

# 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
- Department-Owned and Personal Property
- Body Armor
- Personal Appearance Standards

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 will be given a yearly uniform allowance and the employee(s) will 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 officers of this department shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) Employees shall not loan any portion of the uniform to others.
- (e) Employees 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 will perform periodic inspections of their personnel to ensure conformance to these regulations.

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- (h) Civilian attire shall not be worn in combination with any distinguishable part of the uniform without Division commander approval.
- (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) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform.
- (k) Sunglasses shall be conservative in appearance. Mirrored sunglasses will not be worn with any department uniform. When practical, officers and civilian staff should remove their sunglasses whenever 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 a duty belt and accessories which include the following:

##### **Sworn Officers**

- (a) The duty belt and all accessories shall be black, and department issued or approved
- (b) The duty belt and all accessories shall be kept clean, and unblemished
- (c) Holster
  - 1. Only a holster of the make and model issued or approved by the department shall be worn
- (d) The following minimum equipment will be worn on the duty belt for field duty:
  - 1. Holster and firearm
  - 2. Handcuff case, with handcuffs, department issued or approved
  - 3. Ammo pouches, which are department issued or approved
  - 4. The department issued portable radio and carrier
  - 5. Department issued defensive chemical spray
  - 6. Department issued Taser and holster
  - 7. Department issued flashlight and carrier
  - 8. Department issued key chain carrier
  - 9. Protective glove carrier
  - 10. Additional equipment must have Field Services command officer approval

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- (e) The following equipment, if space is available, can be worn on the duty belt for field duty
  - 1. Department issued in-car audio remote and carrier
  - 2. Department issued tourniquet and carrier

#### **Community Service Officers**

- (a) Community Service Officers may wear the following on their duty belt
  - 1. The department issued portable radio and carrier
  - 2. Key chain carrier
  - 3. Department issued expandable baton
  - 4. Department issued flashlight and carrier
  - 5. Protective glove carrier
  - 6. Specialized equipment authorized by the Field Services Division Commander

#### **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.

- (a) Whenever on-duty or acting in an official capacity representing the Department, employees shall display their department-issued identification in a courteous manner to any person upon request and as soon as practicable.
- (b) Officers working specialized assignments may be excused from the requirements regarding the possession and display of identification when directed by their Division Commander.

#### **1023.3 UNIFORM CLASSES**

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

##### **1023.3.1 DRESS UNIFORM**

All command staff and Honor Guard personnel will be issued a Dress uniform. The Dress uniform is to be worn on special occasions, such as funerals, graduations, and ceremonies as directed. The Dress uniform will consist of:

- (a) Navy blue "Ike" coat
  - 1. Badge: will be displayed on the left side of the coat
  - 2. Rank:
    - (a) Command officers shall wear their rank insignia (large jacket size) on the shoulder centered one inch from the shoulder seam
      - 1. Deputy Chief insignia shall have the eagle's beak facing forward

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2. Lieutenant insignia shall have the long edge of the gold bar parallel to the shoulder seam
- (b) Sergeants and PTO's, wearing the corporal rank, shall wear their chevrons on both sleeves, centered beneath the shoulder patch, with the top of the chevron about four and one-half inches below the shoulder seam
- (c) A gold braid will be worn on each sleeve which signifies the officer's rank
  1. Officer - one braid
  2. Sergeant - one braid
  3. Lieutenant - two braids
  4. Deputy Chief - three braids
  5. Chief - four braids
3. Parade Cord:
  - (a) Command Staff will wear a gold parade cord on their left shoulder/arm
  - (b) Honor Guard will wear a white parade cord on the left shoulder/arm
4. Name bar: will be centered, resting on (but not over) the edge of the welt pocket
5. Ribbons: will be centered one-half inch above, and parallel to the top edge of the name bar
- (b) Navy blue trousers with a yellow stripe sewn onto the side
- (c) White long sleeve shirt with department issued shoulder patches and service stripes sewn on the appropriate sleeve
  1. Rank
    - (a) Sergeants and above will wear their issued rank insignia on their collar (see insert)
    - (b) Sergeants shall wear their sergeant chevrons on both sleeves, centered beneath the shoulder patch, with the top of the chevron about four and one-half inches below the shoulder seam
    - (c) PTO's shall wear their corporal chevrons on both sleeves, centered beneath the shoulder patch, with the top of the chevron about four and one-half inches below the shoulder seam
- (d) High gloss low quarter shoes
- (e) Black socks
- (f) Department issued eight point hat with the Fargo Police headgear badge affixed to the front
  1. Senior command officers shall have an oak leaf brim
  2. Command officers shall have a gold lace cloth hat strap above the brim
  3. Officers and Sergeants shall have a black hat strap above the brim

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- (g) White gloves (optional wear for command officers)
- (h) High gloss duty gear belt and holster

[See attachment: Policy 1024 Uniform Insignia.pdf](#)

#### 1023.3.2 CLASS A UNIFORM

The Class A uniform can be worn during regular scheduled shifts or for special occasions, such as court, funerals, graduations, ceremonies, or as directed. The Class A uniform is required for all licensed personnel. The Class A uniform includes the standard issue uniform with a long-sleeve shirt and tie, and polished black boots or footwear. Footwear with pointed toes are not permitted.

- (a) Sergeants and PTO's shall where their chevrons on both sleeves, centered beneath the shoulder patch, with the top of the chevron about four and one-half inches below the shoulder seam.
- (b) Sergeants and above shall wear metal rank insignia on their shirt collar. For metal rank placement refer to the Uniform Insignia attachment in section 1024.3.1.
- (c) Shirts are to be tucked tightly into the trousers.
- (d) All uniformed buttons must remain buttoned.

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

#### 1023.3.3 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

- (a) The long or short-sleeve shirt may be worn with the collar open. Officers may also wear a navy blue or black turtleneck undergarment beneath their long sleeve shirt. No tie is required, but if a tie is worn it will match the color of the uniform. The tie and undergarments will be either department issued or an approved equivalent. A black crew neck undershirt must be worn with the long sleeve shirt if the collar is open, and no turtleneck is worn.
  - 1. Sergeants and PTO's wearing the short-sleeve shirt shall wear their chevrons on both sleeves, centered beneath the shoulder patch, with the top of the chevron about four and one-half inches below the shoulder seam.
  - 2. Sergeants and above shall wear metal rank insignia on their shirt collar. For metal rank placement refer to the Uniform Insignia attachment in section 1024.3.1.
- (b) When wearing the short sleeve uniform shirt, no other undergarment shall be exposed at the open collar, or at the sleeves of the shirt. A black crew neck undershirt must be worn with this uniform.
- (c) All shirt buttons must remain buttoned except for the last button at the neck.

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- (d) Shirts are to be tucked tightly into the trousers.
- (e) Shoes for the Class B uniform shall be as described in the Class A uniform.
- (f) Boots with pointed toes are not permitted.

#### 1023.3.4 CLASS C UNIFORM

The Class C uniform may be established to allow field personnel cooler clothing during the summer months or for special duty assignments. The Chief of Police will establish the regulations and conditions for wearing the Class C uniform and its specifications.

#### 1023.3.5 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.

The "soft" uniform typically worn by SRO's and the Crime Prevention Officer, consists of tan khaki pants and a blue polo (short or long sleeve) shirt with the Fargo Police shoulder patch sewn on each shoulder, and the Fargo Police cloth badge sewn on the left chest.

#### 1023.3.6 FOUL WEATHER GEAR

##### Uniform Sweater:

- (a) The department issued uniform sweater may be worn with:
  - 1. The long sleeve shirt and tie,
  - 2. The long sleeve shirt and approved turtleneck undergarment, or
  - 3. Approved turtleneck undergarment alone.
- (b) The uniform sweater is not approved for wear during court, at police funerals, or other formal police department functions.

##### Jackets:

- (a) Only department approved jackets shall be worn while in uniform and on duty.
  - (a) Unauthorized pins, medals, emblems, etc., shall not be worn on any jacket
  - (b) Sergeant and PTO chevrons shall be worn on both sleeves of the spring and winter jackets, centered below the shoulder patch, with the top of the chevron four and one-half inches below the shoulder seam.
  - (c) Command officer rank (large jacket size insignia) shall be worn on the shoulder of the jackets with the insignia centered one inch from the shoulder seam.
  - (d) Department issued shoulder patches shall be sewn on each sleeve in the same manner as prescribed for uniform shirts.

##### Rainwear:

- (a) Only department issued or approved raincoats shall be worn.
- (b) Overshoes/rubbers may be worn during rainy/snowy weather, but shall be black with no buckles

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#### Headgear:

- (a) A black or navy blue watch cap may be worn during cold weather.

#### Snowpants:

- (a) Department purchased snow pants are available from the Quartermaster for extreme weather conditions.

#### Cold Weather Boots:

- (a) In the event of an extreme cold weather event, a Field Services command officer may authorize officers or community service officers to wear cold weather boots which must be black in color.

### **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 inch below the shoulder seam of the shirt, and should be bisected by the crease in the sleeve.
- (b) 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 inch 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.
- (c) The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times 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 shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
- (d) The department-issued badge, or an authorized sewn-on cloth replica, must be worn and be visible at all times while in uniform. Licensed non-uniformed personnel will wear or carry the badge so it is in reasonable proximity to the firearm and can be displayed whenever appropriate.
- (e) The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police or the authorized designee may authorize exceptions.

#### **1023.4.1 MOURNING BADGE BAND**

Uniformed employees may wear a black mourning band across the uniform badge whenever a peace officer is killed in the line of duty. The following mourning periods will be observed:

- (a) An officer of this department - From the time of death until midnight on the 14th day after the death.

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- (b) A peace officer from the tri-state region (ND, MN, and SD) - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of a fallen peace officer.
- (d) National Peace Officers Memorial Day (May 15) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police or the authorized designee.

#### **1023.5 CIVILIAN ATTIRE**

There are assignments within the Department 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 necessary.

- (a) All employees shall wear clothing that fits properly, is clean and free of stains and not damaged or excessively worn.
- (b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear clothing approved by their respective Division commander.
- (c) All female administrative, investigative and support personnel who elect to wear civilian clothes to work shall wear clothing approved by their respective Division commander.
- (d) The following items shall not be worn on-duty:
  - 1. T-shirt alone
  - 2. Open-toed sandals or thongs
  - 3. Swimsuit, tube tops or halter tops
  - 4. Spandex type pants or see-through clothing
  - 5. Distasteful printed slogans, buttons or pins
  - 6. Denim pants of any color
  - 7. Shorts
  - 8. Sweatshirts, sweatpants or similar exercise clothing
- (e) **Variations from this order are allowed at the discretion of the Chief of Police or the authorized designee when the employee's assignment or current task is not conducive to wearing such clothing.**
- (f) No item of civilian attire may be worn on-duty that would adversely affect the reputation of the Fargo Police Department or the morale of the employees.

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### **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 employee. 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 employee (e.g., repairs due to normal wear and tear).
- (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 employee bears the full cost of replacement.
  - 2. When the item is no longer functional because of damage in the course of the employee'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 employees:
  - 1. Knife - depending on the style of knife officers may have to get command officer approval to carry
  - 2. Multi-tool
  - 3. Extra handcuffs
  - 4. Tennis shoes for bike patrol
  - 5. Duty bag
  - 6. Boots - employee must have completed one year of employment to be eligible for department purchased boots
  - 7. Tactical gloves - employee must have completed one year of employment to be eligible for department purchased gloves
  - 8. Badge holder
  - 9. Off duty holster for patrol personnel

### **1023.7 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES**

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

The following uniform pins have been approved for uniform wear:

- (a) Bomb Unit - worn centered on the right pocket flap
- (b) CIT - worn centered on the right pocket flap
- (c) DRE - worn centered on the right pocket flap
- (d) Honor Guard - worn centered on the left pocket flap
- (e) K9 - worn centered on the right pocket flap

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- (f) Motorcycle - worn centered on the right pocket flap
- (g) Negotiations - worn centered on the right pocket flap
- (h) SRO - worn centered on the right pocket flap
- (i) SWAT - worn centered on the right pocket flap
- (j) US Flag pins - 2 versions: 1) Red, White, and Blue flag pin, 2) Black, Grey, and thin blue line flag pin - worn centered, 1/2 inch above the name plate or ribbon bar
- (k) Command School bar/ribbon - FBINA and SPSC - worn centered on the left pocket flap

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

## **Attachments**

## **Policy 1024 Uniform Insignia.pdf**



Chief of Police – 4 Gold 5 pointed Stars

Worn in a vertical manner on each collar centered between the tip of the collar and the start of the neck line

The top point of the stars should face inward

The bottom star should touch the inner stitching of the collar



Deputy Chief of Police – Gold Eagle

Worn on each collar centered along the center line of the point of the collar

Eagle's beak should face inward

Olive branches should touch the inner stitching of the collar

When wearing the long sleeve shirt with tie, the long edge of the olive branches should be parallel with the ground and the eagles should be aligned with each other



Lieutenant – ¾ inch Gold Bar

Worn on each collar centered between the tip of the collar and the start of the neck line

Lays parallel to the inner stitching with the long edge of the bar touching the inner stitching.



Sergeant – Gold 3 Stripe Chevron

Worn on each collar centered along the center line of the point of the collar

The bottom points of the chevron should touch the inner stitching

When wearing the long sleeve shirt with tie, the chevrons should be aligned with each other and edges of the chevron should be vertical in appearance