

Uniform Regulations

1023.1 PURPOSE AND SCOPE

The Uniform Regulations policy of the Fargo Police Department is established to ensure that uniformed officers, special assignment personnel and civilian employees will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following policies: Firearms (306), Department-Owned and Personal Property (700), Body Armor (1011), and Personal Appearance Standards (1022).

The Department's uniform and equipment specifications policy is maintained and periodically updated by the Chief of Police or the authorized designee. The policy should be consulted regarding authorized uniform and equipment specifications.

The Fargo Police Department will provide uniforms for all employees who are required to wear them when they are initially hired. Thereafter, employees required to wear uniforms shall request additional uniform items or replacement uniforms as needed and as outlined in the Agency Inventory and Control Procedure Policy (700). Employee(s) shall be responsible for ensuring they have sufficient uniforms for duty.

1023.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose, which is to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

- (a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear pressed.
- (b) All sworn members of this department shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Members shall wear only the uniform specified for their rank and assignment unless otherwise approved in conformity with this policy.
- (d) Members shall not loan any portion of the uniform to other members.
- (e) Members shall not permit the uniform to be reproduced or duplicated.
- (f) The uniform is to be worn in compliance with the specifications set forth in policy.
- (g) All supervisors shall perform periodic inspections of their personnel to ensure conformance to these regulations.
- (h) Civilian attire shall not be worn in combination with any distinguishable part of the uniform without approval of the members division commander.
- (i) Uniforms are only to be worn while on-duty, while in transit to or from work, for court or at other official department functions or events.
- (j) Members shall not purchase or drink alcoholic beverages while wearing any part of the department uniform.

Fargo Police Department

Policy Manual

Uniform Regulations

- (k) Eyewear shall be professional in appearance. Mirrored sunglasses shall not be worn with any department uniform. When practical, officers and civilian staff should remove their sunglasses when talking to the public.

1023.2.1 DEPARTMENT-ISSUED UNIFORMS

The Fargo Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency based on state law and agreed upon in City policy. Officers shall be issued a summer-weight (short sleeve) and/or a winter-weight (long sleeve) uniform that is blue in color (N.D.C.C. § 40-20-07).

1023.2.2 DUTY BELT AND ACCESSORIES

The Department issues each sworn officer and community service officer an approved duty belt and accessories. The duty belt and all accessories shall be black in color and kept in a clean and unblemished condition. The duty belt shall be worn in the following manner and contain the prescribed duty equipment:

Sworn Officers

A firearm and holster of the make and model issued or approved by the Department in conformity with the Firearms Policy (306) shall be worn. The firearm and holster shall be worn on the duty belt. In addition, the following Department issued or approved equipment shall be worn on the duty belt or external vest carrier for field duty:

- (a) Handcuff case and no more than two (2) sets of metal handcuffs.
- (b) Ammunition magazines
- (c) Portable radio and carrier.
- (d) Defensive chemical spray
- (e) Conductive Energy Weapon and holster worn opposite of the duty firearm.
- (f) Flashlight and carrier
- (g) Key chain carrier
- (h) Protective glove carrier
- (i) Body-worn camera.
- (j) Tourniquet and carrier.
- (k) No additional equipment may be worn without the approval of the Chief of Police.

Community Service Officers

Community Service Officers shall wear the following Department issued or approved equipment on their duty belt or external vest carrier:

- (a) Portable radio and carrier.
- (b) Key chain carrier.
- (c) Flashlight and carrier.

Fargo Police Department

Policy Manual

Uniform Regulations

- (d) Protective glove carrier.
- (e) Defensive chemical spray
- (f) Any other specialized equipment authorized by the Chief of Police.

The duty equipment in this section may only be worn on the external vest carrier after the member successfully completes the training course provided by the Training and Development Unit (TDU). The TDU Lieutenant is responsible to maintain and update a list of those who have successfully passed the external vest carrier training and to disperse said list to division commanders.

The Quartermaster is responsible to ensure that serial numbers and identifying information for all department issued equipment is recorded and maintained upon issuance, as well as to verify the return of Department issued equipment upon separation from the Department.

1023.2.3 DEPARTMENT-ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department-issued identification card at all times, except when it is impractical or dangerous to do so.

Whenever on-duty or acting in an official capacity representing the Department and not in uniform, employees shall display their department-issued identification and badge in a courteous manner to any person upon request and as soon as practicable.

Officers working specialized assignments may be excused from the requirements regarding the possession and display of identification and badge when directed by their Division Commander.

1023.3 UNIFORM CLASSES

The various uniform specification classes are those identified in this policy.

1023.3.1 CLASS A UNIFORM

All command staff and honor guard personnel shall be issued a Class A uniform. The Class A uniform shall be worn on special occasions, such as funerals, graduations, and ceremonies as directed and in the following manner:

Command Staff (Lieutenants and above)

- (a) A navy blue suit coat.
- (b) A badge of assigned rank displayed on the left side of the coat.
- (c) Assigned rank insignia on the shirt collars and suit coat (large jacket size), placed as outlined in this policy.
- (d) Gold trim stripes on each sleeve of the suit coat which signifies the member's rank.
 - 1. Chief and Assistant Chief - four stripes
 - 2. Deputy Chief and Captain - three stripes
 - 3. Lieutenant - two stripes

Fargo Police Department

Policy Manual

Uniform Regulations

- (e) A gold parade cord over the left shoulder.
- (f) A name bar centered, resting on, but not over, the edge of the welt pocket.
- (g) All awarded ribbons centered one-half inch above, and parallel to the top edge of the name bar.
- (h) Navy blue trousers with a yellow stripe sewn onto the side.
- (i) A white long sleeve shirt with department issued shoulder patches and service stripes sewn on the left sleeve.
- (j) A dark blue clip-on or regular tie.
- (k) High gloss low quarter shoes.
- (l) Black socks.
- (m) Standard belt with department issued firearm under the suit coat.
- (n) White gloves as directed.
- (o) A department-issued long dress coat may be worn during inclement weather.
- (p) Department issued eight point hat with the Fargo Police headgear badge affixed to the front and brim insignia as follows:
 - 1. Chief and Assistant Chief shall have an oak leaf brim.
 - 2. Deputy Chief's, Captain's, and Lieutenant's shall have a gold lace cloth hat strap above the brim.

Honor Guard

The following modifications apply to Honor Guard members when wearing the Class A uniform:

- (a) A navy blue high-necked suit coat with gold trim, having only honor guard insignia on both sides of the collar shall be worn.
- (b) A shirt that is comfortable, in good repair, and does not interfere with the uniform appearance may be worn under the suit coat.
- (c) Rank identifiers are worn on the epaulettes of the suit coat for those ranking Sergeant and above.
- (d) A white parade cord shall be worn over the left shoulder.
- (e) Department issued eight point hat with the Fargo Police headgear badge affixed to the front and a black hat strap above the brim shall be worn.
- (f) White gloves shall be worn.
- (g) High gloss duty-gear belt, holster, and sash shall be worn.

1023.3.2 CLASS B UNIFORM

The Class B uniform should be worn for special occasions, such as court, funerals, graduations, ceremonies, or as directed. All sworn personnel shall maintain and have readily available a Class B uniform, which may also be worn during regular duty hours at the members discretion. The Class B uniform includes the standard issue uniform with a long-sleeve shirt and tie, uniform pants

Fargo Police Department

Policy Manual

Uniform Regulations

without cargo pockets, and polished black boots or footwear. Footwear with pointed toes are not permitted. The Class B uniform shall be worn as follows:

- (a) Sergeants, Detectives, and PTO's shall wear their chevrons on both sleeves as outlined in this policy.
- (b) Sergeants and above shall wear metal rank insignia on their shirt collar as outlined in this policy.
- (c) Shirts should be tucked tightly into the trousers.
- (d) All uniformed buttons shall remain buttoned.
- (e) If worn during a regular duty assignment, an external vest carrier may be worn.

Command staff officers may wear the department issued eight point hat for events held outdoors or as otherwise directed.

1023.3.3 CLASS C UNIFORM

All sworn personnel and Community Service Officer's (CSO) shall maintain and have readily available a serviceable Class C uniform. The Class C uniform shall consist of the same garments and equipment as the Class B uniform with the following exceptions:

- (a) The long or short-sleeve shirt may be worn with the collar open and may be a traditional uniform shirt or a hybrid uniform shirt.
- (b) Officers may also wear a navy blue or black turtleneck undergarment beneath their long sleeve shirt.
- (c) No tie is required, but if a tie is worn it will match the color of the uniform. The tie and undergarments shall be department issued or approved.
- (d) A black or dark blue crew neck undershirt shall be worn with the short sleeve shirt or the long sleeve shirt if the collar is open, and no turtleneck is worn. No other undergarments shall be exposed at the open collar or below the sleeves.
- (e) Sergeants, Detectives, and PTO's wearing the short-sleeve shirt shall wear their chevrons on both sleeves as outlined in this policy.
- (f) Sergeants and above shall wear metal rank insignia on their shirt collar as outlined in this policy.
- (g) All shirt buttons shall remain buttoned except for the last button at the neck.
- (h) Shirts should be tucked tightly into the trousers.
- (i) Uniform cargo pants may be worn.
- (j) Shoes for the Class C uniform shall be black in color, laced, and may have a toe that is not polishable. However, they shall be clean and in good repair and free of any other markings or insignia.
- (k) Boots with pointed toes are not permitted.
- (l) A department-issued baseball cap may be worn
- (m) External vest carriers may be worn.

Fargo Police Department

Policy Manual

Uniform Regulations

1023.3.4 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units, such as the canine team, SWAT, bicycle patrol, motor officers and other specialized assignments in order to increase comfort and/or efficiency.

A "soft" uniform may be worn by a school resource officer (SRO) during special events within the schools and with approval of the SRO Sergeant. The soft uniform consists of tan khaki pants, a colored polo shirt commensurate with the assigned school colors having a Fargo Police shoulder patch sewn on each shoulder, and the Fargo Police cloth badge sewn on the left chest. Tennis shoes that are completely black without logos and in good repair may also be worn.

1023.3.5 FOUL WEATHER GEAR

The following department-issued or approved uniform garments may be worn in conformity with this section.

Uniform Sweater

A uniform sweater may be worn with a Class B or C Uniform along with either an internal or external vest carrier.

The uniform sweater is not approved to wear during court, at police funerals, or other formal police department functions.

Uniform Jacket

Only department approved jackets shall be worn while in uniform and on duty. Jackets shall have appropriate rank chevrons and shoulder patches in conformity with this policy.

Rainwear

Only department issued or approved raincoats shall be worn

Overshoes/rubbers may be worn during rainy/snowy weather, but shall be black with no buckles

Headgear

A black or navy blue watch cap may be worn during cold weather.

A department issued baseball cap, worn with the bill facing forward, may be worn with the Class C uniform.

No headgear shall be worn while in uniform and attending formal meetings within a department or city facility.

Cold Weather Boots

In the event of an extreme cold weather event, a Shift or Unit Commander may authorize sworn personnel or community service officers to wear cold weather boots which must be black in color.

Uniform Regulations

1023.4 INSIGNIA AND PATCHES

- (a) The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, 3/4 of an inch below the shoulder seam of the shirt, and should be bisected by the crease in the sleeve.
- (b) Chevrons shall be worn on both sleeves of any uniform shirt and on any other uniform item approved for chevrons, centered beneath the shoulder patch, with the top of the chevron approximately four and one-half inches below the shoulder seam.
- (c) Service stripes and other indicators for length of service may be worn on long-sleeve shirts. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn 1 1/2 inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only. Each stripe represents five years of completed law enforcement service inclusive of law enforcement service at another agency.
- (d) The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times on the outermost garment while in uniform. The nameplate shall display the employee's first initial of their first name and full last name. If the employee desires other than the legal name, the employee must receive approval from the Chief of Police. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed garment seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
- (e) The department-issued badge, or an authorized sewn-on cloth or Velcro replica, shall be worn and visible at all times on the outermost garment while in uniform. Sworn non-uniformed personnel shall wear the Department badge so it is readily visible or if working in an undercover or plain clothes capacity, carry the badge so it can be readily displayed whenever appropriate or required.
- (f) The designated insignia indicating the employee's rank shall be worn at all times while in uniform.
- (g) Only department approved pins, medals, emblems, etc., shall be worn on department-issued uniformed clothing. All approved pins shall be worn as outlined in this policy.
- (h) Command officer's wearing a Class A Uniform shall wear large jacket size insignia on the shoulder of the jacket.
- (i) Collar insignia shall be worn as follows:
 - 1. Chief of Police: Four gold stars on each collar worn approximately one and one-half inches from and parallel with the top of the collar.
 - 2. Assistant Chief of Police: Two gold stars on each collar worn approximately one and one-half inches from and parallel with the top of the collar.
 - 3. Deputy Chief of Police: One gold eagle on each collar worn approximately one and one-half inches from and parallel with the top of the collar, with the beak facing forward.
 - 4. Captain of Police: Two gold bars on each collar worn approximately one and one-half inches from and parallel with the front of the collar.

Fargo Police Department

Policy Manual

Uniform Regulations

5. Lieutenant of Police: One gold bar on each collar worn approximately one and one-half inches from and parallel with the front of the collar.
6. Sergeant of Police: One gold sergeant chevron on each collar worn approximately one and one-half inches from and evenly spaced within the bottom corner of the collar.

1023.4.1 MOURNING BADGE BAND

Sworn members may wear a black or black and blue mourning band across their uniform badge whenever a peace officer is killed in the line of duty as outlined below. The following mourning periods shall be observed:

- (a) An officer of this department - From the time of death until interment and any future memorial events as authorized by the Chief of Police.
- (b) A peace officer from the tri-state region (ND, MN, and SD) - From the time of death until interment.
- (c) Funeral attendee - While attending the funeral of a fallen peace officer in uniform anywhere in the United States.
- (d) National Peace Officers Memorial Day (May 15) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police.

Non-sworn members may wear a similar type of mourning pin or ribbon on their uniform or clothing under the same parameters.

1023.5 NON-UNIFORMED PERSONNEL ATTIRE

There are assignments within the Department, both sworn and non-sworn, which do not require wearing a uniform because recognition and authority are not essential to their function. There are also assignments in which wearing civilian attire is or becomes necessary, such as during transitional, administrative or other special duty assignments. When representing the Department in civilian clothes, members shall dress in a professional business-like manner unless otherwise approved by their division commander.

- (a) All members shall wear clothing that fits properly, is clean and free of stains and not damaged or excessively worn.
- (b) All department personnel who are assigned or approved to wear civilian clothing to work shall wear clothing approved by their respective division commander in conformity with this policy.
- (c) Professional attire for non-sworn personnel, detectives and investigators consists of the following:
 1. Blouses, sweaters, collared quarter zips, and polo or collared dress shirts properly fitted without offensive language or images.
 2. Fargo Police Department polo shirts displaying the official department logo or division/unit logo, as approved by the Chief of Police.
 3. Pants, such as 5.11 style, or dress slacks free of tears and/or worn spots.

Fargo Police Department

Policy Manual

Uniform Regulations

4. Dress capris that extend to the mid-calf or lower.
 5. Dresses or skirts not be more than two (2) inches above the top of the knee or have extreme slits.
 6. Footwear that is clean, in good repair and has a professional appearance. Open-toed shoes or dress sandals may be acceptable if deemed to be appropriate for the work environment.
 7. Blue jeans without rips, tears, or holes may be worn by civilian members on Fridays unless the member will be appearing in court, presenting to or meeting with an outside organization.
- (d) Business attire (suit and tie, pants suit, dress, etc.) and dress shoes shall be worn for all court appearances, presentations or meetings with outside organizations.
1. Sworn members shall have ready access to business attire during regular work hours in the event of an unplanned court appearance or presentation.
- (e) The following items shall not be worn on-duty:
1. T-shirt alone or with any visible team logos, obscene or offensive language, cartoon characters, advertising, etc., printed on them.
 2. Flops or similar recreational footwear.
 3. Swimsuit, tube tops or halter tops.
 4. Spandex, yoga or see-through clothing.
 5. Distasteful printed slogans, buttons or pins.
 6. Shorts
 7. Sweatshirts, sweatpants or similar exercise clothing.
- (f) Exceptions to this policy may be approved by the division commander or authorized designee when the employee's assignment or current task is not conducive to wearing such clothing.
- (g) No item of civilian attire may be worn on-duty that would adversely affect the reputation of the Department or the morale of the members.

In addition, this policy applies to all in-house or outside department-approved training unless otherwise approved by the Training and Development Unit (TDU) in order to facilitate a specific training course or need, such as defensive tactics. In these instances the TDU Lieutenant will notify members prior to the training.

1023.6 OPTIONAL EQUIPMENT - MAINTENANCE AND REPLACEMENT

- (a) Any of the items listed in this section of policy as optional shall be purchased at the expense of the member. No part of the purchase cost shall be offset by the Department.
- (b) Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Fargo Police Department

Policy Manual

Uniform Regulations

- (c) Replacement of items listed in this section as optional shall be done as follows:
 - 1. When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.
 - 2. When the item is no longer functional because of damage in the course of the member's duties, it may be replaced following the procedures for the replacement of damaged personal property outlined in the Department-Owned and Personal Property Policy.
- (d) The following is a list of items the department will not purchase for members:
 - (a) Knife - depending on the style of knife officers may have to get command officer approval to carry
 - (b) Multi-tool
 - (c) Extra handcuffs
 - (d) Tennis shoes for bike patrol
 - (e) Duty bag
 - (f) Boots - member must have completed one year of employment to be eligible for department purchased boots
 - (g) Tactical gloves - member must have completed one year of employment to be eligible for department purchased gloves
 - (h) Badge holder
 - (i) Off duty holster for patrol personnel

1023.7 AUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Fargo Police Department members shall not wear any uniform item, accessory or attachment unless specifically authorized in this policy, or by the Chief of Police or authorized designee.

Uniform pins shall be worn as follows:

- (a) Bomb Unit - worn centered on the right pocket flap
- (b) Crisis Intervention Team (CIT) - worn centered on the right pocket flap
- (c) Drug Recognition Expert (DRE) - worn centered on the right pocket flap
- (d) Honor Guard - worn centered above the name plate or ribbon bar
- (e) K9 - worn centered on the right pocket flap
- (f) Motorcycle - worn centered on the right pocket flap
- (g) Crisis Negotiations - worn centered on the right pocket flap
- (h) School Resource Officer (SRO) - worn centered on the right pocket flap
- (i) Special Weapons and Tactics (SWAT) - worn centered on the right pocket flap
- (j) Crowd Management Team (CMT) - worn centered on the right pocket flap
- (k) US Flag pins - 2 versions:

Fargo Police Department

Policy Manual

Uniform Regulations

1. Red, White, and Blue flag pin- worn centered, 1/2 inch above the name plate or ribbon bar
 2. Black, Grey, and thin blue line flag pin - worn centered, 1/2 inch above the name plate or ribbon bar
- (l) Command School bar/ribbon - FBI National Academy (NA) and Northwestern School of Police Staff and Command (SPSC) - worn centered on the left pocket flap

No more than one pin may be worn on each pocket flap.

Awards or metal nameplates shall not be worn on external vest carriers. Only one uniform pin and department-issued name tapes shall be worn on external vests carriers.

1023.8 REVISION DATE 10/01/2024