

202.00 Personal Appearance, Uniforms and Equipment

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I. Introduction and Definitions

The Saint Paul Police Department is a uniformed organization and has a long tradition of upholding a meticulous and purposeful uniform appearance. This personal appearance and uniform policy is not only for the safety of the officers, but also to project a professional and positive image to the public. Properly wearing the uniform enhances the department's public image, and fosters individual officer pride, self-esteem, and professionalism.

It is the responsibility of all supervisors to ensure the grooming, personal appearance, uniform, and equipment standards are upheld. Supervisors should be conducting informal inspections on a daily basis to ensure compliance.

Definitions:

- A. **Business Casual:** Relating to or denoting a style of clothing and attire that is less formal than business professional wear but is still intended to give a professional and businesslike impression.
- B. **Business Professional:** Relating to or denoting a traditional style of clothing and attire used in conservative and professional settings and companies, as well as formal events, courtroom proceedings, ceremonies, and special events. Business Professional is more formal than Business Casual and includes suits and formal wear.
- C. **Casual Attire:** A relaxed attire or dress code for everyday use in a pre-approved specialty unit that is not forward facing and the Deputy Chief has allowed wear for informal day-to-day activities. Less formal than business casual, but still appropriate for a workplace setting. Casual attire does not include torn or dirty apparel, athletic wear, open-toed shoes or offensive/graphic messages.
- D. **Chit:** A Department-issued note or voucher, enabling an employee to purchase a replacement item at the cost of the Department.
- E. **Class A:** The most formal police uniform, used for special events, ceremonies, funerals, and other events as dictated by the Chief of Police.

- F. Covert Attire: Non-uniformed attire and apparel allowing officers to routinely blend into their surroundings, ensuring they are not readily or easily identifiable as police officers.
- G. Deployable Uniform: A uniform configuration that includes the traditional configuration, EVC configuration, or LBV configuration, allowing the officer to meet all requirements for patrol or police response. Deployable uniforms include all required duty gear and body armor.
- H. EVC: External Vest Carrier, made to safely and properly store body armor, as well as mirror the traditional SPPD uniform shirt. Worn as an outer garment over a uniform shirt.
- I. LBV: Load Bearing Vest, made to safely and properly store body armor, as well as other traditional duty gear. Manufactured by United Shield, it is worn over a uniform shirt and replaces the need for a traditional, full duty belt. The LBV will be available in a patrol and investigative model, depending on assignment.
- J. Light Duty: A designation by police Human Resources, given to officers that are not able to deploy on the street or in a full-duty capacity. This includes officers that are injured but reporting to work.
- K. Traditional Configuration: Historic police uniform configuration that includes concealable body armor, full duty belt, and traditional police shirt.
- L. Undercover: Undercover officers perform regular, ongoing law enforcement activities in attire other than a police uniform and must dress appropriately to the environment. Undercover officers operate in a non-uniform and covert capacity, generally concealing their identity as a police officer.
- M. Uniform of the Day: Specific police uniform that is allowed and authorized for sworn staff in a uniformed assignment. The Uniform of the Day has four configurations, based upon the role and assignment of the officer.
- N. Visible Police Markings (VPM): An authorized jacket and/or shirt with visible police markings to be worn by non-uniformed officers. Approved jackets and shirts will be navy blue, and include clearly identifiable police markings on the front, rear, and both shoulders.

II. Personal Appearance

Employees shall be well-groomed and exhibit a business appearance while conducting and performing official duties, including through web cam video meetings. This personal appearance policy will apply to all officers with the exception of those engaged in actual, ongoing undercover work and authorized by the division deputy chief.

Officers must be in compliance with the personal appearance standards during any overtime employment, regardless of their primary assignment. This requirement does not apply when an employee is working a non-uniformed assignment and continues working in an overtime capacity in the same non-uniformed assignment (example – an employee assigned to the Narcotics Unit works additional overtime hours, in a non-uniformed Narcotics Unit assignment.)

The following will provide reasonable guidelines for sworn personnel relating to personal appearance and grooming in the areas listed below.

Hairstyle and Grooming Standards:

1. All employees will keep their hair clean, neatly trimmed, and well-groomed. Employees' hair shall always present a professional image. The length and/or bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. The bulk or length of hair must not interfere with officer safety or with the normal wear of standard police headgear. Haircuts or styles presenting an "unusual appearance" that detracts from a professional and business image are prohibited.
2. Dyed, tinted or bleached hair must be within a naturally occurring color range and must be professional in appearance. This would not include colors such as pink, blue, purple, or green.
3. Wigs or hairpieces which conform to this policy are permitted, as long as they are neat, clean, and natural in appearance.
4. No decorations or ornaments may be worn in the hair. Items used to hold hair in place will be concealed as much as possible and not overt in color or design.

Beards, sideburns, and mustaches:

This section will apply to officers wishing to present/wear a beard, sideburns, or mustache.

1. Mustaches shall be neatly trimmed and shall not extend below the corners of the mouth.
2. Sideburns shall be neatly trimmed and extend in a clean-shaved, horizontal line. Sideburns will not extend downward beyond the bottom of the earlobe and shall not protrude forward more than one inch from the front of the ear.
3. Beards and goatees: A neatly groomed beard with mustache or goatee with mustache is allowed. The total length must not extend beyond $\frac{3}{4}$ " in length and must be uniform in length and appearance. No portion of the beard may be noticeably longer than the rest, and it may not be unusual in appearance. A beard must be worn "full" and must include hair on the chin area. Sworn employees must still be able to pass the gas mask fit testing, which may require adjusting or shaving facial hair.
4. Officers are required to keep a means to shave (shave kit, razor, etc.) available in their workplace should the need arise; or an order be given for the purposes of responding to a civil disturbance, MFF call out, or other departmental priority.

Goatee: Shall be worn with a mustache. The cheeks, jaw line, and neck shall remain clean shaven.

Beard: Shall be worn with a mustache and shall cover the complete jaw line. Cheeks shall be shaved on and above the cheekbone. The neck shall be clean shaved on and below the Adam's apple. "Designer" beards(stubble) shorter than 1/16" are not permitted.

- a. Sworn personnel who are members of the SWAT team are not permitted to wear a beard or goatee. Sworn personnel who are members of the Honor Guard are not permitted to wear a beard or goatee while performing functions of the Honor Guard. The Chief of Police or their designee may also prohibit beards/goatees from special events and under special temporary circumstances.
- b. Growth: The beard/goatee is to be grown during an absence from duty or while assigned to non-uniform duty for a period sufficiently long enough to grow the beard or goatee to meet the above standards. Upon returning to duty, the officers shall present themselves to the supervisor for verbal approval, to ensure the above standards have been met.



Fig 1: Clean Shaven



Fig 3: Goatee



Fig 2: Mustache



Fig 4: Natural Beard

Cosmetics, grooming, and tattoos:

1. Makeup/cosmetics may be worn by employees but shall not detract from a neat, professional appearance. It should present as subdued and natural in appearance.
2. Fingernails will be neatly manicured and must not extend to a length that jeopardizes officer safety or firearm use. Nail polish is permitted.
3. Branding, intentional scarring, or any form of intentional mutilation; to include objects inserted under the skin, and split or forked tongue, are also prohibited.
4. Tattoos: Tattoos that may be considered racist, sexist, gang related, obscene or sexually explicit, vulgar, indecent, extremist, prejudicial, anti-American, anti-social, or prejudicial to the good of the order, discipline, or morale must not be visible at any time. The Chief of Police or their designee will make the final determination as to what is or is not offensive. Tattoos on the neck, face, head, or scalp are prohibited, unless specifically approved in writing by the Chief of Police. Tattoos not prohibited in this section are permissible and do not require covering while on duty.

Jewelry:

Employees may wear jewelry that is clean, neat, and of a professional style and appearance consistent with assignment and job duties. Jewelry that presents a safety hazard is not allowed.

1. A watch, or an equivalent way to detect time, is required.
2. A medical alert bracelet may be worn.
3. Rings may be worn, no more than two on each hand.
4. Neck jewelry must be worn underneath the shirt collar and not be visible
5. Earrings: One set, post or stud type only, are permitted. Earrings shall not extend below the bottom of the ear lobe or have loose or dangling parts. Plugs (used to enlarge the piercing holes in the ear lobes) are prohibited.
6. Body piercing: No tongue studs or visible body piercing shall be worn, other than described in #5 (earrings) above.
7. No dental accessories (tooth jewelry) shall be worn unless deemed necessary by a medical or dental professional.

Any exceptions to the above sections will be considered on a case-by-case basis and must be approved by the Chief of Police or their designee. This would include temporary exceptions for special assignments or details.

III. Uniform Rules - General

All sworn members of the department will wear the appropriate designated uniform of the day while on duty, unless exempted in section V. Non-Uniform Personnel – Attire and Rules.

Officers of all ranks designated as a Uniformed class shall remain in the Uniform of the Day throughout their shift. For purposes of safety and security, uniformed officers shall be permitted to cover their uniform with a non-uniform top or jacket while driving or commuting.

Use of Uniforms for Outside Employment or Off-Duty Activities

Employees are prohibited from wearing their uniform for the following activities, unless written permission has been granted by the Chief of Police or their designee:

1. Outside employment activities
2. Off-duty activities, other than during travel to/from employment, or “de minimis” use in conjunction with travel to/from employment
3. While appearing in any political ad or commercial
4. While appearing in any movie or commercial productions

Employees are prohibited from engaging in any of the above activities while wearing a uniform that, despite any alterations, is substantially similar in appearance to the uniform of the Saint Paul Police Department. Officers are also prohibited from engaging in any of the above activities while displaying the SPPD badge.

The prohibitions listed above do not apply to department sanctioned community engagement activities which have been approved by the Chief of Police or their designee.

Roles and Responsibilities:

Individual officers are responsible for the maintenance and upkeep of their uniform items. Uniforms will be neat, clean, and in good condition at all times. Uniforms will be inspected periodically to ensure conformity with general orders.

Supervisors shall be responsible for the appearance of those officers within their span of control. It is also the responsibility of all police supervisors, regardless of their assignment, to address and correct any observed uniform or appearance related deficiency of a subordinate.

The Deputy Chief of Operations is responsible for compliance with the city ordinance and union contract with regard to purchasing of uniforms. Therefore, any requests for changes to the uniform or unit specific uniform/attire must be routed through the office of the Deputy Chief of Operations. No change may be implemented prior to approval. The policy and uniform guide must be updated to reflect the change of the new attire.

The rules and regulations will establish standard, designated uniform items and delineate how, where, when, and by whom the uniform shall be worn. (See [Saint Paul Administrative Code 35.01 - 35.08 & 36.01 – 36.05](#))

IV. Uniform Classes and Rules

Uniform Classes:

The regular Saint Paul Police uniform will be configured as Class A or Uniform of the Day. The Uniform Guide (found on the department intranet) lists all approved uniforms and configurations. The Class A uniform will be designated for special details, events, funerals, and other circumstances as dictated by the Chief of Police or their designee. The Uniform of the Day will be designated at all other times.

The Special Operations Unit, at the direction of the Deputy Chief of Community Engagement, has the ability to designate the Uniform of the Day as “Traditional uniform configuration,” should the need arise for a response to civil unrest.

Officers assigned to ODU, MFF/BRT or SWAT, while performing under that assignment, will wear uniforms/gear as directed by their supervisor.

Designated Class A

Class A: Command Staff:

1. Command Staff Garrison hat, hat wreath and gold hat band
2. Blouse dress coat with metal badge, gold name bar, rank pins , and award ribbons
3. White shirt (long sleeve, under blouse coat), gold name bar, gold buttons, rank pins on collar, and navy blue tie
4. Four-pocket navy blue trouser pants
5. Black shoes or boots with polishable toe

6. Navy blue uniform overcoat (if worn)
 - a. Rain jacket allowed for inclement weather
7. Concealable body armor
8. Duty belt: Black basket weave with holster/firearm only

Class A: Sergeants and Officers:

1. Garrison hat, and hat wreath:
 - a. Gold hat band (sergeants) or
 - b. Black hat band (officers)
2. Navy blue shirt, long sleeve (the Blauer “SuperShirt” with side mesh panels is not allowed), gold buttons, and navy blue tie
3. Metal badge, gold colored embroidered name, award ribbons
4. Four-pocket navy blue trouser pants
5. Duty belt and required equipment
6. Black shoes or boots with polishable toe
7. Concealable body armor
8. Navy blue Blauer-style Gore-tex jacket (if worn)
 - a. Leather, fleece, or other jackets not permitted with Class A
 - b. Rain jacket allowed for inclement weather
9. Body Worn Camera (BWC)
 - a. Exception: The Chief of Police or their designee may authorize an exemption to wearing BWC during special events where the Class A uniform is worn.
10. *Optional Class A Uniform for Sergeants*
 - a. Blouse dress coat with metal badge, gold name bar, gold buttons, rank pins, and award ribbons
 - b. White shirt (long sleeve, under blouse coat), gold name bar, gold buttons, rank pins on collar, and navy blue tie
 - c. Four-pocket navy blue trousers pants
 - d. Black shoes or boots with polishable toe
 - e. Duty belt - black basket-weave finish with holster/firearm only
 - f. Navy blue uniform overcoat (if worn)
 - g. Rain jacket allowed for inclement weather
 - h. Concealable body armor

Designated Uniform of the Day

There are four approved configurations for the Uniform of the Day, depending on assignment and duty, officer preference, training, and circumstances. Officers of all ranks may switch between configurations, depending on assignment and required duty.

The traditional uniform configuration, EVC configuration, and LBV configuration are all considered a Deployable Uniform, as they meet the requirements for patrol and police response. The Administrative configuration would not qualify as a Deployable Uniform unless it was accompanied by an EVC and full duty belt, or LBV and duty belt with holster.

The configurations are as follows:

Traditional uniform configuration:

1. Garrison, fur, or watch cap (appropriate to season); hat wreath and hat band if applicable
2. Navy blue button-down traditional shirt and gold buttons
 - a. Long-sleeve or short-sleeve optional year-round
 - b. Top button only to remain unbuttoned (unless worn with tie)
 - c. Shirts for sergeants and command will have appropriate rank designation of gold-colored pins, embroidered rank, or gold chevrons
 - d. Navy blue undershirt/t-shirt, SPPD embroidered turtleneck, or navy blue tie required
3. Metal badge, award ribbons (optional), and gold colored embroidered name
4. Four-pocket or six-pocket navy blue trouser pants
5. Duty belt and required equipment
 - a. Duty belt not required when inside a police building while working a command or administrative assignment
6. Black shoes or boots
7. Blauer style jacket, leather jacket, high-visibility jacket, rain gear, or fleece jacket (if worn)
8. Sweater: Pullover or cardigan style (if worn)
9. Body Worn Camera (BWC)

External Vest Carrier (EVC) configuration:

1. Garrison, fur, or watch cap (appropriate to season); hat wreath and hat band if applicable
2. Navy blue shirt (short or long-sleeve Armorskin polo-style) with plain shirt front (no embroidered name or embroidered badge).
 - a. Long-sleeve or short-sleeve optional year round
 - b. Top button only to remain unbuttoned
 - c. Shirts for sergeants and command will have appropriate rank designation of gold-colored pins, embroidered rank, or gold chevrons
 - d. Navy blue undershirt/t-shirt required
 - e. May be worn with SPPD embroidered turtleneck
3. Four-pocket or six-pocket navy blue trouser pants
4. Duty belt and required equipment
 - a. Duty belt not required when inside a police building while working a command or administrative assignment
5. Black shoes or boots
6. Blauer style jacket, leather jacket, high-visibility jacket, rain gear, or fleece jacket (if worn).

7. Body Worn Camera (BWC)

Load Bearing Vest (LBV) configuration:

This configuration applies to sworn staff that have received a United Shield LBV. The LBV can be worn as a Uniform of the Day after the officer has received the appropriate required training as established by the SPPD Training Unit. The LBV gear, placement, and configuration must be approved by the SPPD Training Unit prior to deployment.

1. Garrison, fur, or watch cap (appropriate to season); hat wreath and hat band if applicable
2. Navy blue shirt (short or long-sleeve Armorskin polo-style) with plain shirt front (no embroidered name or embroidered badge).
 - a. Top button only to remain unbuttoned
 - b. Shirts for sergeants and command will have appropriate rank designation of gold-colored pins, embroidered rank, or gold chevrons
 - c. Navy blue undershirt/t-shirt required
 - d. May be worn with SPPD embroidered turtleneck
3. Four-pocket or six-pocket navy blue trouser pants
4. Duty belt with handgun and holster
 - a. Other equipment can be worn on duty belt or LBV to include ECD
5. Load bearing vest with required equipment
6. Black shoes or boots
7. Blauer style jacket, leather jacket, high-visibility jacket, rain gear, or fleece jacket (if worn).
 - a. Jackets must be worn open front with zipper unsecure unless severe inclement weather/rain exists
8. Flying Cross type or fleece navy blue jacket may be worn under LBV
9. Body Worn Camera (BWC)

Administrative configuration

This configuration applies primarily to sworn staff in administrative roles, command ranks, office assignments, training/range staff, and any other assignment as designated by the appropriate division deputy chief. When leaving a secure police facility in the administrative configuration, sworn staff must wear body armor, a BWC, and possess a less lethal option.

1. Garrison, fur, or watch cap (appropriate to season); hat wreath and hat band if applicable
2. Navy blue shirt (short or long-sleeve Armorskin polo-style) with embroidered name and embroidered badge on front.
 - a. Top button only to remain unbuttoned
 - b. Shirts for sergeants and command will have appropriate rank designation of gold-colored pins, embroidered rank, or gold chevrons
 - c. Navy blue undershirt/t-shirt required
 - d. May be worn with SPPD embroidered turtleneck
3. Four-pocket or six-pocket navy blue trouser pants

4. Duty belt or alternate black belt (2" or greater) with handgun and holster
5. Black shoes or boots
6. Blauer style jacket, leather jacket, high-visibility, rain gear, or fleece jacket (if worn).
7. Sweater: Pullover or cardigan style (if worn)
8. Body Worn Camera (BWC) is required under circumstances dictated by G.O. 442.18.

Sworn staff approved for the Administrative configuration may utilize a LBV or EVC when leaving a secured police facility.

Uniform Related Items and Rules

Hats and headwear:

1. Garrison hat with hat wreath and hat band (color of band as designated above) authorized all year.
2. Winter fur hat with hat wreath (authorized between October 1st – April 1st, and during other times when the outdoor temperature is below 32 degrees Fahrenheit).
3. The watch cap with Saint Paul Police patch. The watch cap, or behind-the-head ear warmer, may only be worn between October 1st-April 1st, and during other times when the outdoor temperature is below 32 degrees Fahrenheit. The watch cap or behind-the-head ear warmer may not be worn indoors. The watch cap will be worn with the Saint Paul Police patch facing front and visible at all times.
4. The behind-the-head ear warmer may be worn during cold weather, or in addition to the garrison hat during cold weather Class A uniform functions.
5. Designated Saint Paul Police Department unit-specific baseball cap – only for officers assigned to bicycle patrol when not wearing protective helmet.
6. The Deputy Chief of Operations may authorize alternative headwear as appropriate.

Hats will be worn square on the head with the hat band parallel to the ground (if applicable). The hat wreath will be attached to the cap using the pre-punched holes with the hat band facing forward.

The authorized Garrison hat will be worn under the following circumstances:

1. While working at special events and stadium events, the wearing of the hats will be at the discretion of the commander of the detail unless otherwise directed by the Chief of Police or their designee. (From October 1st to April 1st, and during other times when the outdoor temperature is below 32 degrees Fahrenheit, officers may wear the fur hat or watch cap in place of the Garrison hat while working outdoors at these events).
2. Ceremonial details.
3. When directed to do so by a supervisor.

Ballistic Helmets:

1. Officers are only authorized to wear department-issued ballistic helmets.

2. Officers shall maintain a department provided badge number sticker on the back of the helmet. If a new sticker is needed, officers will contact SOU staff for a replacement sticker.
 3. Officers shall not alter the helmets in any manner (e.g. no added equipment, no additional stickers, no etching) beyond removing/adding the department issued face shield when appropriate.
 4. Exceptions: Officers assigned to SWAT, K9, ODU and Crisis Negotiation Team may be issued a ballistic helmet different from that issued to the remainder of the department depending upon assignment/need. These officers may be authorized to add additional equipment to their helmet and may be exempt from the badge sticker requirement with prior approval from the Chief of Police or their designee.
- Availability:
 - Patrol
 - Patrol officers should have their helmet (with face shield) with them during their shift or immediately available to them in the event of an emergency situation or department recall.
 - Investigations/Specialty Units/Administrative
 - Officers assigned to these positions must have their helmet (with face shield) immediately available to them in the event of an emergency situation or department recall.
 - Authorized Use:
 - The use of/wearing of the ballistic helmet is only authorized during tactical situations or incidents where there is a known or high risk of potential injury from a firearm or other projectile.
 - Examples (not limiting/not all-encompassing): barricaded subject with reported firearm(s), conducting searches or holding perimeters where suspect is potentially armed, etc.
 - If used in this capacity, officers should first remove the face shield as it offers no ballistic protection and is designed for civil unrest applications.
 - If an incident warrants the use of the helmet, officers will be required to notify their supervisor of the use as soon as it is safe and reasonable to do so.
 - Officers deployed in a Mobile Field Force capacity and as directed by a supervisor are authorized to and shall use their ballistic helmet as part of their uniform/gear. Officers will receive instruction from MFF command as to when they may wear the helmet while participating in MFF activities.

Coats and Jackets:

1. Overcoat (Class A only) - command staff; sergeants wearing the blouse coat.

2. "Blauer" style jacket – all ranks
3. Leather jacket – all ranks
4. Fleece or softshell jacket – all ranks
5. High visibility jacket – all ranks
6. Rain jacket – all ranks
7. LBV approved jackets – authorized to be worn underneath the LBV
8. Blauer-style winter parka – all ranks

Footwear:

1. Uniformed officers will wear approved black shoes or boots with black laces; the Class A uniform requires boots with a polishable toe.
2. Shoes or boots will be clean and in good condition.
3. Footwear should be designed to protect the wearer from potential work hazards and provide sturdy support for working conditions and slippery surfaces.
4. Footwear with open-toes, buckles or straps, sandals, moccasins, canvas or low-top sneakers or cowboy boots are prohibited.
5. Socks will be dark blue or black, if visible.
6. Employees will only wear approved footwear as designated by the Deputy Chief of Operations.

Uniform Shirts, Accessories, and Awards:

General Rules:

1. Uniform shirt pockets will be fastened and not bulging.
2. Collars will be buttoned when wearing a tie. Only the top button will remain unbuttoned when no tie is worn.
3. Long-sleeve shirts will be fully extended with all wrist buttons fastened.
4. A t-shirt (navy blue) will be worn under uniform shirts when no tie is worn. For short-sleeved shirts, the t-shirt sleeve shall not extend beyond the length of the uniform shirt sleeve.
5. All officers, regardless of rank or assignment, will be required to maintain a full Class A uniform and full duty belt, and have them available at all times in case a uniform change is directed.

Name Insignia :

For required uniform shirts, officers will display their name as follows: Gold colored metal name bar or gold colored embroidered, dependent upon rank and class; one-quarter inch above, and parallel to the top of the right uniform shirt pocket.

Patches:

The Department patch will be worn on both sleeves of all Department uniform shirts, outerwear (except for rainwear) and sweaters. Patches will be centered one inch below the shoulder seam.

Exception : Officers currently assigned to the Bomb (ODU) or Canine Units may wear the applicable unit patch on the right sleeve. The Department patch will be worn on left sleeve.

Gold Buttons:

Gold buttons are required to be worn on the regular button down traditional uniform shirt (and variations of the traditional shirt such as the Blauer “SuperShirt” with zipper), Class A blouse coat, EVC, and LBV, and are available at no cost in the Inspections Unit.

Whistle and Whistle Chain:

Whistles may be worn, secured to the rear of the right uniform shirt pocket

1. Silver colored whistle: officer rank.
2. Gold colored whistle: sergeants and above.
3. A whistle chain may be worn, secured both to the rear of the right uniform shirt pocket, and to the right-side shirt epaulet (gold colored for sergeants and above, silver colored for officers).

Pins and Tie Tacks/Tie Bars:

This section applies to uniforms shifts, the EVC, as well as the LBV.

1. A United States flag pin may be worn one-quarter inch above the name tag or embroidered name, or one-quarter inch above award ribbons if worn.
2. One law enforcement-related pin may be worn on the right pocket flap of shirts and jackets.
3. One tie bar or tie tack may be worn with a tie. The tie bar or tie tack must be plain or display a law enforcement-related representation and must be worn parallel to the gold buttons.
4. The City of Saint Paul longevity pin may be worn on the right-side shirt collar.

Rank Insignia:

Designated insignias by rank:

- | | |
|--------------------|-------------------------|
| • Chief of Police | • 4 gold-colored stars |
| • Assistant Chief | • 3 gold-colored stars |
| • Deputy Chief | • 2 gold-colored stars |
| • District Chief | • 1 gold-colored star |
| • Senior Commander | • gold-colored eagle |
| • Commander | • gold-colored oak leaf |
| • Sergeant | • gold chevrons |

Insignia display:

- Commander and above: gold pin or gold insignia embroidered on collar of uniform shirts and outerwear (rain gear exempt).

- Sergeants: gold chevrons on both sleeves, centered 4 ¼ inches below the shoulder seam of uniform shirts and outerwear (rain gear exempt).

Service Stripes:

Service Stripes (gold in color) are authorized to be worn on the long-sleeved shirt. Each stripe will represent five years of service. Stripes are not mandatory and are optional for all ranks. Stripes will be worn on the left sleeve, centered between the natural bend of the elbow and the top seam of the sleeve cuff. Service stripes will not be worn on any other garment, including outer jackets or dress jackets.

Other Outerwear:

The following may be worn during appropriate weather conditions or as designated:

1. Rain gear: raincoat and garrison hat cover, and rain pants (rain pants may be worn when exposed to rain for an extended period of time)
2. Cold weather pants: department approved cold weather pants and bibs can be worn when exposed to inclement weather for extended periods of time.
3. Gloves and mittens: solid black
4. Sweater: department-approved pullover-style or cardigan, with appropriate insignia (patches, name, rank, etc.)
5. Balaclava (garment that covers head and neck): department-approved balaclava may be worn as a cold weather option during traffic direction details or when exposed to inclement weather for extended periods of time.

Watch:

All sworn personnel must have a watch or equivalent timekeeping device while on duty.

Award Ribbons:

Commendation ribbons are required when wearing the Class A uniform. Ribbons are optional when wearing the Uniform of the Day, which include the LBV and EVC.

Commendation ribbons will be worn with the bottom edge of the commendation ribbon parallel to the top edge of the right shirt pocket and one-quarter inch above the name tag or embroidered name. The commendation(s) will be centered on the shirt button. The commendations will be worn with the highest award worn closest to the badge side and on the top-most row, if two or more rows are displayed. At no time will more than three awards be displayed in a single row.

Order of precedence for awards approved for uniform wear:

1. Medal of Valor
2. Medal of Merit
3. Chief's Shield
4. Distinguished Service Award

5. Lifesaving Award
6. Officer / Detective / Civilian Employee of the Year
7. Rowan Award
8. Chief's Award for valor or merit (if awarded to uniformed officers)
9. Medal of Commendation
10. Unit Citation
11. Achievement
12. Bomb Squad, S.W.A.T. and Negotiator
13. Mobile Field Force
14. Top Gun
15. RNC Service Ribbon
16. 2020 Service Ribbon
17. 35W Bridge Collapse
18. Military Service Ribbon
19. Longevity Ribbon
20. Field Training Officer Service Bar
21. Non-departmental awards (as approved by the Chief of Police)

Commendation ribbons and awards should be neatly aligned. If more than three are worn, a commendation bar holder must be utilized.

Mourning Band:

The wearing of the mourning band will be at the discretion of the Chief of Police or their designee.

Other Rules and Equipment:

Body Armor and Body Worn Camera (BWC):

Body armor is an essential safety tool. Uniformed officers must wear body armor anytime they are away from a secured police facility and in a public place.

All sworn personnel regardless of uniform/attire are required to wear bullet resistant body armor and their Body Worn Camera (BWC) while performing any of the following:

1. All uniform patrol duties, including district squads, beats, traffic, canine, and special events.
2. Working surveillance details or operations which involve the potential arrest of suspects.
3. Execution of search or arrest warrants. The exception to this would be search warrants where there is no potential of a threat or officer safety issue, such as bank warrants, cell phone warrants, vehicle warrants for searches at the impound lot or police facility, etc.
4. All uniformed overtime employment.
5. Any other assignment deemed to be of a high-risk nature as determined by a supervisor or commanding officer.

Any exceptions to the above requirements must be in writing, from the Chief of Police or their designee.

The wearing of bullet resistant body armor is optional when assigned to an administrative office assignment and not working any of the above listed duties.

Any sworn personnel not required to wear bullet resistant body armor or BWC will have it readily available at their primary assignment location.

Bullet resistant body armor will be composed of materials that meet or exceed the National Institute of Justice standards for threat level II.

External Vest Carrier (EVC):

The External Vest Carrier (EVC) is made to mirror the traditional navy blue SPPD uniform shirt. It has epaulets and pocket flaps that match the current uniform shirt. The external vest carrier may only be worn over the approved SPPD short-sleeve or long-sleeve Armorskin polo-style shirt. A metal Department badge and SPPD polished brass buttons must be worn on the EVC at all times. Officers will display their name on their EVC. Names will be gold-colored, embroidered, one-quarter inch above, and parallel to the top of the right EVC shirt pocket.

The external vest carrier must be kept clean and laundered. The external vest carrier may not be worn when the Class A uniform is required.

Load Bearing Vest (LBV):

The Load Bearing Vest (LBV) is made in attempt to mirror the standard navy blue SPPD uniform shirt. It has epaulets and pocket flaps that match the traditional uniform shirt. The LBV may only be worn over the approved SPPD short-sleeve or long-sleeve Armorskin polo-style shirt, or approved LBV jackets. A metal Department badge or cloth badge and SPPD polished brass buttons must be worn on the LBV at all times. Officers will display their name on their LBV by way of gold-colored Velcro.

The LBV must be kept clean and laundered. The LBV may not be worn when the Class A uniform is required.

Personnel wearing the EVC or LBV may remove the ballistic carrier when in a secure facility and out of public view (e.g. writing reports in a report writing room) but must immediately put the LBV/EVC back on upon leaving.

The LBV is also available in an investigative model, which includes visible police markings on the front in lieu of upper chest pockets. This model is authorized, depending on assignment, by the Unit Commander.

V. Non-Uniform Personnel – Attire and Rules

The Chief of Police or their designee may authorize certain assignments to operate in a non-uniformed capacity. The Division Deputy Chief will dictate the appropriate attire

classification. The appropriate non-uniformed attire will depend upon both the officer's current assignment and the officer's current duties/details related to that assignment.

Officers of all ranks will generally be authorized to wear non-uniform attire for specific details as well as educational classes and on-going in-service training requirements. Officers designated as light duty will generally be permitted to wear non-uniform attire, as approved by the Unit Commander. Certain non-uniformed assignments require officers to operate in varied attire, dependent upon their present task or assignment. The appropriate attire may change from day-to-day.

Permanent non-uniformed personnel will typically include the following:

- Chief of Police
- Assistant Chief
- Deputy Chiefs
- Command staff
- Investigators and officers assigned to investigations
- Executive and administrative sergeants
- Officers or sergeants, for a specific temporary assignment or detail, when authorized by the unit commander

Non-Uniformed Attire:

Business Professional:

Business professional attire includes, but is not limited to suits, sport coats, blazers, collared dress shirts, dress pants, and dress shoes.

Business Casual:

Business casual is less formal than business professional. Business casual includes, but is not limited to khaki pants, chino pants, slacks, colored-denim pants, sweaters, dress shirts (with collar), blouses, and closed-toe shoes.

Casual:

Casual attire includes denim, polo-type shirts, flannel shirts, sweatshirts, tennis shoes, and other attire described as "comfortable" or relaxed. Casual attire does not include attire that is dirty or tattered, shorts or athletic apparel, or open-toed shoes.

Visible Police Markings (VPM):

Non-uniformed personnel may encounter situations which require the addition of police markings. Visible Police Markings are defined as approved navy blue jackets or polo-style shirts which are screen printed with "POLICE" or "St. Paul Police" on the front and back in large gold lettering. These shirts and jackets must have department patches sewn on both shoulders. These jackets and shirts are designed to provide officers, in non-uniformed attire, with additional markings which assist in identifying them as law

enforcement. Authorized jackets or polo-style shirts with Visible Police Markings are only to be worn with non-uniformed attire.

The usage of authorized jackets or shirts with Visible Police Markings can be divided into two scenarios, administrative and operational.

Administrative examples of the usage of Visible Police Markings include, but are not limited to: Chiefs, commanders, or investigative sergeants, wearing non-uniformed attire, entering a secure crime scene or an investigator encountering a property damage accident while driving to the BCA. These scenarios are not deemed as high-risk and, in both situations, the non-uniformed personnel felt it useful to have additional police markings to be more easily identifiable as law enforcement. In these situations, BWCs must be worn, but the use of bullet-resistant body armor or a LBV is optional.

Operational examples of the usage of Visible Police Markings include but are not limited to: Investigators entering a volatile crime scene or members of the Narcotics Unit purchasing controlled substances and making an arrest. These situations have elevated risk. When wearing authorized jackets or shirts with Visible Police Markings in these situations, BWCs and bullet-resistant body armor or a LBV must be worn.

Covert:

Officers that need to blend into their surroundings will operate in Covert attire, so they are not readily identifiable as a police officer. An officer's appearance will be dictated by the surroundings/environment. Unless exigent circumstances require immediate action, Unit Commander approval is needed for Covert attire. An officer operating in a Covert capacity shall have police identification (i.e. badge, authorized jacket or shirt with VPM), bullet-resistant body armor and BWC readily available.

Undercover:

An officer's appearance when working undercover will be dictated by the environment in which the officer operates. Any officer working in an undercover role must have pre-authorization from the division deputy chief. An undercover officer must conceal their identity to avoid detection or identification as a law enforcement officer. The undercover officer's ability to conceal their identity is fundamental to the ability to perform their job duties.

Equipment for Non-Uniformed officers:

All non-uniformed officers will be equipped with the following:

1. Department-issued firearm in a holster designed for that handgun. The holster must be range-approved and concealable.
 - a. Officers operating in non-uniformed attire must have their weapon concealed when away from a secured police facility unless they are displaying Visible Police Markings (VPM).

- b. Undercover officers may carry a handgun without a holster only with pre-authorization from the Unit Commander.
2. Department-issued badge
3. Department-issued identification card
4. Department-authorized ammunition
5. Less lethal option (ASR, ECD, or baton)
6. Handcuffs and handcuff key
7. Method of communication (e.g. cellular phone, department-radio, or both)
8. Body Worn Camera (BWC) is required under circumstances as dictated by G.O. 442.18

While operating in Covert or Undercover, non-uniformed officers can be exempted from carrying any or all of the above items for a specific detail in order to conceal their identity with approval from their Unit Commander.

Body Armor:

It is the policy of the department that body armor is an essential safety tool. All non-uniform officers should wear body armor whenever possible while working out in the community or in the field. Specifically, non-uniformed sworn personnel are required to wear bullet-resistant body armor while performing any of the following:

- Operations or surveillance details involving the potential arrest of suspects
- Any assignment deemed to be of a high-risk nature as determined by a supervisor or commanding officer

The wearing of bullet resistant body armor is optional for non-uniformed personnel when not working any of the above listed duties. Any sworn personnel not required to wear bullet resistant body armor will have it readily available at their primary assignment location. See Section 4. Uniform Classes and Rules for specifics on body armor requirements.

VI. Duty Equipment

Equipment, duty gear, and tools authorized for all officers have been specifically selected and approved based upon a variety of factors, including training standards and durability. Periodically, vendors and supplies change, which will result in some items being discontinued or phased out, with others being approved as replacements. The operations division is responsible for maintaining a current list of all approved items, which will correlate to the uniform allowance contract and uniform guide. If officers are unsure about any piece of equipment or gear, they should contact a supervisor for clarification.

Unless otherwise specified, any equipment, tool, or gear issued by the department is the property of the department and the City of Saint Paul and must be returned upon separation of employment or leave of absence.

Unless otherwise specified, any piece of department-issued equipment must be reported as lost/missing/stolen immediately upon discovery. This includes but is not limited to firearm, badge, hat wreath, ballistic helmet, cellular phone, ECD, portable radio, and department identification card. Officers will complete an incident or supplemental report, notify their direct supervisor, and contact the Inspection Unit.

Duty Belt and Load Bearing Vest Equipment for Uniformed Officers:

Uniformed officers have the option of wearing a traditional duty belt or Load Bearing Vest (LBV). Only approved and authorized equipment may be worn, to include the duty belts an Load Bearing Vest itself. Any changes to the approved list will be facilitated through the Deputy Chief of Operations.

All duty belt gear will be the black basket weave design. Duty belt gear may be manufactured of leather, simulated leather, or other approved materials.

For officers wearing the LBV or Administrative configuration, authorized flat black belts are also approved for wear.

Duty belt or load bearing vest will include the following:

1. Magazine and Magazine Pouch(s): officers shall wear an approved magazine pouch(s) mounted on the duty belt or load bearing vest in a manner and location that is authorized by the Range. Officers must carry at least one additional handgun magazine.
2. Handcuffs and Handcuff Pouch(s): pouch or loop (loop on belt only); mounted on duty belt or load bearing vest.
3. Flashlight and Flashlight Pouch or loop (pouch or loop optional): mounted on duty belt or load bearing vest.
4. Holster: only those holsters currently approved by the range are authorized. All officers are required to use a level 2 or higher retention holster as approved by the range. Holsters will be worn as the manufacturer designed on the duty belt only.
5. Aerosol Subject Restraint (ASR) and ASR Pouch: mounted on duty belt or LBV.

Additional:

6. Key strap (Optional): mounted on the duty belt.
7. Buckles: Original design belt buckles, models approved in writing by the Operations Division Deputy Chief, or department approved historical replica belt buckles may be worn with the duty belt.
8. Knife Pouch (Optional): mounted on the duty belt only

9. Electronic Control Device (ECD) Holster: May be worn on the duty belt or LBV for authorized and trained officers. Holster may be mounted traditional or cross-draw and must be on the weak side (opposite firearm).

Badge:

Badge color/design is dependent upon rank/assignment.

1. Badge will be worn on the portion of the uniform (shirt or outerwear, except for raincoat) that has been specially prepared to support the badge.
2. Cloth badge patches may be worn on outer garments in place of the metal badge, with exception of the external vest carrier and Class A dress jacket.

High Visibility Personal Protective Equipment:

(See [General Order 640.01: Traffic Direction and Control Procedures](#))

All patrol operations personnel are issued a reflective (traffic) vest. The vests shall be worn in accordance with [Minnesota Rule 5207.0100 \(2009\)](#) which states: “Each employee exposed to or working adjacent to moving motor vehicles as part of the employee's assigned job shall be provided with and required to wear a high visibility warning vest or other high visibility garment.”

Firearms:

(See [General Order 247.02: Firearms Proficiency Program](#))

1. The main on-duty firearm authorized for use will be the department-issued handgun(s). Modifications to either the handgun or grip are not permitted without prior authorization from the training unit commander.
2. Handguns will be carried fully loaded in an approved holster, designed for that handgun. -
3. All officers will carry a minimum of one additional fully loaded magazine. All magazines must be loaded with department-issued duty ammunition.
4. Officers assigned to headquarters or a district building interior may remove their duty belts/firearm while in the building, except the desk officer and watch commander shall always be armed.
5. Officers may only carry a secondary weapon while on-duty if they have met the requirements of General Order 247.02.
6. If officers so choose, they may carry their on-duty firearm, or other approved firearm, while off-duty. Said weapon will remain concealed at all times . (See [General Order 247.02 Firearms Proficiency Program](#))

Ammunition:

The department will furnish the necessary rounds for the authorized handgun. The furnished rounds are the only ammunition approved for use while on-duty. Alteration of the furnished ammunition is prohibited. Fresh ammunition will be issued on a timely basis by the Range.

Officers will provide their own ammunition for any backup or off-duty weapon they possess and carry. Any officer who carries a back-up firearm on-duty or off-duty firearm will use only factory ammunition that is approved by the range staff.

Handcuffs:

Handcuffs must include a double locking device. Sworn personnel must carry a handcuff key.

Batons:

The rigid baton (“straight” baton) may only be worn as a part of the Mobile Field Force uniform or when authorized by the Mobile Field Force or Incident Commander. A rigid baton carrier ring may be purchased and worn on the duty belt.

Electronic Control Device and Holster:

Officers certified in the electronic control device (ECD) will only carry the department-issued electronic control device and approved holster.

VII. Disposal of Uniforms

All department personnel who dispose of uniforms will remove the Saint Paul Police patch from both sleeves and remove any name that has been permanently sewn or embroidered. If the department has a designated collection point(s) for uniforms, removal of the patches and name is not necessary, as proper disposal will be handled by the Operations Division Deputy Chief or their designee.

VIII. Damaged Clothing and Equipment Claims

There is an established fund which will be used to satisfy claims of officers who, during their course of duty, incur damage to their clothing or equipment, requiring repair or replacement of the item. In submitting a claim, the following procedures will be used:

The officer sustaining damage will document the information with an incident or supplemental report. The report must contain the name and address of the party causing the damage (if known) for billing purposes. The information, including case number, will be forwarded to police Human Resources.

- If the item is available from the contract uniform supplier and if the item is damaged beyond repair, the Human Resources unit head will provide a “chit” to the officer authorizing replacement by the uniform supplier. Chits must be submitted to the uniform supplier within 30 days of receiving the chit from Human Resources.
- If the item is not available from the contract uniform supplier, the Human Resources unit head with city attorney approval may authorize the officer to repair or replace the item and submit the original bill to the Human Resources unit for reimbursement. Some items may need to also have Assistant Chief approval for reimbursement.

- The fund will not be used for reimbursement to officers for dry cleaning costs unless the situation is applicable under G.O. 409.04 Decontamination Sites and Procedures.

Saint Paul Administrative Code 35.08 specifies information about damaged clothing and equipment claims:

The fund includes restitution for other unspecified damaged items. “For items of wearing apparel and accessories, including wristwatches and eyeglasses, not specified in this chapter, but required or reasonably anticipated to be worn by police officers in the performance of their duties, there shall be restitution to the officers of the value of the replacement of such wearing apparel and accessories, including wristwatches and eyeglasses, providing the wearing apparel and accessories, including wristwatches and eyeglasses are damaged in the course and scope of the officer’s employment. Any claim for restitution must be made to the chief of police and upon their recommendation, may be approved for payment by the city attorney.”

IX. Uniform – Clothing Allowance

On the first day of January of each year, officers authorized to use clothing allowance will receive a credit amount as established by the Saint Paul City Ordinance. The allowance will be accumulated from one year to the next, but is capped at \$2,000.00. Officers will not be allowed to carry over any funds in excess of 2,000.00. ***Allowance is not transferrable between officers.***

Officers are responsible to purchase and replace any necessary uniform items to ensure they are in compliance with the uniform rules, ensuring they continually present a clean, neat, and well-kept appearance.

Officers separating from the department will receive full credit for each month employed during the year of their separation. Officers will also receive credit if they are employed at least 15 days of their final month with the department.

Officers on any type of LOA, extended leave, or military leave are not permitted to use uniform/clothing allowance without pre-approval from their Unit Commander. The allowance will be immediately available to them upon return to normal duty status.

Officers purchasing authorized items on the uniform list must obtain them from the current uniform contract holder. The receipt (paper or electronic) will be signed at the time of purchase of the item(s) and left with the contractor.

Flashlights are limited to two per year, and binoculars are limited to one per year. Knives/Knives/Multi-tools are limited to two per year. Only the approved folding knives and multi-tools may be purchased. These items must be purchased from the uniform contract holder.

Procedures for purchasing items not available through the contract vendor are as follows:

- The officer may make a purchase of the approved clothing items either in store or from a verified online vendor.

- A detailed, itemized receipt, with the officer's name and assignment printed legibly, must be submitted to the executive assistant to the Assistant Chief.

1. Receipts can be submitted in hard copy or electronically via email to the executive assistant to the Assistant Chief.
2. If you are submitting a receipt via email, it must be scanned as a pdf document and sent as an attachment. Forwarded email chains will be accepted.
3. If the itemized receipt does not specify, make sure to note what was purchased, i.e., shirt, pants, gym clothes, etc.

Approved items list:

- Athletic apparel (including shoes)
- Dress shoes or boots
- Overcoat/Jacket
- Court Clothing
- Non-uniform socks
- Limit \$350.00 per year
- Limit \$200.00 per year
- Limit one per year
- One suit or dress outfit per year for uniformed officers
- Limit \$50.00 per year

Personnel unsure about reimbursement eligibility should call the executive assistant to the Assistant Chief at 651-266-5468 before making any purchases.

Effective November 17, 2023