



**Division of State Patrol
Policy and Procedure**

Number
11-19

Subject UNIFORM POLICY	
Author/Originator Office of the Superintendent	Approved by Superintendent <i>Anthony L. Burrell</i>
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I. POLICY

It is the policy of the Division of State Patrol (DSP) that all authorized uniforms and accessories are worn in a neat, clean, uniform manner to present a professional appearance to the public.

Only issued uniform items and authorized accessories will be worn as a regular visible part of the uniform. Uniforms or portions thereof shall not be worn in combination with civilian clothing for authorized or non-official activities.

II. OBJECTIVES

Designate uniforms, accessories, and insignia necessary to perform assigned tasks.

Identify issued items and designate various classifications.

Ensure uniforms and accessories will be properly worn and maintained.

Use health, comfort, appearance, recognition of agency customs and traditions, and utility as the basis for design and issuance of uniforms and accessories.

III. PROCEDURE

A. Division property will not be taken outside the State of Wisconsin, except when authorized by the Division Superintendent or designee.

B. The cost of uniform or accessory items lost or damaged due to negligence may be charged to the negligent party.

- C. Issued uniforms, equipment and accessories remain the property of the State of Wisconsin.
- D. Uniform Alterations
 - 1. Authorized alterations will be reimbursed by the Division.
 - 2. Unauthorized alterations are not permitted.
- E. Designation of Duty Uniform
 - 1. The Region/Post/Academy Standard Operating Procedure (SOP) or appropriate authority will guide the class of uniform worn.
 - 2. Supervisors of special details shall inform members of the detail which class of uniform will be worn. *Note: Uniform requirements for officers assigned to special details, planned events or other contingencies involving sworn Division personnel from more than one region will be specified by the Superintendent or his/her designee.
 - 3. Officers attending a funeral in uniform will wear the class of uniform designated by the proper authority (Policy and Procedure 15-5).
 - 4. When practical, two or more uniformed personnel working together will be dressed in the same class of uniform.
 - 5. Civilian clothing for a detail will conform to the provisions of this policy and consist of a style befitting the assignment. Unless otherwise specified by proper authority, civilian attire shall be business dress.
 - 6. Modifications and/or variations of official uniforms/uniform items may be made at the direction of the Superintendent for specialized purposes and will be outlined in approved written SOP (i.e., honor guard, aircraft pilots, enforcement cadets, Force Protection Team, others as applicable) or DSP Informational Memorandums.

IV. UNIFORM CLASSIFICATIONS

- A. Class A Formal Uniform (Attachment 1)
 - 1. Hat, Stetson (campaign style), felt (Attachment 7) NOTE: The straw Stetson will be worn if modification is made to the Class A uniform specified in the note under IV. A. 2. A. below.

2. Blouse
 - a. Blouses are no longer a universally issued item; however, they are available for special functions. Blouses should be individually issued as necessary to personnel at the rank of lieutenant through superintendent. Note: Modification of the Class A uniform is authorized as it pertains to the wear of the waist-length dress jacket (Ike Jacket) in lieu of the blouse as appropriate.
 - b. Region Commanders shall secure blouses for specially assigned personnel.
 - c. The blouses will be stored, inventoried, cleaned and maintained by each post/region and the Academy. Where a blouse is issued to a specific individual, he/she shall be responsible for its storage, maintenance and cleaning.
3. Uniform Shirt, long-sleeve.
4. Uniform tie w/issued tie tack.
5. Summer weight, medium weight, or winter weight trousers (as designated).
6. Leather Sam Brown belt with shoulder strap and;
 - a. Pistol holster
 - b. Handcuff case
 - c. Magazine pouch
 - d. Oleoresin capsicum (OC) scabbard (optional)
 - e. Baton scabbard (optional)
 - f. Other items as appropriate and approved

Note: Shoulder strap will not be worn and the individual has the option to wear a web duty belt when wearing the Ike Jacket in lieu of the blouse.
7. White gloves (optional and upon direction).
8. Highly polished black low-quarter oxford or “chukka” style shoes. Boots shall not be worn with the Class A uniform.
9. Accessory items and accouterments as authorized or required elsewhere in the policy.
10. Honor guard members may wear an approved braided white or silver cord on the left shoulder.

B. Class B Uniform (Attachment 2)

1. Hat, Stetson (campaign style), straw (Attachment 7) NOTE: Wear of the felt Stetson hat will require authorization/approval from the applicable Region Commander, Academy Commander, or designee and only for appropriate occasions.
2. Uniform shirt, long-sleeve*.
3. Uniform tie w/issue tie tack.
4. Winter weight, medium weight, or summer weight trousers.
5. “Barracks” type belt, leather/web (as issued).
6. Jacket/liner** and/or V-neck Sweater (optional) (Attachments 5 and 6).
7. Authorized footwear.
8. Accessory items and accoutrements as authorized or required elsewhere in this policy.
9. Duty belt and attachments/equipment.
10. Issued dickey (optional and in lieu of the uniform neck tie)***.

*Note: A Division-approved external bullet resistant vest carrier may be worn over the uniform shirt and must have metallic badge and name bar (length of service insignia is optional) attached as specified in VII. B. and C. of this policy. No other insignia/accoutrements are authorized for wear on the external vest carrier and no other garment shall be worn over the external vest carrier except the issued jacket, jacket liner, sweater and/or traffic vest.

**Note: Authorized liner may be worn as an outer garment when appropriate.

***Note: Turtle neck shirts are not authorized for wear – no exceptions; mock turtleneck shirts are authorized for wear with Class B uniform but must be black in color and have no visible logo or other markings.

C. Class C Uniform (Attachment 3)

1. Class C Summer Uniform.
 - a. Hat, Stetson (campaign style), straw (Attachment 7).
 - b. Uniform shirt, short-sleeve*.
 - c. White or black T-shirt (crew neck).
 - d. Summer (or winter) weight trousers.

- e. "Barracks" style belt, leather/web (as issued).
- f. Jacket/liner** (optional) (Attachment 5).
- g. Authorized footwear.
- h. Accessory items and accouterments as authorized or required elsewhere in this policy.
- i. Duty belt and attachments (leather or web).

*Note: A Division-approved external bullet resistant vest carrier may be worn over the uniform shirt and must have metallic badge and name bar (length of service insignia is optional) attached as specified in VII. B. and C. of this policy. No other insignia/accoutrements are authorized for wear on the external vest carrier and no other garment shall be worn over the external vest carrier except the issued jacket, jacket liner and/or traffic vest.

**Note: Authorized liner may be worn as an outer garment when appropriate.

2. Class C Motorcycle Uniform.

- a. Motorcycle helmet (with approved emblem centered upright on front) (Attachment 8).
- b. Uniform shirt, short-sleeve (long-sleeve optional) *.
- c. White or black T-Shirt (crew neck).
- d. Motorcycle jacket (as issued).
- e. Motorcycle breeches (as issued).
- f. Duty belt and attachments (leather or web).
- g. Boots (as issued).
- h. Accessory items and accouterments as authorized or required elsewhere in this policy.

*Note: A Division-approved external bullet resistant vest carrier may be worn over the uniform shirt and must have metallic badge and name bar (length of service insignia is optional) attached as specified in VII. B. and C. of this policy. No other insignia/accoutrements are authorized for wear on the external vest carrier and no other garment shall be worn over the external vest carrier except the issued motorcycle jacket.

D. Class D Uniform (Attachment 4)

1. Class D Utility Uniform.

- a. Stetson (straw), fatigue cap (Attachment 8), or crowd control helmet (as designated).
- b. Fatigue shirt, long-sleeve*.
- c. Black or navy blue T-Shirt (crew neck).
- d. Fatigue trousers.
- e. Duty belt and attachments (leather or web).
- f. Boots (as issued or approved).

- g. Jacket (optional).
- h. Over pants (optional).
- i. Accessory items and accouterments as authorized or required elsewhere in this policy.
- j. Issued dickey (with supervisory approval).

*Note: A Division-approved external bullet resistant vest carrier may be worn over the uniform shirt and must have metallic badge (name bar and length of service insignia may be worn only when authorized) attached as specified in VII. B. and C. of this policy. No other insignia/accoutrements are authorized for wear on the external vest carrier and no other garment shall be worn over the external vest carrier except the issued jacket, jacket liner and/or traffic vest.

2. Class D Motor Carrier Safety Assistance Program (MCSAP) Uniform.

- a. Stetson, MCSAP soft cap (Attachment 8)/bump cap.
- b. Long or short-sleeve fatigue shirt (at personal discretion) *.
- c. Black or navy blue T-shirt (crew neck) or mock turtleneck shirt**.
- d. Fatigue trousers.
- e. Authorized steel-toe safety shoes or boots (overshoes or rubbers may be worn during inclement weather).
- g. Jacket (optional).
- h. Over pants (optional).
- i. Duty belt and attachments (web only).
- j. Accessory items and accouterments as authorized or required elsewhere in this policy.
- k. Issued dickey (optional).

*Note: A Division-approved external bullet resistant vest carrier may be worn over the uniform shirt and must have metallic badge and name bar (length of service insignia is optional) attached as specified in VII. B. and C. of this policy. No other insignia/accoutrements are authorized for wear on the external vest carrier and no other garment shall be worn over the external vest carrier except the issued jacket, jacket liner and/or traffic vest.

**Note: Mock turtleneck must be black in color with no visible logo or other markings and can only be worn under long-sleeve fatigue shirt.

E. Law Enforcement Dispatch Personnel

- 1. Polo shirt, short-sleeve or long-sleeve (as issued), with the embroidered State Patrol Communications logo.
- 2. Undershirts must be black, navy blue, white or grey in color, with no visible logo or other markings.

3. Pants (as issued/authorized), must be black, grey, navy blue or khaki, should have pockets, a zipper and a button. Denim pants, sweatpants and leggings are not permitted.
4. Belt (black, brown, navy blue or grey).
5. Sweater, zipper-front or pullover (as issued/authorized).
6. Fleece vest or jacket (as issued/authorized).
7. Authorized footwear (black, blue, grey or brown). Closed toe – no sandals or flip flop type footwear unless authorized by the medical coordinator.
8. Accessory items as authorized or required elsewhere in this policy.
9. The outermost layer of the top of the uniform, if not the issued polo, shall display the embroidered State Patrol Communications logo.

F. Technical Reconstruction Unit

1. Polo shirt, short-sleeve or long-sleeve (as issued).
2. Trousers (as issued).
3. Belt (black).
4. Fleece vest or jacket (as issued/authorized).
5. Winter jacket (as issued/authorized).
6. External ballistic vest carrier (as issued/authorized).
7. Authorized footwear (black).
8. Accessory items as authorized or required elsewhere in this policy.

G. Civilian Attire

1. Civilian clothing will be appropriate, professional and consist of a style befitting the workplace environment and the duties performed by sworn and/or civilian personnel or as directed by proper authority.
2. Uniform garments/items, whether issued or personally owned, shall not be worn in combination with civilian clothing.

- 3. Generally, unless at the scene of an incident or venue where identification is appropriate, weapons and badges shall be covered by a garment when in public. If handcuffs are carried, they shall be in a suitable case or carried on the belt with a belt keeper.

H. Enforcement Cadets

The Wisconsin State Patrol Academy (WSPA) Commander will designate the class of uniform to be worn by cadets attending training at the Academy.

V. ISSUED UNIFORM ITEMS

A. Sworn Personnel

1. Uniforms	Quantity
a. Hat, Stetson (campaign style), felt	1
b. Hat, Stetson (campaign style), straw	2
c. Hat cover	1
d. Jacket, all season (w/liner(s))	1
e. Shirt, long-sleeve	3
f. Shirt, short-sleeve	3
g. Trousers, summer (or medium)-weight	2 pair*
h. Trousers, winter (or medium)-weight	2 pair*
i. Uniform tie	2
j. Traffic vest, high visibility	1
k. Over pants, all-season	1 pair
l. "Barracks" type belt, leather/web	1
m. Gloves, winter	1 pair
n. Reversible rain coat	1

*Note: Personnel are authorized to wear summer, medium or winter weight trousers year-round as individually preferred (except in those situations where an authority designates a specific type of trouser). After initial issue of 2 pair of each type, or 4 pair of medium weight (or a combination thereof) if an employee develops a preference for one or another weight trouser, they may elect to requisition a third pair of that type.

2. Uniform Accessories/Insignia

a. Badge, breast (metallic and cloth)	2 each
b. Badge, hat (metallic)	1
c. Belt keepers, leather/web	4
d. Flashlight carrier, leather/web	1
e. Duty Gun Belt, leather/web	1
f. Handcuffs	1 set
g. Handcuff case, leather/web	1

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| h. | Hat cord with acorns | 1 |
| i. | Hat strap | 1 |
| j. | Pistol holster, leather/web | 1 |
| k. | Oleoresin Capsicum (OC) scabbard, leather/web | 1 |
| l. | Baton scabbard, leather/web | 1 |
| m. | Insignia, rank (metallic) | 4 |
| n. | Insignia, WIS 3/8" | 2 |
| o. | Insignia (serving since) | 2 |
| p. | Magazine holder (double), leather/web | 1 |
| q. | Name bar (and name tape only when authorized) | 2 each |
| r. | Portable radio and portable microphone | 1 each |
| s. | Remote microphone | |
| t. | Portable radio holder, leather/web | 1 |
| u. | Rubber glove pouch, leather/web | 1 |
| v. | Tie tack | 1 |
| w. | Whistle and chain | 1 |
| x. | Conducted Electrical Weapon (CEW) holster | 1 |
| 3. | Uniform Accessories/Insignia (optional wear) as authorized | |
| a. | Division award bar | |
| b. | Skill recognition insignia | |
| c. | Personal Electronic Communications Device w/case | |
| d. | Breast badge "mourning band" | |
| 4. | MCSAP Uniform/Accessories | |
| a. | MCSAP soft cap w/organizational patch (reduced size) | 2 |
| b. | Bump cap | 1 |
| c. | Fatigue shirt, long-sleeve | 3 |
| d. | Fatigue shirt, short-sleeve | 3 |
| e. | Fatigue trousers | 3 pair |
| f. | Insulated coveralls | 1 set |
| g. | Badge, breast (embroidered) | 1 per shirt |
| h. | Nametape (embroidered/personalized) | 1 per shirt |
| i. | Duty belt with attachments, web | 1 |
| j. | Jacket (optional) | 1 |
| 5. | Ordnance | |
| a. | Baton, retractable (optional as approved) | 1 |
| b. | OC spray canister | 1 |
| c. | Pistol with 3 magazines | 1 |
| d. | Conducted Electrical Weapon (CEW) w/3 cartridges | 1 |

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| 6. | Crowd Control Items | |
| | a. | Badge, breast (embroidered) 1 per shirt |
| | b. | Baton, wood with holder/ring 1 |
| | c. | Boots (as issued) 1 pair |
| | d. | Protective mask (with filter and carrier) 1 |
| | e. | Gloves, leather (search) 1 pair |
| | f. | Groin protector/supporter 1 |
| | g. | Ballistic helmet with face shield 1 |
| | h. | Fatigue shirt (Class D), long-sleeve (sworn supervisors must wear with subdued rank insignia/non-supervisory personnel will not wear rank) 1 |
| | i. | Fatigue (Class D) trousers 1 pair |
| | j. | Fatigue cap (sworn supervisors must wear with subdued rank insignia/non-supervisory personnel will not wear rank) 1 |
| | k. | Civil Disturbance (CD) gear bag, nylon/web 1 |
| | l. | Tactical vest with two hard armor plates 1 |
| | m. | CD hard shell shin guards 1 pair |
| | n. | CD forearm/elbow protectors 1 pair |

*Note: Additional Class D uniforms and authorized special CD gear may be issued as necessary.

7. Motorcycle Officer Items

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| | a. | Breeches 2 pair |
| | b. | Boots 1 pair |
| | c. | Gloves 2 pair |
| | d. | Helmet 1 |
| | e. | Jacket, motorcycle 1 |
| | f. | Rain jacket and pants 1 set |

B. Law Enforcement Dispatch Personnel

1. Uniform/Accessories

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| | a. | Polo shirt, short-sleeve and long-sleeve 3 each |
| | b. | Sweater (zipper front) or fleece jacket 1 |
| | c. | Sweater (pullover) or fleece vest 1 |
| | d. | Name bar 2 |
| | e. | Insignia (serving since) – optional 2 |

VI. UNIFORM SPECIFICATIONS AND MANNER OF WEAR**A. Undergarments**

1. T-shirts worn with the Class C uniform shall be white or black and have a crew type neck.
2. T-shirts worn with the Class D uniform shall be black or navy blue and have a crew type neck.
3. T-shirts worn with the uniform shall:
 - a. Be clean, unsoiled and free of holes.
 - b. Not be frayed, worn or stained.
 - c. Not sag.
 - d. Not be visible when the necktie is worn.
 - e. Have no logos or designs visible when worn with the uniform shirt.

B. Socks

1. Socks with low-quarter oxford or “chukka” style shoes shall be plain, navy blue or black.
2. Special white-footed, navy blue or black-topped socks are permissible.
3. Socks shall be free of holes and not be faded.
4. Socks shall be crew style.

C. Shirts

1. Shirts shall be tucked inside the trousers so no folds are visible to the immediate front and rear.
2. The shirt button placket shall be aligned with the trouser zipper.
3. All buttons will be fastened at all times except the top button of the short-sleeve shirt (or long-sleeve shirt when worn with a dickey).
4. When fully buttoned, shirt collars shall fit snugly with no more than two finger widths of space between the wearer’s neck and the shirt. If properly fitted, the T-shirt should not be visible when the shirt is fully buttoned.

D. Trousers

1. All buttons, fasteners and zippers shall be secured.
2. The trousers shall fit properly and be of the appropriate length.
3. The front of the trouser shall touch the top of the shoe, just breaking the crease of the trouser.
4. Fatigue (Class D) trousers will be bloused or tucked in the boot when worn with boots.
5. Items carried in trouser pockets shall be completely concealed within the pocket. The clips of pocket knives, pagers, combs, or other items may be externally visible but must be subdued (black) in color.

E. Outerwear

1. All issued outerwear shall be worn as specified by this policy and the applicable Region/Post/Academy SOP and/or duty assignment with authorized insignia (see Section VII of this policy).
2. A dark blue or black vest may be worn under the jacket. This vest must not be visible when worn.
3. The jacket liner may be worn as outerwear when appropriate with authorized insignia (see Section VII of this policy).
4. A Division-approved rifle vest may be worn in tactical situations, as applicable, with authorized identifying insignia attached.

F. Ties

1. Neckties shall be worn with the Class A uniform.
2. Either a necktie or a dickey will be worn with the Class B uniform and whenever the sweater is worn.
3. When wearing a jacket or issued liner with the Class C uniform, a necktie is not required.
4. When wearing the long-sleeve shirt with the Class C Motorcycle Uniform (see Section IV. C. 2. b.), a necktie is not required.

5. Tie tacks shall be worn positioned at a vertical height between the top and bottom of the shirt pocket flap. These will be gold in color for sworn supervisors above the rank of sergeant and silver in color for all other personnel.
6. The bottom tip of the tie should hang to approximately the top of the belt buckle for proper sizing.
7. The necktie shall be worn underneath the external bullet resistant vest carrier (when worn) and the bottom of the tie shall not visibly extend below the bottom of the carrier.

G. Headgear

1. The felt Stetson shall be worn with the Class A uniform.
NOTE: The straw Stetson will normally be worn when the Ike Jacket is worn in lieu of the blouse.
2. The straw Stetson shall be worn with the Class B and C uniforms.
3. When the Class D uniform is worn, the commander or training instructor, as applicable, will designate the appropriate headgear. Unless otherwise specified, the issued fatigue style cap shall be worn.
4. All baseball-type caps (except for those that may be authorized for wear by enforcement cadets and the MCSAP soft-style cap), whether or not embroidered with Division or other law enforcement emblems, are not authorized for wear with any uniform.
5. The black knit “watch” cap may be worn in lieu of the Stetson or other headgear during extreme weather conditions that place an employee’s skin (portions of face, ears, or neck) at risk from prolonged exposure. Wearing of the knit cap is restricted to exceptional conditions and not a matter of everyday wear during the winter season. Note: The fur hat is no longer an issued item but, if the employee still possesses this item, it may be worn in lieu of the Stetson under the same conditions as specified for wear of the black knit “watch” cap.
6. Personally-owned Winter Headgear
 - a. Employees are permitted to wear personally-owned winter headgear, such as earmuffs or headbands in a plain, solid black or dark blue color. This headgear may be worn when weather conditions are such that the employee’s skin (portions of face, ears, or neck) is at risk from prolonged exposure.

- b. **The wearing of auxiliary headgear is restricted to exceptional circumstances and is not permitted as a matter of everyday wear during the winter season. Such wear is not permitted during the course of traffic stops, where exposure is limited to not more than several minutes at one time.** Supervisory discretion may be required in appropriate case-by-case application of these parameters.
- c. Headgear shall be black or dark navy blue in color and may not contain any unauthorized logos, lettering or print patterns.

7. Wearing of Headgear

- a. Wearing of headgear in patrol vehicle is optional.
- b. Wearing of headgear when outside the vehicle or a building is mandatory unless circumstances can be presented to a supervisor justifying removal.
- c. The Stetson is to be placed squarely on the head with no lean to either side, and then tilted forward until brim rests just above the eyebrows.
- d. The fatigue cap and MCSAP cap shall be worn squarely on the head with no lean to either side and the bill facing forward.
- e. The fatigue cap will be worn in a “blocked” fashion (Attachment 8).

H. Footwear

- 1. Low-quarter oxford or “chukka” (ankle-high) style shoes shall be polishable black leather, corfam, or a combination of nylon and polishable leather or leather-like material with a plain military type toe and plain outsole. A capped toe style boot/shoe is not considered a plain military type toe.
- 2. Boots may be worn if the visible portion is black leather, corfam, or a combination of nylon and leather or leather-like material with a plain military-type toe and plain outsole. Boots shall not be worn with the Class A uniform.
- 3. Footwear shall not have ornate tooling, ornate outsoles, or pointed toes. A plain military toe is a gradual rounded design with no stitching, seams or design.
- 4. Foul weather boots and overshoes shall be dark in color and be approved by a supervisor. They may be constructed of rubber, vinyl, or other waterproof material.
 - a. Such footwear shall be worn only during foul or extreme cold weather.
 - b. Trousers legs may be bloused or folded inside the overshoe when snow is deep.
 - c. Buckles and zippers on overshoes must be fully closed.

5. Issued civil disturbance boots shall normally be worn for civil disturbance assignments or training. NOTE: personally-owned boots may be worn and must conform to the standards set forth in section VI. H. 2. and 3. of this policy. Trousers shall be bloused/tucked in when the Class D uniform specified in section IV. D. 1. above is worn.
 6. Law Enforcement Dispatch personnel shall wear conservative black, brown or navy blue shoes when in the prescribed uniform. Socks worn shall present a conservative appearance similar to that prescribed in section VI. B. above.
- I. High Visibility Traffic Vests/Outer Jackets
1. High visibility traffic vests/outer jackets should be carried in the passenger compartment of patrol vehicles and should be worn by officers when engaged in traffic direction duties, crash investigations, or other similar duties when these duties are for an extended period of time and/or during periods of reduced visibility and hours of darkness.
 2. High visibility traffic vests/outer jackets shall conform to WisDOT safety directives.
- J. V-Neck Sweater (Attachment 6)
1. The V-neck sweater may be worn as an outer garment in lieu of the jacket.
 2. Either a necktie or dickey shall be worn anytime the V-neck sweater is worn.
 3. The bottom of the sweater shall either be tucked into the trouser waistband or folded under. The sweater shall not cover any items on the duty belt.
- K. MCSAP Uniform
1. Inspectors and authorized non-sworn employees who perform Level 1 inspections in the course of their duties may wear the Class D MCSAP uniform when practicable.
 2. Hardhats or bump caps will be worn when performing Level 1 inspections.
 3. Trousers may be worn bloused/tucked in with boots and must be worn straight legged with shoes.
- L. Sam Browne/Duty Belts
1. Except for portable radio holders, Controlled Electrical Weapon (CEW), and video transmitter cases, all belt accessories (holsters, keepers, cell phone/personal communication device cases, etc.) shall be of the same material, construction and color as the duty belt (i.e., mixing of leather and webbed items is prohibited). Similarly, items with chromed (silver-color) hardware will not be intermixed with brass (gold-color) hardware items.

2. The Sam Browne/duty belt shall be sufficiently secured to the barracks type belt by means of belt keepers so that duty belt items remain stationary during strenuous activity. The Sam Browne/duty belt should not sag or ride above or below the barracks belt.
3. The baton scabbard, when worn, and magazine pouches will be worn on the opposite side of the firearm. The buckle of the shoulder strap, when worn with the Class A blouse, should be visible and at the bottom of the fold of the collar/lapel. Note: The shoulder strap will be worn over the shoulder (but under the epaulette of the blouse) opposite the firearm.
4. Supervisory personnel shall be issued leather duty belts and accessories. Leather gear shall be worn when the Class A uniform is worn and for other functions of an official or ceremonial nature (such as press conferences, recruit class graduations, law enforcement memorial ceremonies, etc.). They may also be issued nylon/web gear.

M. Keys

Keys, key rings, or carabiners shall not be affixed to or hang from any uniform item.

N. Cellular Telephones, Personal Data Devices

1. When authorized, cellular telephones and other personal data devices shall be worn encased or carried in a pocket while in uniform (See sect. VI. L.). NOTE: The pocket flap, where applicable, must be secured when a cellular telephone is carried in the respective pocket.
2. These devices shall not be affixed to a uniform epaulette or pocket flap.
3. Personnel shall not wear any headphones or headsets (such as Bluetooth devices) while on-duty unless specifically authorized in writing by a region commander or section chief as applicable. This paragraph does not apply to Division-issued radio earpieces, headsets, or hearing protection.

O. WisDOT Identification and DSP (ID) Cards

When in uniform (as applicable), official WisDOT or DSP ID cards shall either be worn around the neck by means of a lanyard or clipped to the right front pocket flap or front of the right-side epaulette on the uniform shirt. The WisDOT or DSP ID card will be worn so that it is visible/readable on the front of the individual wearer.

P. Dickey

The issued uniform dickey shall be black and, if worn with the uniform sweater, the shirt collar shall not be tucked under the sweater but rather worn in an “open collar” fashion.

Q. Suspenders

The wearing of concealed (internal) duty belt suspenders by sworn officers in uniform is approved with the following provisions/restrictions:

1. Concealed (internal) duty belt suspenders must be navy blue or black in color and worn in a manner that does not detract from the professional appearance of the duty uniform.
2. Employees may purchase concealed (internal) duty belt suspenders at their own expense. The Division will not purchase this item nor reimburse the employee for such purchase.
3. Any necessary alterations/modifications to the uniform shirt to provide openings in it through which clips (or similar devices) on the suspender straps can be attached to keepers on the duty belt must be made at the employee's own expense.
4. Alterations/modifications for the purpose described above must be done in a manner that will not degrade the serviceability of the duty uniform shirt in any way. Any incisions in the fabric must be properly reinforced to prevent tearing.

R. Tourniquets

The Division-issued tourniquet may be carried whenever personnel are in uniform in a manner as follows:

1. The tourniquet may be carried attached to the side panel or front pocket carrier of the ballistic vest.
2. A Division-approved, personally-owned tourniquet carrier may be worn affixed to the Sam Browne belt. The carrier must be black in color.

VII. INSIGNIA AND RELATED ACCOUTREMENTS

- A. Wear metallic rank insignia on shirt collars (Attachment 9) positioned parallel to and $\frac{3}{4}$ " from the front edge of collar on each side with the top of insignia oriented upward. Note: Subdued metallic insignia will be worn only by commissioned sworn supervisors on the Class D uniform shirt in the same manner as above and centered on the front of the fatigue cap.
 1. Commissioned sworn supervisors
 - a. Superintendent – gold five-pointed star
 - b. Colonel – gold eagle (the eagles shall face the tie or toward the buttons of the shirt)

- c. Lieutenant Colonel – silver oak leaf cluster (the vertical line of the cluster running through the stem shall be parallel to the front edge of the shirt collar)
 - d. Major – gold oak leaf cluster (worn in the same manner as above)
 - e. Captain – double gold bars (the front edge of the bar shall be parallel to the front edge of the collar)
 - f. Lieutenant – single gold bar (worn in same manner as above)
 - g. Sergeant – three silver chevrons on shirt collar (the vertical centerline running through the point of the chevrons shall be parallel to the front edge of the collar). Cloth chevrons will be worn on both sleeves of the blouse of the Class A uniform and both shirt sleeves of the Class A, B, and C uniforms positioned with the top edge ¼” below the bottom of the organizational patch. Note: Cloth chevrons shall be worn on the issued sweater and may be worn on the leather motorcycle jacket in the manner described above.
2. Sworn non-supervisory
 - a. Master Trooper/Inspector – two silver chevrons and one silver rocker with star positioned in the center (worn on collar in the same manner as in 1. g. above). Worn by officers who have attained fifteen cumulative years of DSP service in a sworn status.
 - b. Senior Trooper/Inspector – two silver chevrons and one silver rocker (worn on collar in same manner as in 1.g. above). Worn by officers who have attained five cumulative years of DSP service in a sworn status.
 - c. Trooper/Inspector – two silver chevrons (worn on collar in same manner as in 1.g. above) Worn by officers who have attained permanent (non-probationary) DSP employment status in the Trooper or Inspector classification.
 - d. Trooper/Inspector (Probationary) – one silver chevron (worn on collar in same manner as in 1.g. above) Awarded to officers who have officially graduated from the Wisconsin State Patrol Academy Enforcement Cadet training program as employees of the Wisconsin State Patrol.
- B. Wear of Name Bar and Length of Service Insignia
1. The name bar is worn centered and immediately above the right breast pocket and/or centered with the bottom edge at the same level as the bottom edge of the badge on the Class A blouse, the Ike jacket, the Class B and C shirts, the issued jacket, the issued jacket liner (when worn as an outer garment)*, the issued sweater, and the Law Enforcement Dispatch polo shirt. This insignia will not be worn on the motorcycle officer’s jacket.
 2. The “serving since” plate is worn directly below the name bar and designates years of service with the State of Wisconsin.

3. Wear of the “serving since” plate is optional with the V-neck sweater and outerwear other than the Class A blouse and the Class B and C shirts. This insignia will not be worn on the motorcycle officer’s jacket.
4. The name bar and “serving since” plate will be gold in color for sworn personnel at the rank of lieutenant and above and silver in color for all other sworn personnel.

*Note: Authorized sew-on name tapes may be worn in lieu of name bar and length of service insignia on the issued jacket liner when it is worn as an outer garment and must be maintained in a presentable condition (not frayed, faded or shrunken). **See Table A below.**

C. Badges

1. Issued metallic badges are silver in color for troopers/inspectors, silver with gold inserts for sergeants, and gold for supervisors at the rank of lieutenant and above.
2. Metallic badges will be issued to sworn personnel for wear on the Class A, B, and C uniforms, the jacket (worn centered in grommets above the left pocket), the issued jacket liner (when worn as an outer garment), the sweater, the raincoat and a reduced-size (1½”) badge will be issued for wear on the Stetson (worn centered in the grommet). **See Table A below.**
3. Cloth badges will be issued to sworn personnel for wear on the Class D uniform and, as an option, may be worn in lieu of the metallic badge on the jacket, jacket liner, sweater and raincoat. **See Table A below.** These badges are silver in color for trooper/inspector and sergeant ranks and gold for supervisors above the rank of sergeant. They are to be worn in the same manner/location as metallic badges are worn on other classes of uniforms. **NOTE:** Cloth badges worn on the Class D uniform shall be silver in color for all personnel.
4. The Division Superintendent may approve the design of and authorize sworn personnel to wear commemorative badges. Badges of this type shall only be worn during the authorized period.
5. Sworn employees may purchase Division-approved personalized badges for wear in lieu of the issued metallic badge on applicable uniforms in accordance with the following specifications:
 - a. Trooper, Inspector and Sergeant badges will be silver in color. Badges for ranks of Lieutenant and above will be gold in color.
 - b. Lettering on all badges will be in blue ink*
 - c. All ranks, except Sergeants, will have full-color state seals.

- d. Sergeants will have a gold seal with a blue border that contains the words “State of Wisconsin.”
- e. Badges may be engraved with name and Wisconsin State Patrol (WSP) number. Wording of name must adhere to one of the following examples:
 - (1) J. Smith
 - (2) J. David Smith (where middle name is regularly used)
 - (3) John D. Smith
 - (4) J. D. Smith
 - (5) Smith (for long names)
 - (6) Absolutely no nicknames will be allowed on badges
 - (7) Only WSP numbers can be used. No car or radio call numbers are allowed.
 - (8) Hat badges (if purchased) will duplicate breast badges
 - (9) Personnel may mix badges (i.e., personalized breast badges and Division-issued hat badge)

*Note: Previously issued badges with black ink lettering are authorized for wear.

Uniform Type/Garment	Badge	Name ID	Serving Since Bar	Notes
Class A (Blouse)	Metal only	Metal bar only	Required	
Class B (Winter)	Metal only	Metal bar only	Required	
Class C (Summer)	Metal only	Metal bar only	Required	
Class D (Utility)	Cloth only	Cloth (5)	None	
Class D (MCSAP)	Cloth only	Cloth only	None	
Waist-Length Ike Jacket	Metal only	Metal bar only	Optional	
Outer Jacket	Metal or cloth	Metal bar only	Optional	
Jacket Liner (Fleece)	Metal or cloth	Metal or cloth (1)	Optional (2)	(3, 4)
Jacket Liner (Hi Viz)	Metal of cloth	Metal or cloth (1)	Optional (2)	(3, 4)
V-Neck Sweater	Metal or cloth	Metal bar only	Optional	
Reversible Rain Coat	Metal or cloth	None	None	
Motorcycle Jacket	Metal only	None	None	
External Vest Carrier	Metal only	Metal bar only	Optional	
Hi Viz Traffic Vest	Cloth only	None	None	

Table A

Table A Notes

- (1) When worn as an outer garment.
- (2) Not worn if embroidered (cloth) name tape is worn.
- (3) A mix of metal badge and cloth name tape (or vice versa) is permitted.
- (4) If the embroidered (cloth) name tape is sewn on instead of the metal name bar, the cloth name tape should be the same length as the name tape worn on the Class D (utility) uniform shirt regardless of the number of letters in the employee’s last name.
- (5) Name tags are to be worn on the uniform at all times, unless authorized by a supervisor to transition to the WSP number tag. The WSP number tags will be secured in your civil disturbance bag.

D. Organizational Patch

1. The organizational patch will be worn on both sleeves of the Class A blouse and Ike jacket, Class B, C, and D shirts, the issued jacket, the issued jacket liner when worn as an outer garment, the issued sweater, and the motorcycle officer's jacket.
2. The organizational patch will be worn positioned centered and ½" below the shoulder seam.
3. Non-sworn personnel who are authorized to wear the Class D MCSAP uniform will wear an authorized patch other than the organizational patch in the same manner as described above.
4. A reduced-size organizational patch/emblem will be worn on the MCSAP cap centered on the front by all sworn personnel. An approved special design patch may be worn by non-sworn personnel when authorized and in the same manner.

E. Lapel Insignia

1. The 3/8" "WIS" insignia will be worn on each lapel of the Class A blouse and Ike jacket above the notch and centered along the seam (Attachment 1).
2. The "WIS" insignia will be gold in color for sworn supervisory personnel at the rank of lieutenant and above and silver for all other sworn personnel.

F. Whistle and Chain

1. The whistle and chain will be worn on the Class A blouse and Class B and C shirts. The clip of the chain will be fastened to the right side epaulette (as shown in attachments 1, 2, and 3 of this policy) allowing it to hang downward in front without excessive slack or dangling with the other end of the chain attached to the whistle. The whistle will be concealed inside the right breast pocket when not in use.
2. The whistle and chain will be gold in color for sworn supervisory personnel at the rank of lieutenant and above and silver in color for all other sworn personnel.

G. Embroidered Shoulder Rank Tabs

1. Approved cloth shoulder tabs with embroidered rank will be worn on both epaulettes of the issued jacket by all commissioned sworn personnel.

*Note: Shoulder rank tab insignia will not be worn on the issued sweater.

2. Sergeants may wear sewn-on chevrons on each sleeve of the issued jacket in lieu of shoulder rank tabs only when authorized and may choose to wear sew-on chevrons on each sleeve, but not shoulder rank tabs, on the issued jacket liner(s) and sweater at their option.
3. Sworn supervisors above the rank of sergeant will not wear rank insignia on the issued jacket liner(s) when worn as an outer garment.

H. Hat Cord

1. The hat cord will be worn on the Stetson and shall encircle the hatband twice, in a slacked fashion, passing through the leather strap and clasped twice. The clasp shall be centered below the badge, resting on the brim.
2. The length of the cord and acorns, when measured, will be 1 $\frac{3}{4}$ " from the outer edge of the center clasp to the outside of the acorns. Cords may be tied in an overhand knot, looped around the two bands circling the hat or fastened in accordance with #3 below.
3. To secure the clasp and acorns to the cord, place a drop of clear, non-toxic glue (Elmer's glue) on the cord, acorns, and both ends of the clasp.
4. DO NOT glue any portion of the cord, acorns, or clasp to the hat itself.
5. To secure the hat properly, the leather strap shall be worn at the back of the head. The strap shall not be loose.
6. The hat cord will be gold in color for sworn supervisory personnel at the rank of lieutenant and above and silver in color for all other personnel.

I. Embroidered Nametape

1. The approved cloth nametape will be worn sewn on the Class D MCSAP uniform shirt immediately above the right breast pocket with the ends of the cloth tape extending to the outside horizontal edges of the pocket flap and folded under. When worn on the issued jacket liner, the approved cloth nametape will be worn in the same manner as it pertains to item VII. B. 1. above.
2. Authorized sew-on name tapes may be worn in lieu of name bar and length of service insignia on the jacket liner when it is worn as an outer garment and must be maintained in a presentable condition (not frayed, faded or shrunken).

VIII. AWARDS AND RECOGNITION INSIGNIA

A. Award bars are to be worn centered ¼” above and parallel to the employee’s name bar on the Class A blouse and Class B and C shirts. The color of the segment oriented to the right side of the person wearing the bar is:

1. Lifesaving Award: Red
2. Meritorious Service Award: Green

B. Only Division-approved skill recognition insignia may be worn on the Class A blouse and Class B and C shirts centered ¼” above the name bar, or centered ¼” above an award bar, if applicable.

Authorized skill recognition insignia:

1. Pilot Wings of an approved design (gold – lieutenant and above; silver – sergeant, trooper, and inspector)*
2. Motorcycle Officer Wheel (gold – lieutenant and above; silver – sergeant, trooper, and inspector)*
3. Field Training Officer (FTO) pin (only worn by active FTOs)
4. K9 pin (only worn by active handlers)
5. Special Weapons and Tactics (SWAT) pin (only worn by Division-authorized active members of multi-agency tactical response teams)
6. Wisconsin DOT Length of Service pin
7. Honor Guard pin (only worn by active members of the Division Honor Guard)
8. Drug Recognition Expert (DRE) pin (only worn by active DRE officers)
9. Firearms Instructor pin (only worn by active certified DSP-assigned instructors)
10. Defensive and Arrest Tactics (DAAT) Instructor pin (only worn by active certified DSP-assigned instructors)
11. Emergency Vehicle Operations Course (EVOC) Instructor pin (only worn by active certified DSP-assigned instructors)
12. Technical Reconstruction Unit (TRU) pin (only worn by active members of the Division TRU)

*Note: Personnel may continue to wear insignia when not in active status only if they previously resigned from the air support and/or motorcycle officer program (as applicable) in good standing.

**Note: Award and qualification/skill recognition insignia are optional items for wear. A maximum of two award bars and/or up to two qualification/skill recognition insignia may be simultaneously worn on the uniform. If multiple award bars and/or qualification/skill insignia are simultaneously worn, they will be worn one-quarter inch above the name bar, or award bar if applicable, in a stacked fashion with a one-quarter inch spacing between them. When two awards bars are worn, they will be displayed in order of precedence in accordance with Division Policy and Procedure 15-8, Division Awards, with the higher status award bar above the other award bar.

IX. MAINTENANCE OF UNIFORM ITEMS AND ACCESSORIES

- A. Uniforms shall be kept clean, pressed and stain-free in appearance. Uniforms shall be free of rips, tears, holes, frayed edges, and faded colors.
1. Shirts shall be pressed and free of wrinkles.
 2. Shirts may be pressed with military creases. One crease shall be centered on each front pocket and the three creases on the back shall be an equal distance from and parallel to each other.
 3. Uniforms shall be properly tailored to prevent undue bagginess or bulging of buttonholes, pockets and zipper flaps.
 4. All loose threads shall be trimmed away.
 5. Buttons will be kept buttoned and missing buttons shall be replaced.
 6. Shoes and other leather accessories shall be kept clean and polished.
 - a. Worn leather items must either be re-dyed or replaced.
 - b. Shoes and other leather accessories, which have a collapsed appearance or highly visible cuts or gouges must be replaced.
 - c. Shoes and boots shall be free of salt stains, accumulated dirt, dust or other detritus.
 8. Badges, hat pieces and all other non-subdued metallic devices shall be polished and kept free of corrosion, film, or stains.
 9. Recognizing that duty requirements may cause an officer's uniform to get soiled or damaged, it is expected that the officer will take the necessary steps to comply with uniform policy standards within a reasonable period of time after the emergency or incident has passed.

10. Uniform dickeys shall fit snugly to the neck. Those with loose, baggy, stretched, or excessively faded appearance are unserviceable and may not be worn.

X. SUPPLY PROCEDURE

- A. The Division maintains a record of equipment and supplies issued to an employee which are unique to the employee's duties or needs.
- B. Equipment and supply procedures as outlined for the regions also apply to personnel assigned to State Headquarters or the State Patrol Academy.
- C. Employees are accountable for all equipment and supplies listed on the Disposition of Equipment and Supplies Form (SP4073). Employees are urged to retain a copy of the SP4073 for their records when signing for equipment and supplies.
- D. The employee's supervisor shall take appropriate action whenever a shortage or discrepancy of equipment and supplies is reported by an employee. Supervisors shall ensure their subordinate employees are issued and maintain serviceable uniforms and accessory equipment in accordance to this policy and that present a professional image of the Division.
- E. Requisition responsibilities
 1. The Academy shall requisition initial issue of equipment and supplies needed for enforcement cadets. Regions/Posts shall be responsible for initial issue for all other personnel.
 2. Regions/Posts and the Academy shall complete one set of Disposition of Equipment and Supplies Form (SP4073) when items of equipment and supplies are issued to enforcement cadets or other personnel.
 - a. Indicate make and serial numbers or other equipment having a serial number.
 - b. Obtain signature of person receiving property.
 3. Give a copy of form SP4073 to employee receiving supplies for employee's records.
 4. Forward a copy of form SP4073 to appropriate designated region/post supply clerk. When an employee is transferred, forward the complete property record file to the transferred employee's new region/post headquarters.
 5. Employees shall requisition items as needed and approved.

- F. Region/Post/Academy supply clerk (as designated) shall:
1. File transferred employee's Disposition of Equipment and Supplies (SP4073) received from Academy, Store Services, or employee's former region/post when applicable.
 2. Notify supervisor of any shortage or discrepancies in equipment and supplies.
 3. Complete Stores Requisition and Shipping List (A-S-18) in duplicate addressed to Store Services for any missing equipment or supplies.
 4. File signed original copy of the list (A-S-18) in region/post file.
- G. Upon termination the employee shall:
1. Turn in equipment and supplies recorded on Disposition of Equipment and Supplies Form (SP4073).
 2. The employee shall be responsible for reimbursement of any missing equipment or supplies.
- H. When an employee terminates, the designated region/post supply clerk shall:
1. Notify supervisor of shortages or lost equipment not received from terminating employee. Obtain a dollar amount of missing equipment. Notify payroll clerk so reimbursement can be made.
 2. Retain Disposition of Equipment and Supplies Form (SP4073) and other equipment and supply records of terminated employee until authorized to destroy by applicable records disposal authorization.
- I. Division Uniform and Equipment Committee (UEC)
1. The Superintendent or designee may appoint employees to serve on the UEC. The mission of the committee is to assist Division leadership in achieving the objectives of this and related policy.
 2. The UEC shall serve as the central coordinating body for proposals, purchases, and wear/field tests of garments or equipment items associated with this policy.
 3. With the consent of the Superintendent or designee, the UEC may refer a garment or equipment matter to another group or committee when that group/committee is deemed better suited to researching, testing and specifying standards of construction, etc.
 4. Persons engaged in authorized wear tests of garments or equipment are permitted to deviate from the terms of this policy during the course of the wear/field test to the extent necessary to conduct the test.

5. The chairperson of the UEC shall be responsible for recommending updates to this policy as necessary.
6. Uniform and equipment approval
 - a. Where uniform and/or equipment items pertain to a single bureau/office or Academy, that bureau/office director or WSPA Commander shall be the approving authority consistent with the intent of this policy.
 - b. For uniform and/or equipment issues pertaining to multiple bureaus, the matter shall be referred to the colonel.
7. The UEC will provide guidance concerning proper disposal of uniform and equipment items within the Division as necessary.

XI. REFERENCES

DSP Policy and Procedures 11-3, Work Rules of the DSP
DSP Policy and Procedures 11-6, Grooming Standards
DSP Policy and Procedures 11-29, Mandatory Wear of Ballistic Vests
DSP Policy and Procedures 15-5, Funerals
DSP Policy and Procedures 15-8, Division Awards