



City of Racine Police Department
Policy and Procedure

Number: 1302

Subject: Plain Clothes Dress Specifications		
Date Issued: 06-13-16	Date Revised: 03-31-17	Revision Number: 6

POLICY

To set forth Department requirements governing the plainclothes dress for members, working on or off duty, who are not required to wear the standard police uniform. The listed specifications (designed to enhance the professional image for plainclothes members) are in conformity with the Uniform, Plainclothes and Equipment Committee's (UPEC) recommendations. **All members of the Department, regardless of rank or status shall maintain the standard police uniform, in the event that they are called upon to assist in the functions of Patrol.**

NOTES

Badges will be Department. Members shall be responsible for maintaining their clothing in a clean and neat condition. Plainclothes members assigned to speaking engagements before civic or fraternal organizations, or other public appearances, shall wear either the standard police uniform or the plainclothes dress. Division/Shift Commanders are authorized to make special exceptions when the required plainclothes dress may not be appropriate for an assignment.

All leather gear will be black or brown in color and of a smooth finish. Equivalent nylon web gear is allowed. No inter-mixing of materials permitted.

PROCEDURE

MEMBER

THE FOLLOWING PIECES OF EQUIPMENT/CLOTHING ARE REQUIRED:

1. **MISCELLANEOUS:**
 - a. WEAPON: In accordance with Procedure #1401
 - b. HOLSTER: Must meet or exceed Level 1 retention standards.
 - 1) Enclosed trigger guard
 - 2) Thump strap / rotating hood or internal locking device
 - 3) Holsters must be attached to the belt, mounted on a stable paddle system or attached to a shoulder rig. Deviations can only be authorized by the Division/Unit Commander for special assignment requirements.
 - c. HANDCUFFS: Double locking rigid wrist restraints manufactured by Smith & Wesson, Peerless, ASP, Hiatt-Thompson or Safriland.
 - d. HANDCUFF HOLDER: Closed or open case worn in the upright position; no handcuff straps permitted; handcuffs will not be worn over the belt or pants waistline.
 - e. MAGAZINE HOLDER: Must be attached to the belt, shoulder rig system or authorized ballistic vest carrier; must include one spare magazine with a maximum of four spare magazines.
 - f. BATON: Expandable (expanded length 16" to 31"); **OPTIONAL** if OC Spray or a TASER is carried.

- g. BATION HOLDER: Must be attached to the belt, shoulder rig system or authorized ballistic Vest carrier; **OPTIONAL** if OC Spray or a TASER is carried.
 - h. PEN: A functional pen containing black or blue ink.
 - i. BADGE: Department issue; must be visibly worn on belt or shoulder rig system.
 - j. OC SPRAY: Department issue; **OPTIONAL** if Baton and Baton Holder or a TASER are carried.
 - k. TASER: Department issue; **OPTIONAL** if Baton and Baton Holder or OC is carried.
2. **BODY ARMOR:**
Body Armor may be worn over or under the dress style shirt/blouse. Body Armor may be worn in a blue or black in color external vest carrier in accordance with Policy and Procedure 1304.
3. **SHIRT/BLOUSE:**
STYLE All members are expected to dress in clothing suitable for a business Office and promote a favorable impression of the Department. This will Require members to wear a collared shirt. A polo-type shirt, long or short sleeved, is permissible, but must meet the below specifications: CornerStone Select Snag-Proof Polo (Short or Long Sleeve) with the RPD logo. Color options of Black, Charcoal, Dark Navy, Royal, Tan, Maroon or Dark Green. If a t-shirt that is visible is worn under the polo shirt, it should complement the polo. Tops and blouses should have a conservative neckline. All clothing worn should be appropriate to the dignity and professionalism of the work place.
4. **TROUSERS/SLACKS:**
STYLE All members are expected to dress in clothing suitable for a business office and promote a favorable impression of the Department. Formal dress style trousers or pants shall be color coordinated with shirt and jacket (suit coat/sport coat/blazer). All clothing worn should be appropriate to the dignity and professionalism of the work place.
MATERIAL Leather, denim and jean material is not permitted.
5. **FOOTWEAR:**
SHOES/BOOTS Leather or leather/nylon combination color coordinated to outfit. No sport shoes which do not conform to the uniform footwear standards. No sandals permitted.
HEELS/SOLES Plain-clothes officers shall refrain from wearing footwear or clothing which does not exemplify a business-like appearance.
SOCKS Color coordinated with trousers/slacks/skirt.
6. **NECKTIE:**
Dress style, contemporary width, color coordinated with trousers/slacks shirt, and jacket (suit coat/sport coat/blazer).

NOTE

The necktie is a required item to have in your possession while on duty and is optional for wear except under the following conditions:

- Court appearances (to include probation/parole hearings, etc.)
- Speaking engagements
- Council or committee appearances
- Any other occasion designated by the Chief of Police or the Unit Commander

7. **SUIT/SPORT COAT/VEST(FOR MALES):**
STYLE Business suits or an appropriate sport coat or blazer are acceptable for wear by all investigators. Sports coats or blazers must compliment the shirt worn.
Suit Coat/Sport Coat/Blazer with a dress shirt/blouse are mandatory wear for:
- Court appearances (to include probation/parole hearings, etc.)
 - Speaking engagements
 - Council or committee appearances

- Any other occasion designated by the Chief of Police or the Unit Commander
8. **PANTSUIT/DRESS/SKIRT(FOR FEMALES):**
STYLE Female members may wear dresses, skirts, and pants suits. Dresses and blouses should have a conservative neckline. All clothing worn should be appropriate to the dignity and professionalism of the work place.

Upon exiting their squads, Members in plain clothes dress must have a professional looking appearance by wearing approved Polo, Suit/Sport Coat or External Vest Carriers. This includes interviews, responding to calls, stepping out on personals, etc.

THE FOLLOWING PIECES OF UNIFORM OR EQUIPMENT ARE OPTIONAL:

1. **DRESS TOPCOAT/TRENCHCOAT/RAINCOAT:**
STYLE Finger tip length or longer
MATERIAL Leather or cloth only; denim is not permitted
2. **OUTERWEAR (COAT):**
 Functional serviceable coat or jacket which is suitable for a business office and promotes a favorable impression of the Department. All outerwear should be appropriate to the dignity and professionalism of the work place.
MATERIAL Leather or cloth only; denim is not permitted.
3. **SWEATER/VEST:**
STYLE Crew neck, v-neck, vest or pullover/cardigan; color coordinated to the Dress shirt and necktie worn underneath it.
4. **MISCELLANEOUS:**
 - a. **GLOVES/ MITTENS/ SCARF** Dress style
 - b. **WINTER BOOTS/ RUBBERS** Appropriate to weather
 - c. **FLASHLIGHT** Waterproof leather, cloth or rubber
 - d. **JEWELRY** Functional
 - e. **JEWELRY** Non-conspicuous rings, watches, pins, earrings, bracelets, etc., worn in good taste (exposed ornamental necklaces are not allowed).

RELATED PROCEDURES

- [1301 – Police Uniform Specifications](#)
- [1304 – Department Issued Body Armor](#)
- [1401 – Carrying Firearms While On Duty](#)
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