

Uniform Regulations

1023.1 PURPOSE AND SCOPE

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

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

The Columbia Heights 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. The uniforms for officers of this department shall be a consistent color pursuant to Minn. Stat. § 626.88 Subd. 2.

1023.1.1 DEFINITIONS

Uniformed Licensed Personnel- Any member employed as a licensed peace officer, and who is assigned to a unit that routinely wears a uniform that represents the Columbia Heights Police Department.

Uniformed Support Staff Personnel- Any member employed in a support staff function and required to routinely wear a uniform that represents the Columbia Heights Police Department.

Plainclothes Personnel- Any member employed as a licensed peace officer, and who is assigned to a unit that routinely wears civilian clothing.

Non#Uniformed Personnel- Any member employed in a civilian administrative function, and who is assigned to a unit that routinely wears civilian clothing.

Authorized Jewelry- Any item worn by personnel that is either ornamental, religious, or used as a medical alert for specific problems.

Unauthorized Jewelry and Body Art- Any jewelry and body art (i.e. earrings, body piercing jewelry, tattoos) that is oversized, gaudy, or pretentious in appearance, represents a safety hazard, or interferes with the safe performance of one's job. This includes branding, intentional scarring, dental ornamentation, objects inserted under the skin, pierced, split or forked tongue, and/or stretched out holes in the ears. The shift supervisor is the ultimate determinate of what is considered unauthorized.

Business Casual- Apparel to include collared shirts and non-denim business appropriate slacks/pants and closed-toe shoes. Clothing such as sandals, tennis shoes/athletic shoes, t-shirts, sweatshirts, shorts, jeans and short skirts are specifically prohibited.

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Department Soft Uniform- Department-approved collared shirt with department insignia, and khaki and/or tactical type pants/trousers.

1023.2 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 peace 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) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (e) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- (f) 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.
- (g) If the uniform is worn while in transit while driving a personal vehicle an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while off-duty.
- (h) Employees are not to purchase or drink alcoholic beverages while wearing any part of the Department uniform, including the uniform pants.
- (i) Visible jewelry, other than those items listed below, shall not be worn with the uniform-unless specifically authorized by the Chief of Police or designee.
 - 1. Wrist watch.
 - 2. Wedding ring(s), class ring or other ring of tasteful design. A maximum of one ring/set may be worn on each hand.
 - 3. Medical alert bracelet.

1023.2.1 DEPARTMENT ISSUED IDENTIFICATION

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

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- (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 possession and display requirements when directed by their Captain.

1023.3 UNIFORM CLASSES

1023.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, promotions, ceremonies or as directed. The Class A uniform is required for all licensed personnel. The Class A uniform includes the standard issue uniform with:

- (a) Long sleeve shirt with tie.
- (b) Non-Cargo pants
- (c) Polished shoes.

The campaign hat may be worn for events held outdoors. Boots with pointed toes are not permitted.

1023.3.2 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 white, navy blue or black crew neck t-shirt must be worn with the uniform.
- (c) All shirt buttons must remain buttoned except for the last button at the neck.
- (d) Polished shoes.
- (e) Approved all black unpolished shoes may be worn.
- (f) Boots with pointed toes are not permitted.

1023.3.3 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 the specifications for the Class C Uniform.

1023.3.4 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, SWAT, Bicycle Patrol, Motor Officers and other specialized assignments.

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1023.3.5 FOUL WEATHER GEAR

The Uniform and Equipment Specifications lists the authorized uniform jacket and rain gear.

1023.4 INSIGNIA AND PATCHES

- (a) Shoulder patches - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt, and be bisected by the crease in the sleeve.
- (b) Service stripes and stars - Service stripes and other indicators for length of service may be worn on long sleeved shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half 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.
- (c) The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first and last name. If an employee's first and last names are too long to fit on the nameplate, then the initial of the first name will accompany the last name. If the employee desires other than the legal first name, the employee must receive approval from the Chief of Police. The nameplate shall be worn and placed above 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 - Assignment insignias, (e.g., SWAT, FTO or similar) may be worn as designated by the Chief of Police.
- (f) Badge - The Department-issued badge, or an authorized sewn-on cloth replica, must be worn and be visible at all times while in uniform. Licensed non-uniform personnel will wear or carry their badge in a manner that it is in reasonable proximity to their firearm and able to be displayed whenever appropriate.
- (g) Rank insignia - The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.

1023.4.1 MOURNING BADGE

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) An 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 a fallen officer.

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- (d) National Peace Officers Memorial Day (May 15) - From midnight through the following midnight.
- (e) As directed by the Chief of Police or designee.

1023.5 DRESS CODE

1023.5.1 UNIFORMED SUPPORT STAFF DRESS CODE REQUIREMENTS

A department-authorized uniform polo shirt, blouse or sweater is required to be worn every day.

This is to be worn with slacks, trousers or khaki pants in black, brown, navy, gray or tan. Capri-length pants or skirts (knee length or longer) are also allowed for female employees. Dark colored jeans in good condition may be worn on Fridays. If blouses or tops are visible beneath uniform blouses or sweaters, they must be solid color fabrics (not lace or sheer) in a color that occurs in the patch emblem. No sneakers or flip-flop shoes are allowed.

Deviations from this policy may be allowed on a case by case basis by the Office Manager.

1023.5.2 SWORN STAFF DRESS CODE REQUIREMENTS

- Uniformed personnel shall wear their required uniform as designated by their supervisor.
- Officers assigned to patrol will wear their designated uniform.
- Officers assigned to the Investigative Division or plainclothes capacity are to wear minimally and normally a collared shirt and non-denim, business appropriate pants.
- Officers assigned to undercover or Special Operations units will dress as designated by their assignment and are exempt from these dress code requirements.
- Department staff shall wear their uniform, soft uniform, or business casual, unless otherwise specified, to any training or meetings outside the department, and any training or meetings at CHPD attended by persons to include but not limited to guest instructors, strategic partners, or law enforcement representatives from other agencies. Deviations are to be approved by the employee's supervisor. Employees with questions about attire for any function should consult with their supervisor.
- Sworn staff will be issued a "Class A" style cap, a winter cap and a Baseball style cap. The Class A hat is the only hat approved for formal events. Other issued caps are only approved for outdoor use when required to protect the officer from inclement weather.
- Athletic-type/tennis shoes are prohibited. Exceptions include use of force and firearms-related trainings.

1023.5.3 ENFORCEMENT AND RECESSION

Supervisory personnel shall enforce all rules regarding personal hygiene, hair regulations, and the wearing of jewelry. As with any policy, this policy may be rescinded at any time. If the policy were to be rescinded, for any reason, tattoo covers/long sleeve shirts would be mandated to cover visible tattoos. Employees should refrain from adding a visible tattoo that, if covered, would create an issue to the individual. Employees should not expect a "grandfather" clause would be implemented to those with tattoos already in place at the time of recession.

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1023.5.4 EXCEPTIONS

Exceptions to these rules shall only be allowed for personnel who have prior written approval from the Chief or designee.

1023.6 POLITICAL ACTIVITIES, ENDORSEMENTS, ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM

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

- (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 any motion picture, film, video, public broadcast, photo, any website or any other visual depiction.

1023.7 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Columbia Heights Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Columbia Heights Police Department employees may not use or carry any tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.