INDIANA STATE POLICE	***STANDARD OPERATING PROCEDURE*** State Form 39870(R/ S- 06)	Reference Number ENF-021
	Subject Uniforms and Insignias for Troopers	
	Special Instructions Replaces ENF-021 dated December 17, 2019	Effective Date **June 1, 2021**

I. PURPOSE

Establish guidelines for issuing and wearing the official uniforms of the Department.

II. POLICY

Troopers shall be issued and shall wear the official uniforms of the Department, as prescribed by the Superintendent.

III. PROCEDURE

A. Official uniforms of the Department shall be worn by all troopers to whom they are issued while they are on-duty, except as otherwise provided in this procedure. Personnel may be ordered to wear uniforms by their respective commanders when necessary. This procedure shall also be utilized for all off-duty use of official uniforms.

1. Permission to wear the regular-duty uniform while off-duty shall be requested in writing, through channels, to the Superintendent.

2. Troopers may wear the regular-duty uniform while off-duty:

a. When traveling directly to or from a pending or completed scheduled on-duty work assignment (e.g., driving to or from duty station);
b. At events not requiring a uniform, as approved by the Superintendent; and
c. During approved off-duty outside employment as described in HMR-030.

3. Troopers granted permission to wear the regular-duty uniform while off-duty will not be eligible for pay from the Department, overtime consideration, compensatory time or per diem, unless approved by the Superintendent or within the guidelines of HMR-030.

B. The official uniform shall:

1. Not be mixed with other visible articles of civilian or unauthorized clothing except as authorized in section D-12 (below) regarding reflective safety clothing;

2. Be worn in its entirety, as established by this standard operating procedure. Department issued shoes, holster and pistol may be worn at any time when on or off-duty. All authorized pistols shall be worn in compliance with TRA-001;

3. Not be adorned with non-Department issued awards, badges, buttons or insignia;

4. Not be worn by any person other than regular salaried personnel of the Department to whom uniforms are issued;

5. Be returned to the Department upon separation of personnel from service or during extended disability status;

6. Be presented for inventory inspection when required;

7. Be cleaned and pressed in adherence to manufacturer specifications (properly creased and in serviceable condition);

8. Be kept fully buttoned and/or zipped at all times when in public view; and

9. Shall not have articles protruding from the pockets or hanging from epaulettes (except for the lapel mic for the Department radio).

C. Alterations to Department clothing,

1. Alterations shall not be made to any Department jacket or raincoat.

2. Any alterations to uniform shirts or pants shall be done at the Department's expense. Alterations may be made for the following reasons:

a. To enhance the professional fit and appearance of the uniform; or
b. The placement of chevron rank insignias on winter shirts.

D. The authorized parts of the official uniform for troopers shall be:

1. **Ballistic vest**:

a. Shall be worn by all ISP sworn personnel when wearing any recognized Department uniform (class A or BDU). When wearing a dress blouse, personnel are not required to wear the ballistic vest.

b. Personnel working in plain clothes are encouraged, but not required, to wear a ballistic vest while on-duty. However, personnel in plain clothes shall adhere to FSS-005 (Basic Equipment for Patrol Vehicles) and shall have their ballistic vest in their commission and available if needed.

2. Headgear:

a. Campaign Hat:

(1) Broad-brimmed, felt type, dark blue campaign hat shall be worn in conjunction with the authorized wearing of the long-sleeved winter shirt and formal dress uniform,

(2) Broad-brimmed, straw type, campaign hat shall be worn in conjunction with the authorized wearing of the short-sleeved summer shirt,

(3) Campaign hats shall be worn with the brim parallel to the ground, with the crown and brim in conventional shape, as issued, and the issued leather hat strap worn just beneath the rear brim of the hat.

(4) Hat Trim:

(a) Personnel holding the designation of trooper, senior trooper or master trooper shall:

(1) Wear a silver hat shield, and
(2) A silver and blue hat cord with silver acorns at the end of the cord.

(b) Personnel holding the rank of corporal or above shall:

(1) Wear a gold hat shield, and
(2) A black and gold hat cord with gold acorns at the end of the cord.

(c) Securing the hat cord shall be of personal preference within the following guidelines:

(1) The acorns shall be placed at the front of the hat under the uniform badge;

(2) The hat cord may be tied or untied, but must be able to securely hold the hat strap without any unnecessary movement of the hat cord;

(3) The hat cord and acorns shall present a consistent and professional image. The cord with attached acorns shall be of equal length and shall not extend beyond the brim of the hat or 2.5 inches in any direction;

c. Issued ISP stocking cap, may only be worn during periods of long exposure to cold or inclement weather. The stocking cap is not intended to be utilized for routine duties and shall only be worn in conjunction with the winter uniform, and

d. An issued dark blue ISP ball cap with only the authorized ISP logo may be worn with the Department issued coveralls/BDUs, or as authorized by the Superintendent. The issued ISP ball cap shall not be worn with any other uniform combination. The issued ISP ball cap shall be worn with the visor parallel to the ground with the bill facing forward. The issued ISP ball cap shall be acquired from Quartermaster. Non-issued ball caps are prohibited from being worn while in the Department issued coveralls/BDUs.

NOTE: The proper headgear shall be worn when outdoors and at any other time when directed by a commander or supervisor.

3. Shirt:

a. Dark blue, long-sleeved winter shirt with uniform tie shall be worn November 1 through March 31.

b. Dark blue, short-sleeved summer shirt with a white T-shirt (either an oval crew or mock turtle neck) worn beneath the uniform shirt shall be worn April 1 through October 31.

c. Optional period: At the employee's discretion either uniform shirt, as described in sub-sections a and b above, may be worn from April 1 through April 30 and October 1 through October 31.

4. **Tie** − State Police blue (with issued plain bar-type tie clasp). The tie clasp shall be placed even with the bottom of the flap of the uniform shirt pockets

5. **Trouser belt** − Plain black.

6. **Trousers** − Blue-gray with dark blue braid down the leg.

7. **Footwear**:

a. Black plain-toed shoes (with plain black socks):

(1) Must be kept in a high-gloss/polished condition,
(2) Will be the primary footwear worn with the summer uniform, and
(3) Will be worn (when in uniform) for all public information or court appearances, post or office duty assignments or other non-enforcement/field details regardless of the time of year.

b. Black plain-toed Department boots (with plain black socks):

(1) May be worn for regular field enforcement duties with:

(a) The winter uniform, or
(b) Department issued coveralls/BDUs (when authorized).

(2) May be worn with the summer uniform only during:

(a) Periods of inclement weather,
(b) Tactical field situations, deployments or training,
(c) Specialty team deployments or training, and
(d) During special events (Races, state fair, etc.) at the discretion of the detail commander.

(3) Must be kept clean and serviceable, and
(4) Shall not be worn with the formal dress uniform, under any circumstances.

c. Alternative footwear.

(1) All personnel who are issued duty footwear may request, by memorandum through channels, to the appropriate assistant chief of staff or major subordinate commander permission to wear

alternative (Department approved) footwear. A detailed physician's recommendation must accompany this request.

(2) Approved alternative footwear may be worn with the Department uniform except when the employee is:

(a) Wearing the dress blouse, or
(b) Participating in an extended court proceeding or PIO detail (excluding the State Fair detail).

(3) Approved alternative footwear will be purchased at the Department's expense.

8. **Blouse** − Dark blue (worn as part of the formal dress uniform; refer to section on formal dress uniform, below).

9. Duty Jackets:

a. Dark blue duty jacket,
b. Dark or medium blue windbreaker,
c. Reversible rain coat, or
d. Black leather jacket (issued to motorcycle patrol units only).*

*All enforcement personnel may purchase and wear (on-duty) a black leather jacket meeting the following guidelines:

(1) Jacket Type: Taylor's Leatherwear - Indianapolis Model # G4461Z or #4461Z,
(2) Purchased only from the authorized/designated vendor,
(b) Purchased at the trooper's own expense,
(c) Will have Department shoulder patches sewn on both sleeves (by the vendor);
(d) When worn, shall display the uniform badge on the left breast (in the proper holder);
(e) Shall be cared for and maintained by the employee to Department standards, and
(f) The Department is not responsible for damage or routine wear and tear to the item.

10. **Uniform Sweater** − Dark blue V-neck style:

a. The sweater shall be worn only with the winter shirt and tie,
b. The sweater shall be worn displaying the uniform badge and nameplate,
c. Medals may be removed from the uniform shirt whenever the sweater is worn, and
d. The sweater may be tucked inside the regular-duty uniform pants or bloused above the gun belt. The sweater shall not cover the gun belt or the accessories on the gun belt.

11. **Coveralls/BDUs** − Dark blue (for authorized personnel only) may be worn by law enforcement personnel in the following situations:

a. School bus inspections,
b. MCSAP type inspections,
c. Post vehicle crash investigations,

d. Patrol Canine handlers
e. When assigned a detail in which excessive soiling of regular-duty uniform is probable,
f. Units assigned to Special Operations (includes Green BDUs),
g. Tactical Intervention Platoon (TIP) training and deployment,
h. When in off-duty status and called upon to perform police functions where easy identification would be necessary, and
i. When authorized by the Superintendent.

12. **Safety Vests** (ANSI-Green):

a. Worn as the outer most garment, except when the employee is wearing either the duty jacket or rain coat with the approved ANSI color visible, when working within the right-of-way of a roadway while:

(1) Conducting a crash investigation, or
(2) Directing traffic for crash scenes, public events, checkpoints, lane closures or roadway obstructions.

b. All personnel regardless of duty status or attire (uniform, BDUs, coveralls or plain clothes) shall adhere to the guidelines set forth in section 12, a, (1 and 2) above.

c. The safety vest may be worn during regular duty however is not required to be worn during routine patrol events, i.e. traffic stops, motorist assists, initial crash assessments, etc.

13. **Duty Belt -** Black high-gloss duty belt, without shoulder strap, (when in the regular-duty uniform)**:**

a. The pistol belt shall be worn and positioned over the trouser belt. The following items are **required** to be worn on the duty belt:

b. Issued black high-gloss pistol holster (positioned on the strong-hand side); or

c. Issued black high-gloss flashlight accommodating pistol holster (positioned on the strong-hand side);

d. Issued black high-gloss reserve ammunition magazine holder worn vertically (up and down-opening to the top) and on the support-side of the pistol belt;

Optional: A Safariland triple (3) magazine holder (model 775) may be purchased (at the employee's expense) and worn in place of the issued magazine holder. The optional holder shall be worn as described in section c above.

Note: No items of any kind shall be placed forward of the pistol holster, between the pistol holder and the belt buckle.

e. Black high-gloss handcuff holder (worn on the strong or support-side) consisting of either:

(1) A Department issued single handcuff holder; or
(2) Optional handcuff holder(s) as described below:

(a) A second handcuff holder matching the Department issued one,

(b) One (1) double-handcuff holder (one holder designed to hold two sets of handcuffs),
(c) One (1) Safariland open-top handcuff holder for either hinged (model 090H-9) or chain (model 090-0) handcuffs, or
(d) Two (2) Safariland open-top handcuff holders (models as described in section c above) for either hinged or chain handcuffs or a combination,

Note: Handcuffs not in an approved holder (as described above) or hanging from the duty belt or on a strap on the duty belt are prohibited.

(3) When in dress uniform (blouse), only the original Department issued handcuff holder shall be worn.

f. Conducted Electrical Weapon (e.g. Taser) shall be carried in a cross draw location on the duty belt, behind the magazine pouch, that is easily accessible to the officer.

(1). Any use or carry not consistent with Department procedures or training will result in revocation of the authorization to carry or use the device.

g. Expandable Baton/Chemical Agent.

Note: If the employee is not issued a conducted electrical weapon then the employee must carry either an issued expandable baton, chemical agent or both. The expandable baton may be worn on the strong-hand side of the duty belt, behind the pistol holster.

h. Optional items that may be carried on the duty belt, at the officer's discretion, shall include:

(1) Issued tourniquet,
(2) Flashlight with high-gloss holder,
(3) Flashlight ring, and
(4) Portable radio and holder.

i. Knives that are attached to or carried inside the duty belt (and are visible) are prohibited.

14. Rank Insignias

a. Collar insignias of the appropriate grade shall be worn on both wings of the shirt collar and fastened in or centered over the holes provided, as illustrated in the Uniform Presentation Manual.

b. Optional uniform shirt stripes: Police personnel with the rank of first sergeant, sergeant or corporal shall be entitled to wear cloth chevrons on the winter uniform shirt only. Chevrons shall be French Gray in color, on a navy blue field, similarly shaped like the collar insignia chevrons. The chevrons shall be worn on both sleeves, centered outwardly, with the point upward, and placed one-fourth inch below the lowest point of the ISP shoulder patch.

15. Indiana State Police badges, of the proper grade, shall be worn in the holder provided on the left breast of all uniform shirts, sweaters and the formal dress blouse.

NOTE: A black band may be worn on the badge for line-of-duty deaths from the day of the death through the day of the funeral.

16. Whistle chain - shall be suspended from the right epaulet button and extending, through the button hole, into the right breast pocket and shall be worn by all enforcement personnel under all bar awards that are fastened immediately above the right breast pocket button.

17. Metal nameplate - shall be worn centered on the flap (or in the holes provided) on the left breast pocket of the shirt or blouse, whichever is the outermost garment and worn a ½ inch below the top stitching of the pocket. The metal nameplate shall be worn centered below the badge on a V-neck sweater if it is the outermost garment.

NOTE: State police badges, whistle chains and nameplates (for personnel of the grade of corporal or above) shall be a gold color and shall be a silver color for all other police personnel.

18. Bar awards presented by the Department shall be worn above the right breast pocket of the shirt as outlined in the section of the Uniform Presentation Manual on Department Awards.

19. Authorized firearms instructor patch (if worn), shall be centered on the left sleeve of the winter shirt 1/4" below the shoulder patch.

NOTE: Only the Trooper of the Year award, the Possible Club pendant or the Life or Eagle Award may be worn attached to the whistle chain and then only one of the three awards shall be worn at a time.

20. **Formal dress uniform:** When in the formal dress uniform, the following shall be worn:

a. The regular dark blue felt campaign hat,
b. The pistol belt, with authorized accessory holders and shoulder strap,

(1) All pistol belt accessory holders shall be limited to and positioned as indicated below, unless specified otherwise by the appropriate command personnel:

(2) Department issued (only) black high-gloss pistol holster or black high-gloss flashlight accommodating pistol holster shall be worn on the strong-side.

(a) Support side (front to rear):

(i) Reserve ammunition magazine holder in the vertical or horizontal carry position; and
(ii) One Department issued (only) handcuff holder.

(2) The pistol belt shall ride in the belt hangers of the blouse,

(3) The black shoulder strap shall be attached to the pistol belt and positioned over the support-side shoulder under the epaulet and lapel, and

(4) The pistol belt and accessory holders may be positioned or added to, as required, when involved in emergency, or special operations, or during supervised training, as directed by command personnel.

c. The badge, nameplate, whistle chain, and all bar awards, special duty assignment bar awards, valor awards and winged insignias shall be removed from the uniform shirt and relocated to the same position on the dress blouse.

d. Police personnel of the rank of lieutenant and above shall wear the appropriate insignia of grade on each shoulder of the dress blouse as outlined in the Uniform Presentation Manual.

e. Braided stripes indicating grade, shall be worn on each sleeve of the dress blouse as outlined in the Uniform Presentation Manual.

21. Patrol Canine Handler uniform:

a. Handlers may wear issued blue BDU style uniforms when on regular duty with the canine.

b. Handlers shall wear the standard duty uniform when working without the canine, for all court appearances and whenever the standard uniform would be more appropriate.

c. The BDU uniform shall consist of:

(1) BDU shirt (long sleeve year round);
(2) BDU pants (straight leg outside the boot);
(3) Department boots (year round); and
(4) An issued ISP ball cap displaying only the approved ISP logo.

22. **Shoulder patch** − A triangular cloth ISP shoulder patch (placed just below the shoulder seam and centered on both sleeves) on the uniform shirt, blouse, duty jacket, windbreaker, V-neck sweater and coveralls.

23. **Body camera** – Department issued body worn cameras shall be worn on the outside of the outermost garment (e.g. load-bearing vest, raincoat, jacket, duty shirt) using the mount provided by the department. Body cameras shall be mounted in a forward-facing direction above the midline of the torso. Mounting of a body camera on a uniform shirt shall be below the chest pocket flap and aligned vertically with the inner vertical edge of the chest pocket. Trooper shall not intentionally obscure the view of the body worn camera.

D. No personal items of clothing or equipment shall be worn in lieu of authorized or issued items of the official uniforms or equipment without the approval of the applicable zone commander.

E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.