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## Uniforms and Civilian Attire

### 1025.1 PURPOSE AND SCOPE

This policy provides guidelines for Bozeman Police Department-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of department uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Department.

This policy addresses the wearing and maintenance of department uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Department.

Other related topics are addressed in the Personal Appearance Standards policy.

### 1025.2 POLICY

The Bozeman Police Department will provide uniforms for all employees who are required to wear them.

All uniforms and equipment issued to department members shall be returned to the Department upon termination or resignation.

### 1025.3 UNIFORMS

The Chief of Police or the authorized designee shall maintain and update specifications in the [See attachment: April 2024 Uniform and Equipment Guidelines.pdf](#) document. Any modifications, substitutions or additions to duty equipment issued by the department must be approved by the Chief of Police or designee. Uniforms shall be worn as described therein and as specified in this policy.

The following shall apply to those assigned to wear department-issued uniforms:

- (a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat and clean.
- (b) Officers in a non-uniformed assignment shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Uniforms shall be worn in compliance with any applicable department specifications.
- (d) Members shall wear only the uniforms specified for their ranks and assignments.
- (e) Uniforms are only to be worn while on-duty, for court, at official department functions or events, while in transit to or from work, or when authorized by the Chief of Police or the authorized designee.
  1. When the uniform is worn while in transit, a non-uniform outer garment shall be worn over the uniform shirt to avoid bringing attention to the member while he/she is off-duty.

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- (f) Members are not to purchase or drink alcoholic beverages while wearing any part of department-issued uniforms.
- (g) All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

#### 1025.3.1 ACCESSORIES

Members shall adhere to the following when wearing department uniforms:

- (a) Mirrored or multi-colored sunglasses will not be worn.
- (b) Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy.

#### 1025.3.2 MOURNING BAND

Uniformed members shall wear a mourning band across the department badge as directed by the Chief of Police.

#### 1025.3.3 SPECIALIZED ASSIGNMENT UNIFORM

The Chief of Police or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments, such as canine handlers, SWAT, bicycle patrol, motor officers and other specific assignments.

### **1025.4 CIVILIAN ATTIRE**

There are assignments within the Department that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary.

- (a) Civilian attire shall fit properly, be clean and free of stains, and not be damaged or excessively worn.
- (b) Members assigned to administrative, investigative and support positions shall wear business-appropriate clothing that is conservative in style.
- (c) Variations from this policy are allowed at the discretion of the Chief of Police or the authorized designee when the member's assignment or current task is not conducive to wearing such clothing.
- (d) No item of civilian attire may be worn while on-duty that would adversely affect the reputation of the Bozeman Police Department or the morale of the members.
- (e) The following items shall not be worn while on-duty or when representing the Department in any official capacity:
  1. T-shirt alone or exposed undergarments
  2. Swimsuits, tank tops, tube tops or halter tops
  3. Sweatshirts, sweatpants or similar exercise clothing
  4. Transparent clothing
  5. Blue jeans

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6. Shorts
7. Clothing, buttons or pins displaying racial, sexual, discriminatory, gang-related or obscene language

#### **1025.5 OPTIONAL EQUIPMENT**

Any items that are allowed by the Bozeman Police Department but that have been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the department.

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be managed as follows:

- (a) When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.
- (b) When the item is no longer functional because of damage in the course of the member's duties, it shall be replaced at the discretion of the Chief of Police or designee.

#### **1025.6 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES**

Bozeman Police Department members may not wear any uniform item, accessory or attachment unless specifically authorized by the Chief of Police or the authorized designee.

Department members may not use or carry any safety item, tool or other piece of equipment unless specifically authorized by the Chief of Police or the authorized designee, and described in the [See attachment: April 2024 Uniform and Equipment Guidelines.pdf](#)

## Attachments

## **April 2024 Uniform and Equipment Guidelines.pdf**

## Guidelines

- A. Uniform Type:** The Department utilizes Formal, Class A, and Class B uniforms to address the specific needs of assigned uniformed duty. All officers shall maintain a complete set of all three uniforms which meet the current specifications as prescribed in this policy. Notification and approval for wear of the formal uniform will be through the Chief or Deputy Chief of Police. The Chief of Police can designate a specific uniform be worn under special circumstances.
1. Formal Uniform: The formal uniform is designated for formal functions or inspections. The formal uniform shall consist of the following:
    - a) Uniform shirt with long sleeves and standard shirt accoutrements (see section C below);
    - b) Uniform pants with stripe;
    - c) Ballistic protective vest;
    - d) Black tie with BPD flat tie bar;
    - e) Black shoes which are clean and polished;
    - f) Black socks;
    - g) Blouse coat with the following:
      - i. Rank appropriate buttons, shoulder patches, badge, nameplate, and service hash marks;
      - ii. The left side will have a bar style American flag, with any awards and medals received below that, with the nameplate below that, all centered directly above the pocket and spaced 1/8" apart;
      - iii. Service stars, collar brass, and other pins are not allowed on the blouse coat;
    - h) Pershing cap with rank appropriate band and badge;
    - i) Concealed handgun without duty belt.

2. **Class A Uniform:** The Class A uniform is designated for court proceedings and semi-formal functions. The Class A uniform may be worn routinely, even when it is not required. The Class A uniform shall consist of the following:
  - a) Uniform shirt with long sleeves and standard shirt accoutrements (see section C below);
  - b) Uniform pants with stripe;
  - c) Ballistic protective vest;
  - d) Black tie with BPD flat tie bar;
  - e) Black leather shoes or boots which are clean and polished;
  - f) Black or navy blue socks; and
  - g) Duty belt.
3. **Class B Uniform:** The Class B uniform is the authorized uniform for daily use. The Class B uniform shall consist of the following:
  - a) Uniform shirt with long sleeves or short sleeves and standard shirt accoutrements (see section C below);
  - b) Uniform pants with cargo pockets or striped pants;
  - c) Ballistic protective vest;
  - d) White or black crew neck T-shirt must be worn under the open collar uniform shirt. A tie or turtleneck style shirt may be worn with the long sleeve shirt;
  - e) Black leather shoes or boots which are clean and polished;
  - f) Black or dark navy socks if wearing low-cut shoes; and
  - g) Duty belt.
4. **Outer Vest Carrier Uniform:**
  - a) Outer carrier must be department-approved;
  - b) Department-approved long or short sleeve shirt with shoulder patches and collar brass for rank of Lieutenant and above;

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- c) POLICE logo with silver lettering for Officers, and gold lettering for rank of Sergeant and above, will be worn on the back of the carrier;
  - d) Embroidered name tag and badge shall be worn on the front;
  - e) Up to 4 of the following items may be worn on outer vest carrier. Any other items must be approved by the Chief of Police:
    - i. Magazine Holder
    - ii. Handcuff Case
    - iii. Radio
    - iv. Taser
    - v. Pepper Spray
    - vi. Expandable baton
    - vii. Utility Pouch
  - f) Firearm and holster must be worn on gun belt with proper keepers;
  - g) Vest can be worn over the top of department jacket with proper shoulder patches.
5. Other Clothing Requirements:
- a) Detectives: Detectives shall wear civilian clothes while on duty. Unless specific investigative requirements indicate otherwise, the clothing will conform to readily accepted standards of business casual attire. When required to appear in court, detectives will dress in business formal attire to include a sports jacket or suit.
  - b) Drug Task Force: Drug Task Force members shall wear civilian clothes while on duty. Clothing items may be the more casual style. When required to appear in court, Drug Task Force detectives will dress in business formal attire to include a sports jacket or suit.
  - c) Judicial Appearances: Professional business attire and / or one of the above duty uniforms types is required when appearing in Municipal, Justice, District, or Federal Court.

- d) **Training Uniform:** While attending training, employees will wear professional business attire or training appropriate clothing. Employees may also wear khaki style or tactical style pants with a polo shirt or collar style shirt.
- e) **Utility Uniforms:** A utility uniform is a department approved uniform worn by designated personnel for specific assignments, i.e.; motorcycle officers, bicycle officers and K9 officers. The utility uniform is not authorized for formal functions unless specifically approved by the Chief of Police.
- f) **Non-sworn Employees;** Employees working in a non-sworn capacity will maintain their uniforms consistent with the letter and intent of this policy.

## **B. Uniform Requirements:**

1. **Long Sleeve Shirts:** The long-sleeved uniform shirt is to be worn with the top button fastened and an authorized necktie, or with the top button unfastened and a black uniform turtleneck, mock turtleneck, or high-necked t-shirt, free of any visible logo or symbol, beneath the uniform shirt.
2. **Short Sleeve Shirts:** The short-sleeved uniform shirt is to be worn with the top button unfastened to present an open collar appearance. A black or white colored high-necked t-shirt, free of any visible logo or symbol, is to be worn underneath the uniform shirt.
3. **Badges:** For all uniform types, a department issued badge will be worn above the left breast pocket of the uniform shirt. On successful completion of probationary status, officers will be provided with a badge bearing the officer's personnel number.
4. **Nameplate:** An issued nameplate with the officer's last name will be worn 1/8" above the right breast pocket and centered (see photo "A" below).
5. **Shoulder Patches:** All uniform shirts and jackets will display the authorized shoulder patch on both sleeves.
6. **Coats:** The standard uniform coat may be worn as required with the uniform. The agency issued badge patch shall be attached and worn above the left pocket on the uniform coat. An embroidered name tag with the officer's last name will be worn above the right pocket at badge height. Appropriate rank insignia will be worn on the uniform coat. No other accessories shall be worn on the uniform coat, and no other style of coat may be worn while in uniform unless specifically approved by the Chief of Police.
7. **Hats:** Department issued baseball-style cap are the standard hat for wear with the Class B uniform. The wearing of a baseball cap is not authorized for formal functions unless specifically approved by the Chief of Police. A black watch cap permitted for use in cold weather.

8. **Gloves:** Gloves shall be black in color, except when other gloves are specifically indicated for special circumstances. Mittens, gloves with fancy detail, and weighted gloves are prohibited.

**C. Uniform Accoutrements:**

1. **Rank Insignia:** The following insignia will be worn to appropriately display department rank:

- a) **Officers:** Silver “BPD” collar brass will be worn on the collars of uniform shirts of all officers below the rank of sergeant. The collar brass will be centered 1/16 inch from each side, with the bottom pointing to the tip between the front and bottom edges of the collar, as shown.



- b) **Sergeants:** Sergeants shall wear the officially designated chevrons on both sleeves of the uniform shirt and jacket. The top point of the chevrons will be centered ¼ inch below the shoulder patch. Gold colored metal chevron insignia will be worn on collars of uniform shirts. The collar brass will be centered ¼ inch from each side, with the bottom of the chevron pointed to the tip between the front and bottom edges of the collar, as shown.



- c) **Lieutenants:** Lieutenants will wear a gold colored single bar on the collar of the uniform shirt. The front edge (long side) of the bar shall be 3/8 inch from the leading edge of the collar parallel to the front edge and centered on the collar as shown.

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- d) Captains: Captains will wear a gold colored double bar on the collar of the uniform shirt. A larger gold colored double bar cloth emblem will be stitched on the epaulets of the patrol jackets. Both shall be worn with the bars parallel to the bottom edge of the collar, ¼ inch from each side, as shown.



- e) Deputy Chief – Deputy Chiefs will wear a gold colored leaf cluster on the collars of uniform shirts. The cluster will have the leaf stem down and ¾ inch above both the outer and bottom edge of the collar. A larger gold colored leaf cluster cloth emblem will be worn on the epaulets of the patrol jackets.



- f) Chief of Police: The Chief will wear a gold colored eagle on the collars of uniform shirts. A larger gold colored eagle cloth emblem will be worn on the epaulets of the patrol jackets.

2. Service Stars: Officers will wear service stars centered ¼” of an inch above the name tag, on the right side of the uniform shirt (see photo “A” below). In the event the officer has more than 24 years on, 2 rows of stars shall be worn, centered above the name tag (see photo “B” below). Stars are silver for police officer ranks and gold for the rank of Sergeant or higher. Each service star represents four years of sworn, full time service as a state, county, or municipal law enforcement officer, regardless of agency. Reserve, federal or military service are not considered law enforcement service for the purposes of this section.
3. Award Insignia: One award ribbon or specialty pin may be worn on the uniform shirt. The award / pin will be worn centered and ¼” above service stars, if applicable (see photo “A” below). The following are authorized award insignia:
  - a) American Flag – Bar Style
  - b) Award Ribbon
  - c) F.T.O.
  - d) C.I.T.
  - e) K-9
  - f) S.R.T.
  - g) Motor Wings
  - h) FBI National Academy
  - i) Other pins as authorized by Chief of Police

Photo A



Photo B



## D. Equipment

1. Duty Gear: Duty belt gear, to include the belt, holders, cases and belt keepers, must be black in color and made of leather, synthetic leather, nylon or other material approved by the Chief of Police. Authorized Equipment Items:
  - a) Duty belt with keepers;
  - b) Department handgun with authorized holster;
  - c) Electronic Control Device (TASER) with authorized holster;
  - d) Handcuffs and case(s);
  - e) Magazine and pouches;
  - f) Flashlight and holder;
  - g) Oleoresin capsicum with holder;
  - h) Expandable Baton (ASP) with holder;
  - i) Portable radio and holder;
  - j) Approved knife with case;
    - i. Folding style knives may be carried, but shall be no more than 4 inches in length.
    - ii. Straight knives or knives prohibited by state law are not authorized.
  - k) Other items authorized by the Chief of Police.
2. Body Armor: Officers are required to wear the department issued ballistic vest while on field duty or in uniform. All officers involved in the pre-planned execution of high-risk tactical duties, such as search or arrest warrant executions, drug raids, etc., are required to wear the department issued ballistic vest.

3. **High visibility Traffic Vests:** Officers, crash investigators and any civilian staff must wear a high visibility vest or other high visibility cover that meets ANSI 207-2006 (ie. Crash investigator shirt/coat with built-in reflective components) while working on foot in public roadways. This equipment will be required for any department personnel when directing traffic, investigating crashes, handling lane closures or obstructed roadways and/or disasters in the public right of way. Department personnel will be issued a vest or other clothing, which meets ANSI 207-2006 standards for duty use.