

# MISSOULA POLICE DEPARTMENT POLICY MANUAL



<i>Subject:</i> <b>UNIFORM AND APPEARANCE POLICY</b>		
<i>Effective Date:</i> <b>11/5/2018</b>	<i>Original Date:</i> <b>07/01/2007</b>	<i>Next Review:</i> <b>11/5/2020</b>
<i>Chapter</i> <b>4</b>	<i>Policy #</i> <b>4.10</b>	<i>Distribution:</i>
<i>References: Approved Uniform/Equipment List   Firearms Policy Light-Duty Policy</i>		

## I. Purpose

The purpose of this policy is to establish appropriate, professional appearance and dress standards for all members of the Missoula Police Department. The well-groomed, business like appearance of Department members, aids significantly in establishing the professional image, atmosphere and attitude expected by the public, but also serves to ensure officer's safety.

## II. Policy

Officers of the Missoula Police Department will exhibit professionalism, discipline and efficiency through their uniforms, uniform accessories and the manner in which they are worn as well as their personal grooming. Officers are expected to maintain their uniforms and accessories properly.

Every sworn officer shall maintain a Class "A" dress uniform, a duty uniform and any authorized specialized duty uniforms properly.

## III. Definitions:

**Class A Uniform:** A proper dress uniform

**Duty Uniform:** A daily working uniform.

**Specialized Duty Uniform:** A daily working uniform appropriate to the function of the special assignment.

## Regulation Uniforms

### Standards

Uniforms and uniform accessories will be cleaned, neatly pressed and free from rips, tears, holes, frayed edges, missing buttons, faded colors and will fit properly. All leather or simulated leather items, metal buckles and snaps will be maintained with a highly polished luster. Any and all uniform items are subject to inspection at any time.

If other items, not listed above, are allowed to be worn while in uniform, those items must also be maintained to comply with standards listed above.

Requests for exemptions from the uniform standards may only be approved by the Chief or his designee. If an officer requests an exemption from the uniform standards for medical reasons, he must present written documentation of the need for the exemption from a licensed physician.

**Class A Uniform**, shall consist of *approved*:

- Hat- 8 point w/ hat badge
- Eisenhower Jacket
- Long/Short Sleeve Button style shirt
- Dress Trousers
- Neck tie
- Socks- black or navy
- Shoes or boots- black, smooth round toe
- Duty Gear unless approved by Chief or designee

**Duty Uniform**, shall consist of *approved*:

- Long or short sleeve, button style shirt
- Dress trousers or approved shift tactical pants
- Shoes or boots- black, smooth round-toe
- Tee shirt
- White or black crew style
- Summer or winter jacket

#### ***REQUIRED WITH ALL UNIFORMS***

- ❖ The Missoula Police Department badge (or sewn-on badge patch, as approved) shall be displayed on the outermost uniform garment at all times.
- ❖ Each member shall wear a nametag with, at a minimum, their first initial and last name affixed to their outermost uniform garment at all times. Gold for Lt. and above, silver for Sgt and below or direct embroidered/sewn-on to the garment.

**Duty Gear:**

- All issued duty gear and equipment holders will be black leather (or simulated leather) with basket weave design. Black nylon gear is optional for duty wear in Bianchi Accumold or Elite series.
- Duty gear may consist of any of the following equipment:
- Holster- security Level 2 or above, or any holster approved by the Chief of Police or his designee per the firearms policy.
- Blade Tech or Taser brand exoskeleton holster or other approved holster, black in color
- Handcuff case(s), OC-10 holder, magazines holders, radio holder, belt keepers, inner & outer belts, flashlight holders, key holders.

**Additional Equipment:**

- Mag Light or Streamlight brand, halogen or LED flashlight black in color
- Handcuffs; Peerless or Smith & Wesson brands, silver or black in color, hinged or chain style.
- Dark or metal framed sunglasses. Mirrored or multi-colored lenses and frames are not acceptable. Straps are acceptable but must be black or navy in color.

## **Restricted Items**

- Only those emblems, patches and accessory items specifically authorized by the Chief of Police or his designee will be worn with the authorized Department uniform.
- Pins, buttons, printed or graphic clothing displaying commercial advertising of brand names, political issues or alcohol or containing pictures, slogans of an offensive nature are not allowed
- No baseball caps shall be worn without permission of the Chief of Police.
- Any non-issued equipment that an officer wishes to carry or wear must have the approval of the Chief of Police or his designee.
- No brand names or logos shall be prominently displayed on footwear. No cowboy boots or work boots (White, Buffalo brand etc) will be allowed.
- No pins, ribbons or other accessories are allowed to be worn on Department hats.

## **Miscellaneous Provisions:**

- All new uniform/equipment purchases shall be from the current Department Approved Uniform/Equipment List, available from the Patrol Captain or training officer.
- The Department will annually publish the approved list to update items so that our uniform and equipment will take advantage of the newest technology. Style & brand changes may be added or deleted in this policy upon approval by the Chief of Police or his designee.
- (Grandfather exceptions): Previously authorized uniforms and equipment that is in good condition, proper working order and meets department color, style and construction standards may be allowed for use until such time that it requires replacement or at the direction of the division commander.
- Long Sleeve shirts will be worn with sleeves fully extended and buttoned at wrist.
- External Carriers may be worn with a cloth badge and shall have POLICE across the back panel.

## **Inclement or Severe Weather:**

- Temporary deviations from normal uniform attire may be approved by the employee's supervisor in the event of extreme climatic conditions. This may include, but is not limited to the wearing of rainwear, sweaters, boots, gloves and hats. The following items are pre-authorized for cold weather:
  - MPD watch cap- black
  - Ear warmer band – black
  - Black turtleneck, mock turtleneck or dickey may be worn with a duty uniform

## Ornamentation and Emblems of Rank Metal Collar

### Ornaments – Size and Color:

- Eisenhower (Ike) Jacket
  - 1/2" Gold for Lieutenant rank and above, Silver for Sergeant and Officers
- Short or Long sleeve shirt
- 3/8" - Gold for Lieutenant rank and above, Silver for Sergeant and Officers
- Police Officers, Corporal and Sergeant are not required to wear collar brass. Corporal and Sergeant. will wear the appropriate chevrons on the sleeves of the shirt. Lieutenant and above will still wear appropriate collar brass.

### Eisenhower (Ike) Jacket:

#### Chief, Assistant Chief, Captain, and Lieutenant

- 1/2" Gold "MPD" on each lapel, 1/4" below top of lapel centered between the side of the lapel and the seam and parallel to the top of the lapel.
- One (1) 1/2" gold braid stripe on each sleeve 3" from the bottom edge of the sleeve.
- Shoulder ornaments on each shoulder loop denoting appropriate rank shall be:

Chief	4 gold stars
Assistant Chief	3 gold stars
Captain	2 gold bars (1")
Lieutenant	1 gold bar (1")

#### Sergeant and Corporal

- 2 or 3 bar sleeve chevron, light blue cloth outlined in white on body of dark blue cloth to be worn with point up, midway between elbow and shoulder on both sleeves.
- 1/2 " Silver "MPD" pin on each lapel 1/4" below top of lapel, centered between the side of the lapel and the seam, and parallel to the top of the lapel.
- Silver 3-bar chevrons 5/8" high,
- 1/4" above bottom of collar, centered between edge of collar and the seam, and parallel to bottom of collar. Same for Corporal with two bar chevrons.



1 Sergeant pictured

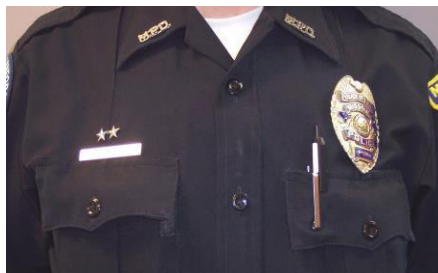
#### Police Officers

- 1/2" Silver "MPD" on each lapel 1/4" below top of lapel, centered between the side of the lapel and the seam and parallel to the top of the lapel.

**Shirts - All Ranks:**

- Long sleeve shirts - Ornaments are not required, but if worn, will be on each side of collar, ½” back from front of the collar, centered between the top of collar and lower edge and parallel with the top of the collar. Long sleeve shirts without collar liner may also be worn collar open with ornament parallel to the floor.
- Short sleeve shirts are worn collar open. The collar ornaments are not required, but if worn, will be parallel with the floor ½” up from the bottom.
- Collar ornaments if worn, shall denote rank by the following:
- No collar brass will be worn on the shirt under an Ike Jacket

Chief	4 gold stars
Assistant Chief	3 gold stars
Captain	2 gold bars (1”)
Lieutenant	1 gold bar (1”)
Sergeant	Silver Chevron 5/8”
Corporal	Silver 2 bar Chevron 5/8”
Officer	Silver “MPD” 3/8”



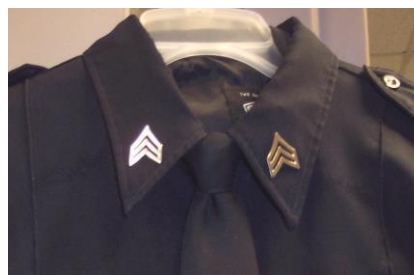
Officer Short Sleeve



Long Sleeve – closed collar w/tie



Sergeant Short Sleeve



Sgt. long sleeve w/tie and black night shift t-shirt

**Hat ornamentation:**

<b>Chief and Assistant Chief</b>	Gold band across front with gold braid brim
<b>Captain and Lieutenant</b>	Gold band across front of hat
<b>Sergeant/ Officer</b>	Silver band across front
<b>Rookie</b>	Black band across front

### **Badge and Hat Badge:**

Rank denoted as “Chief”, “Assistant Chief”, "Captain", "Lieutenant", “Sergeant” or “Police Officer”

### **Service Stripes & Stars:**

One gold stripe for each year of service, to be worn on left sleeve of Eisenhower 3” up from bottom edge of the sleeve. Bars representing one (1) year of service will be placed immediately above any 5 year stars worn on the Eisenhower Jacket.



Example: 15-19 years on shirt



Example: 19 years on Ike

For personnel with over five (5) years’ of service, one 1/2 “ gold/silver star for each five years shall be worn above the name tag on the right pocket of uniform shirts.

### **Department Shoulder Patch:**

Outline of the State of Montana with Great Seal of the State and the words MISSOULA POLICE is worn 3/4” below seam on left shoulder of all jackets (except leather) and uniform shirts, top edge of patch parallel to floor. Shoulder patch is the same for all ranks.

### **Optional Patches:**

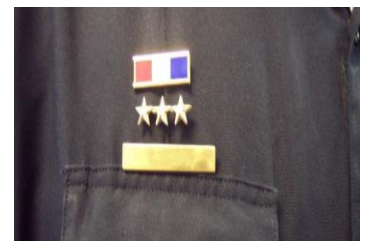
MLEA or FBI NA shoulder patches worn 3/4” below seam on right shoulder and centered on sleeve of Eisenhower jacket and shirts.

Any patch authorized by the Chief of Police to be worn 3” above bottom edge of right sleeve and centered on Eisenhower, 1” above the cuff on the winter shirt.

Another authorized patch will be worn on the right sleeve 3/4 inch below the seam and centered.

### **US Flag:**

When worn on the Eisenhower jacket and winter coats the flag shall be a cloth flag patch worn centered over the right breast pocket. The flag shall be placed parallel to and 3/4” above the pocket.



When worn on the duty uniform the flag shall be made of enamel and maintain the dimensions of 1 3/8" x 3/8".

This will ensure the flag is the same material and size of personal awards and decorations. When worn alone it



shall be centered over the right pocket and positioned 1/4" above the name tag. When worn with personal decorations the flag shall be worn horizontally with personal awards. The flag shall be worn closest to the center of the chest to the right of all personal awards as observed while facing the Officer. If the Officer has three or more personal awards the flag will be worn on a second row stacked directly above personal awards and centered.

Officers who have been honorably discharged from the Armed Forces shall be authorized to wear a flag distinguishing their respected military branch of service in place of the above mentioned enamel flag. Military Service Recognition Flags will be of the same dimensions and composite as the above mentioned enamel flag and will be worn in the same order of precedence. Officers who have received an honorable discharge from multiple military branches shall be authorized to wear only one Military Service Recognition Flag.



#### **Awards, Medals, Ribbons and Special Unit Pins:**

When worn on the Eisenhower jacket Award Medals may be worn horizontally in order of precedence with the most highly rated award worn closest to the center of the chest to the right

of all subsequent awards as observed while facing the Officer. The Award Medals shall be worn in line with the top seam of



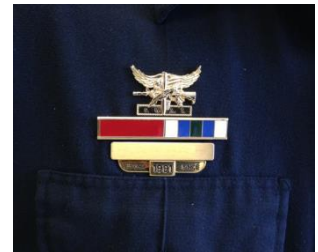
the right pocket from right to left. Special Unit Pins, Award Ribbons or other accessories

are not authorized for wear on the Eisenhower jacket.

When worn on the duty uniform Special Unit Pins and Award Ribbons may be worn and centered above the right breast

pocket 1/4" above the name tag. All Award Ribbons will be worn horizontally to each other from right to left in order of

precedence with the most highly rated award worn closest to the center of the chest to the right of all subsequent awards as



observed while facing the Officer. Personal Award Ribbons shall be worn no more than three abreast horizontally. In the event that the individual Officer rates more than three

awards a second row of awards shall be worn centered directly above the first with the award of highest precedence being worn on the highest row to the right of all subsequent

awards. All Award Ribbons shall be made of enamel and maintain the dimensions of 1

3/8" x 3/8". Special Unit Pins may be worn on the duty uniform at the individual Officers discretion. When worn alone Special Unit Pins will be worn centered over the right breast pocket and positioned 1/4" above the name tag or service stars whichever is higher. When worn with personal decorations Special Unit Pins will may be worn stacked 1/4" above personal decorations and centered or worn horizontally at the individual Officers discretion.

### **Specialized Duty Assignment Dress:**

Unless otherwise approved, on-duty non-uniformed personnel will carry on their person the following:

*Authorized firearm secured in a department authorized holster or fanny pack, handcuffs or other authorized restraint device, Badge and ID.*

### **Detectives and Non uniformed on duty sworn personnel**

- The standard dress code for detectives will be business attire.
- Denim jeans, shorts and pants with holes, tears and/or stains will not be allowed in normal circumstances.
- Shirts may be button front with a collar, crew neck dress shirt, or V- neck with a shirt underneath. If any shirt is worn un-tucked, it must have a square bottom. T- shirts or sweatshirts are not allowed.
- Badge must be worn on belt clip adjacent to weapon.
- All clothing will be conducive to the working environment. However, consideration shall be given to tradition, expectations and requirements of others when selecting the appropriate clothing for the event or activity the detective is involved in.
- Footwear for detectives must be appropriate and will exclude athletic shoes.

### **Undercover and Rough Duty:**

- Denim jeans, tennis shoes and casual attire will be allowed.

### **Court Dress (all officers)**

#### **Municipal/Justice Court:**

Professional business attire and/or duty uniform is required in Municipal and Justice Court.

#### **District or Federal Court:**

Class A dress Uniform or professional business wear is required for District or Federal Court.

Male Officers – Class A dress uniform without hat OR coat and tie is required.

Female officers - Class A uniform without hat OR professional business attire.



## **Training and Presentation Dress Code:**

For training and presentations officers will wear professional business attire or training appropriate clothing. Officers may also wear khaki "docker" style or tactical style pants with a polo shirt with the Missoula Police Department logo above the left breast pocket.

## **Street Crimes Unit Uniform**

The Street Crimes Unit dress code will be mission specific. The SCU will therefore be allowed greater discretion in the type of clothing to be worn as dictated by each operational assignment, including maintaining ready access to the uniform of the day.

The Street Crimes Unit will take into consideration the varying need for less obvious identifiers as law enforcement (i.e. exposed badge, gun, emblems etc.) However, the Street crimes Officer shall be quickly capable of identifying him/herself as such. All clothing will be conducive to the working environment.

## **Other Specialty Unit and Assignment Uniforms:**

Refer to Uniform Itemized List for the following assignment and special team uniforms

- Bicycle Patrol
- SWAT, CDU and EOD Uniforms
- Honor Guard
- K-9 Unit
- Motor Patrol

## **Grooming and Appearance**

Supervisors are responsible to ensure the proper grooming and appearance policy is adhered to:

### **Male Officers:**

- **Hair:** Hair must be clean and neat. The style will not taint the Department's public image or impede the employee's performance. Hair shall not be worn longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture. The hair will not extend over the top of the ears and should not interfere with the wearing of standard issue headgear.
- **Mustache and Beards:** Moustaches, if worn, will be of moderate length and neatly trimmed and will not extend more than one quarter inch below or one quarter inch past the corners of the mouth. No handle-bar mustaches will be allowed. Full Beards must be kept neat and well-trimmed . Classic style Goatees that include a moustache will be allowed if kept short and must be neat and well-trimmed. A "chin beard" extending from the corners of the mouth around the chin will be allowed if kept short and neat in appearance. Soul patches are not permitted.

- **Sideburns:** Sideburns, if worn, will not extend below the bottom of the earlobe. They will be of an even width and with a clean shaven and horizontal line not extending forward or flared. Muttonchops are not allowed.

#### **Female Officers:**

- **Hair** must be clean, neat and will be worn in a style that does not jeopardize officer safety (i.e. hair will not obstruct officer's vision). The style will not taint the Department's public image or impede the employee's performance. Hair will be worn in styles that permit the proper wearing of standard issue headgear and be maintained under all but the most adverse conditions. Beads ribbons, jeweled pins or other ornaments will not be worn. Plain pins, combs, barrettes or rubber bands similar in color to the individual's hair color may be worn. Spray-on paint or extreme coloring will not be worn.

#### **Cosmetics:**

- Cosmetics, when worn, will be in good taste using conservative, natural looking products.

#### **Fingernails:**

- Fingernail polish may be worn by female employees only. It will be of a conservative solid shade without ornamentation and will not detract from a uniform appearance. The wearing of florescent or multi-colored polishes or nails is not allowed.

#### **Additional Grooming – Non gendered:**

- **Piercing:**
  - Post style earrings may be worn by employees and will not extend below the bottom of the earlobe and will not have loose or dangling parts while in patrol uniform. Earrings will not be worn in the upper portion of the ear. No plugs will be allowed by any employees.
  - Visible body piercing studs or simulated body-piercing studs, other than ear studs are not allowed.
- **Visible face, neck or hand tattoos are prohibited.**
  - Tattoos will not be visibly displayed on any part of the body if they are obscene, offensive, sexually suggestive, profane or discriminatory in any way towards persons on the basis of race, color, national origin or ancestry, religion, age, sex, or disability.