 CLASS C UNIFORM

The Class C uniform may be established to allow field personnel cooler clothing during the summer months or for special duty assignments. The Chief of Police will establish the regulations and conditions for wearing the Class C uniform and its specifications.

#### 1024.3.4 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms and duty gear to be worn by officers in specialized units, such as the canine team, SWAT, bicycle patrol, School Resource Officers (SRO), motor officers and other specialized assignments.

### 1024.4 INSIGNIA AND PATCHES

- (a) The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, 3/4-inch below the left shoulder seam of the shirt, and should be bisected by the crease in the sleeve. For Class A shirts, the department patch should be stitched on both shoulders as described above.
- (b) Service stripes and other indicators for length of service may be worn on long-sleeve shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn 1 1/2-inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only. Each service stripe equals five (5) years of service.
- (c) The regulation nameplate, or an authorized sewn-on cloth nameplate for outerwear gear, shall be worn at all times while in uniform. The nameplate shall display the employee's first initial and last name. The nameplate shall be worn and placed above

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the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.

- (d) When a jacket is worn, the nameplate or an authorized sewn-on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.
- (e) Assignment insignias, (e.g., SWAT and FTO) may be worn as designated by the Chief of Police or the authorized designee.
- (f) An American flag patch of a size not to exceed 3 inches by 5 inches will be worn on the right sleeve of Class B shirts using appropriate flag display etiquette.
- (g) The department-issued badge or an authorized sewn-on cloth replica must be worn and be visible at all times while in uniform. Sworn non-uniform personnel will wear or carry the badge so it is in reasonable proximity to the firearm and can be displayed whenever appropriate.
- (h) The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police or the authorized designee may authorize exceptions.

#### 1024.4.1 MOURNING BADGE BAND

Uniformed employees may wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

- (a) An officer of this department - From the time of death until midnight on the 14th day after the death.
- (b) A peace officer from this state - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out-of-region peace officer.
- (d) National Peace Officers Memorial Day (May 15) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police or the authorized designee.
- (f) September 11th remembrance

#### 1024.5 PLAIN CLOTHES ASSIGNMENTS (SWORN AND NON-SWORN EMPLOYEES)

With the exception of officers working in a covert capacity, clothing worn by employees in any departmental, non-uniform assignment will conform to accepted business practices. These include but are not limited to the following:

- (a) Slacks, dress shirts (Long or short sleeved), ties (excluding bow ties), socks, shoes and appropriate head wear.
- (b) Head wear must be appropriate for business dress attire, and the particular item must have prior approval from the Chief or his/her designee
- (c) Business or sports coats are optional unless required for a court appearance or other specific event or task
- (d) Socks should coordinate with the pants. White socks are prohibited unless worn with boots that conceal the socks.

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- (e) Footwear should be clean and polished, with heels and toes in good repair. Normal business shoes, including slip-ons (loafers) or lace-ups, are acceptable. Boots are acceptable, provided they are in good taste. Flip-flops are inappropriate.
- (f) Female business attire will include the previously mentioned clothing and non-revealing blouses, skirts, dresses and appropriate footwear. Flip-flops are inappropriate
- (g) If a firearm is worn on the waist, the officer's department badge must be prominently displayed next to the firearm.
- (h) Plain-clothes officers may wear a vest or jacket that readily identifies the wearer as a police officer during call-outs, specific assignments, or extra-duty assignments when appropriate.
- (i) Plain-clothes sworn personnel are required to maintain at least one complete standard uniform at all times in case they are called upon for uniformed duties.

#### **1024.6 POLITICAL ACTIVITIES, ENDORSEMENTS, ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM**

Unless specifically authorized by the Chief of Police, Grafton Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published or displayed, the image of another employee, or identify him/herself as an employee of the Grafton Police Department to do any of the following (Wis. Stat. § 164.015):

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose, any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication, or on any motion picture, film, video, public broadcast or on any website.

#### **1024.7 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES**

Grafton Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in this policy or by the Chief of Police or the authorized designee.

Grafton Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in this policy or by the Chief of Police or the authorized designee.

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#### **1024.8 NOTIFICATION**

The Department shall, at the time of hiring, notify each employee of the uniform regulations and clothing requirements (Wis. Stat. § 103.14).

## Attachments



## **Uniform Requisition Form\_Fillable.pdf**

**GRAFTON POLICE DEPARTMENT  
UNIFORM REQUISITION**

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**CLOTHING (SWORN):**

- Short Sleeve (First Tactical V2 Tactical (M) 112007 / (W) 122007) – Dark Navy      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_  
(Must have slot/tab to attach uniform badge & must have shoulder epilates)
- Short Sleeve Polo (First Tactical V2 Performance (M) 112012 / (W) 122012) – Dark Navy      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_
- Long Sleeve (First Tactical V2 Tactical (M) 111006 / (W) 121006) – Dark Navy      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_  
(Must have slot/tab to attach uniform badge & must have shoulder epilates)
- Long Sleeve Polo (First Tactical V2 Performance (M) 111015 / (W) 121015) – Dark Navy      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_
- Uniform Pant (First Tactical V2 Tactical (M) 114011 / (W) 124011) – Dark Navy      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_
- Outer Carrier (Point Blank Guardian) – Dark Navy     Molle System     No Molle System      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_  
Molle system must be along lower portion of carrier. Specify pouches (all items must be navy)  
 Flashlight     Medical bag     Single or double handcuff case     Radio carrier     OC carrier  
(Button flap must cover the zipper and carrier shall have a right and left pocket)
- Tie (3 ½ inch Poly/Wool) - Black      Length: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_
- Rain Coat Reversible Black/Hi-Vis Yel (Blauer – BLAU-733)      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_
- Winter Jacket (Blauer TacShell 9820 with Softshell Fleece 4660) – Dark Navy      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_
- Dress Cap (Bayly “Modified-Pershing 11) Midnight Navy/Black Mesh Frame/2” Gloss Visor      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_  
 Silver Snake     Gold Snake (Admin Only – Army Permagold Oak Leaf Visor)
- Cap Rain Cover (Clear with Visor 9235)      Quantity Requested: \_\_\_\_\_
- Traffic Vest (ANSI 207 Hi-Vis Class 2 Type)      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_
- Gloves (Any brand ok, must be black)      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_
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**CLOTHING (PROFESSIONAL STAFF):**

- Short Sleeve (Propper I.C.E. Performance Polo) – LA PD Navy     Women’s     Men’s      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_
- Long Sleeve (Propper I.C.E. Performance Polo) – LA PD Navy     Women’s     Men’s      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_
- Women’s Pant (5.11 Apex Pant #64446) – Dark Navy      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_
- Women’s Pant (5.11 Shella Pant #64453) – Dark Navy      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_
- Men’s Pant (5.11 TacLite Pro Ripstop Pant #74273) – Dark Navy      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_
- Men’s Pant (Blauer TenX Work Pant #8824) – Dark Navy      Size: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_
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**ACCESSORIES:**

- Name Plate (1/4”) -     Silver     Gold      Name (First Initial, Last Name): \_\_\_\_\_
- Breast Badge (Blackinton B1549-A)     Officer     Sgt.     Admin.
- Cap Badge (Blackinton B720)     Officer     Sgt.     Admin.
- Rank Insignia     Sergeant (Sew-on type)     Lieutenant     Captain     Assistant Chief     Chief
- Award Bars – Specify: \_\_\_\_\_      Quantity Requested: \_\_\_\_\_
- Clutch Back for Bars      Quantity Requested: \_\_\_\_\_
- Tie Bar     Silver (Officers)     Gold (Sgt. and above) (Full color state seal w/Grafton Police engraved)      Quantity Requested: \_\_\_\_\_
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**DUTY GEAR:**

- Duty Belt (Bianchi AccuMold Elite 7950 2.25” Basketweave)      Quantity Requested: \_\_\_\_\_
- Velcro Inner Belt      Quantity Requested: \_\_\_\_\_
- Double Magazine Holder (Bianchi AccuMold Elite BI-7902 Basketweave)      Quantity Requested: \_\_\_\_\_
- Mini Flashlight Holder (Bianchi AccuMold Elite BI-7926 Basketweave)      Quantity Requested: \_\_\_\_\_
- Glove Holder (Bianchi AccuMold Elite BI-7915 Basketweave)      Quantity Requested: \_\_\_\_\_
- OC Spray Holder (Bianchi AccuMold Elite BI-7907 Basketweave)      Quantity Requested: \_\_\_\_\_
- Silent Key Holder (Bianchi AccuMold Elite BI-7916 Basketweave)      Quantity Requested: \_\_\_\_\_
- Belt Keepers (Bianchi AccuMold Elite BI-7906 4/pack Basketweave)      Quantity Requested: \_\_\_\_\_
- Open Top Handcuff Case (Bianchi AccuMold Elite BI-7934 Basketweave)     Single     Double      Quantity Requested: \_\_\_\_\_
- Covered Handcuff Case (Bianchi AccuMold Elite BI-7917 Basketweave)     Single     Double      Quantity Requested: \_\_\_\_\_
- Handcuffs     Peerless     S&W (Chain only)      Quantity Requested: \_\_\_\_\_
- Adjustable Radio Holder (Bianchi AccuMold Elite BI-7923 Basketweave)      Quantity Requested: \_\_\_\_\_
- 6280 Mid Rise Level II Holster with Light (SF-6280BW.17L Basketweave)     RH     LH      Quantity Requested: \_\_\_\_\_
- 26” Foam Handle Expandable Asp Baton No Engraving (BA036)      Quantity Requested: \_\_\_\_\_
- Expandable Baton Holder (ASP Side-Break Basketweave)      Quantity Requested: \_\_\_\_\_
- Tourniquet (North American Rescue 30-0001)      Quantity Requested: \_\_\_\_\_
- Tourniquet Case (Rigid Gen 7 80-0479 - Black)      Quantity Requested: \_\_\_\_\_

**GRAFTON POLICE DEPARTMENT  
UNIFORM REQUISITION**

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**REASON FOR REQUEST:**  Annual Replacement  New Hire  Damaged  Lost  Stolen (Police Report #: \_\_\_\_\_)

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**APPROVAL:**

**Requesting Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sergeant:** \_\_\_\_\_  Approved  Denied **Date:** \_\_\_\_\_

**Assistant Chief:** \_\_\_\_\_  Approved  Denied **Date:** \_\_\_\_\_

**DATE ORDERED:** \_\_\_\_\_ **PURCHASE ORDER #:** \_\_\_\_\_ **DATE RECEIVED:** \_\_\_\_\_ **DATE ISSUED:** \_\_\_\_\_