



# KENOSHA POLICE DEPARTMENT

## POLICY AND PROCEDURE

### 53.1 Uniforms, Inspection of Personnel, and Officer Equipment

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1/1/1984

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5

#### I. PURPOSE

The purpose of this policy is to promote uniformity and professionalism in appearance and to establish a procedure for the inspection of uniforms and equipment.

#### II. POLICY

It is the Policy of the Department to promote uniformity within the functional areas of the Department and to display a professional appearance to the public. The complete prescribed uniform shall be worn by all employees while on duty except when civilian clothing is authorized.

Uniformed personnel, while on-duty, will carry with them the equipment appropriate to their assignment. Uniformed personnel shall maintain their uniforms, civilian on-duty attire, uniform accessories and equipment in proper working order and adjusted to the individual.

#### III. DEFINITIONS

- A. Field Activities: Duty assignments and / or tasks that place or could reasonably be expected to place officers in situations in which they would be expected to act in an enforcement rather than administrative or support capacity.
- B. Issued Body Armor: Shall include all body armor purchased with funds from the City of Kenosha, related grants, or donations.

#### IV. PROCEDURE

##### A. Uniform of the Day

1. Uniformed officers and supervisors will wear the uniform of the day as directed by the Chief of Police or their designee. No other variations of the uniform are acceptable, i.e. uniform combined with civilian attire. Only clothing or hats specifically issued or authorized shall be worn. Clothing or hats shall be purchased only through authorized vendors.
  - a. Class A Uniform - Patrol Officer. It shall be mandatory for every patrol officer to maintain a Class A Uniform that consists of the following:
    - Navy blue long sleeve uniform shirt
    - Navy blue necktie
    - Navy blue straight leg uniform pant
    - Black shoes or boots, if low cut shoes are worn, black or navy-blue socks shall be worn
    - Uniform coat or jacket, as needed
    - Formal uniform hat with hat badge; ball caps or knit hats are not permitted with the Class A Uniform
    - Nametag, badge, collar insignias and departmental approved medals and/or awards
    - Standard leather/web gear and duty equipment.

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b. Class A Uniform - Supervisor. It shall be mandatory for every supervisor to maintain a Class A Uniform that consists of the following:

- White long sleeve uniform shirt
- Navy blue pants with black stripe
- Black necktie
- Black shoes or boots, if low cut shoes are worn, black or navy-blue socks shall be worn
- Uniform coat or jacket as needed
- Formal uniform hat with hat badge
- Nametag, badge, shoulder boards with appropriate rank and departmental approved medals and/or awards
- Standard leather/web gear and duty equipment.

c. Duty Uniforms -The duty uniform for patrol officers will consist of the following:

- Officers have the option to wear either a navy-blue long sleeve or navy-blue short sleeve shirt throughout the year. When a long sleeve shirt is worn, officers have an option to wear it with authorized tie, dickey, mock turtleneck or open top button and white or black T-shirt. Short sleeve shirts are to be worn with the open top button and white or black T-shirt
- Navy blue straight leg pants, navy blue cargo pants or for supervisors, french blue pants with navy stripe.
- Black shoes or boots, if low cut shoes are worn, black or navy socks shall be worn
- Coats or jackets, as needed
- Hats are optional but if one is worn it shall only be the formal uniform hat with hat badge, approved ball caps or knit hats
- Nametag, badge, rank insignias and departmental approved medals and/or awards
- Standard leather/web gear and duty equipment.

d. Duty Uniforms – The duty uniform for Community Service Officers (CSO's) will consist of the following:

- CSO's will have the option to wear either a navy-blue long sleeve or navy-blue short sleeve shirt throughout the year. When a long sleeve shirt is worn, cso's can wear it with the top button open with a white or black t-shirt.
- Navy blue straight leg pants or navy-blue cargo pants.
- Black shoes or boots, if low cut are worn, black or navy socks shall be worn.
- Coats or jackets, as needed.
- Hats are optional but if one is worn it shall only be approved ball caps or knit caps.
- Nametag and badge.
- Standard web gear and duty equipment.

2. The Chief of Police may specify alternate uniform attire for special units, special occasions or special assignments.

3. Plain clothes officers/assignments:

a. Plain clothes officers/detectives, unless otherwise authorized, are to wear civilian on-duty attire that:

- Is suitable for a business office environment
- Presents a professional appearance
- Is neat, clean, and pressed
- Civilian attire shall not be combined with the KPD uniform.

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### 4. Court Attire

- a. Uniform officers under subpoena to appear in court while on-duty will wear the uniform of the day.
  - b. Uniform officers who are subpoenaed to court while off-duty have the option of appearing in the uniform of the day or in appropriate business attire. Officers may not appear in court in the department uniform for any proceeding related to an off-duty activity.
  - c. Plain-clothes officers under subpoena to appear in court will appear in appropriate business attire.
5. The Kenosha Police Department uniform is not to be worn by officers who are suspended, or otherwise not on official police business. All members of the Kenosha Police Department are expected to maintain their person and uniform or plain-clothes attire according to exemplary standards of personal hygiene and dress code.

### B. Officer Equipment

1. While on duty each officer shall carry the sidearm issued to them, or other authorized firearm. That weapon shall be carried in the department issued or authorized holster.
2. Officers of the Kenosha Police Department, while on duty, shall carry only Kenosha Police Department issued or authorized equipment, to include but not limited to, badges, identification cards, handcuffs, defensive and offensive weapons. Small pocket folding type knives are permissible, but must be carried concealed in a pocket or in a belt carrying case and will be secured in a weapons locker with the officer's sidearm when entering the jail.
3. Officers assigned to the Uniform Patrol Division, while on duty, shall carry on their duty belt the following issued equipment.
  - Issued Sidearm
  - Expandable Baton and Holder (May be carried in a billie pocket in the uniform pant)
  - O/C Spray and Holder
  - Magazine Holder with Two Magazines
  - Handcuffs
  - Radio and Holder
  - Taser and Holster
  - Arbitrator Microphone. (May be carried in a case affixed to the uniform shirt or vest carrier.)
  - Trauma Kit (non-specific location but should be readily accessible)
4. CSOs assigned to the uniform patrol division, while on duty, shall carry on their duty belt and with them the following issued equipment:
  - O/C spray and holder
  - Expandable baton and holder (may be carried in a billie pocket in the uniform pant).
  - Flashlight
  - Portable radio, lapel microphone and holder.
  - Arbitrator microphone (may be carried in a case affixed to the uniform shirt).
  - Camera
  - Cell phone
  - Traffic Vest

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- Whistle
- Signal Light Key
- Safety glasses
- Animal handling gloves

5. The Kenosha Police Department authorizes the use of multi-cell flashlights, with the understanding that a flashlight is not intended to be used as an impact weapon.

#### C. Body Armor

1. All Sworn Personnel of the Kenosha Police Department SHALL wear their issued body armor while engaged in field activities unless exempt as follows:
  - a. A physician determines that an officer has a medical condition that would preclude wearing body armor.
  - b. When an officer is involved in undercover or plain clothes work that his / her supervisor determines could be compromised by the wearing of body armor.
  - c. When the Chief of Police or his designee determines that circumstances make it inappropriate to mandate wearing body armor.
2. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by policy through routine observation and periodic inspections. Inspections will be documented at the shift level.
3. All sworn personnel issued body armor shall be responsible for proper storage, maintenance, and care of the body armor in accordance with the manufacture's instructions.
4. All sworn personnel issued body armor are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the Sergeant of Administration.
5. Body armor that is damaged due to misuse or abuse by the officer shall be replaced by the officer. Body armor that is damaged during a work-related incident may be replaced by the department after a review of the incident is completed.
6. By June 30<sup>th</sup> 2020, all sworn members of the department shall be required to wear issued body armor in accordance with this policy.

#### D. Secondary Weapons

1. Officers may carry an approved personally owned second handgun concealed on their person while on duty once authorized by the Chief of Police.
2. Officers must complete and submit a Secondary Weapon Authorization Form to the Chief of Police or their designee for approval prior carrying a secondary handgun.
  - a. This form will be signed by a Firearm's Instructor indicating proficiency with the draw, safe handling and marksmanship of the weapon.
  - b. The Firearms Instructor will keep a log of authorized secondary weapons carried by officers.
  - c. The completed Secondary Weapon Authorization form will be kept in the officer's personnel file.
3. Officers may carry only approved secondary handguns.
  - a. Semi-automatic handguns manufactured by Glock, Smith and Wesson, HK, Sig Sauer, Ruger, or Springfield with a barrel length not exceeding 4". The weapon will be

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chambered in .380, 9mm, or .40cal and have a safe striker fire type trigger system with no external safeties. The trigger pull weight shall be 5.5lbs or heavier.

- b. A revolver designed with an enclosed or shrouded hammer, 38 caliber or 357 caliber, with a barrel length of 3 inches or less, manufactured by any of the following: Smith and Wesson, Colt, Ruger or Taurus.

Note: Officers will carry only the secondary firearm for which they have approval.

4. Officers may carry only approved ammunition in their secondary handgun.
5. The secondary handgun must be carried in the following carry position.
  - a. BUG Pocket sewn into the bullet resistant vest worn by the officer. This carry method may be used with either a concealed vest or an exterior worn vest. In either carry method, the ballistic panels must be between the officer and the secondary weapon. Officers choosing this carry method shall maintain physical control over the vest at all times.
  - b. Cargo / Auxiliary pocket of the uniform pant. To be carried in the pant pocket, the secondary weapon must be secured in a holster that is held in place by Velcro or other such material. Access to the pocket must be secured by Velcro, zipper, or snaps. Officers electing to use this carry method will not be allowed to use the Glock Model 22 as their secondary weapon.
6. Officers wishing to carry a second handgun while on duty must demonstrate proficiency with drawing the weapon, safe handling, and marksmanship. This evaluation will be conducted by a department Firearms Instructor at least once per year.
7. Officers electing to carry a secondary handgun shall be responsible for the cost of any and all maintenance, repairs, and ammunition for said handgun.
8. If an officer's secondary handgun is placed into evidence during an investigation, a replacement will not be provided by the department.
9. Officers personally owned secondary weapon will be subject to inspection at the direction of supervision.
10. Officers electing to carry a secondary handgun will ensure it is secured in a weapons locker when entering the jail.

#### E. Inspection

1. Shift supervisors will inspect uniformed personnel to ensure that uniforms and civilian on-duty attire are clean, properly fit, and in good condition.
2. Shift supervisors will inspect each uniformed officer to ensure that they are properly equipped and the equipment is in good repair.
3. Uniforms, civilian on-duty attire, uniform accessories and equipment shall be in good repair, properly maintained and properly adjusted to the individual. Badges, shoes and leather accessories will be properly dyed, polished, and shined. A nametag will be worn on the uniform shirt.
4. Only department authorized badges, pins, patches, or other decorations will be worn on the uniform, or leather/web gear.