



TE-MOAK TRIBE OF WESTERN SHOSHONE

RESOLUTION OF THE GOVERNING BODY OF THE TE-MOAK TRIBE OF THE WESTERN SHOSHONE INDIANS OF NEVADA

RESOLUTION NO: 13-TM-24

BE IT RESOLVED BY THE TE-MOAK TRIBAL COUNCIL OF THE TE-MOAK TRIBE OF WESTERN SHOSHONE INDIANS OF NEVADA; THAT

WHEREAS, this organization is a recognized Indian Organization as defined under the Indian Reorganization Act of 1934, as amended, and exercises rights of home rule and is responsible for the promotion of the economic and social welfare and well being of its members, **and**

WHEREAS, the Te-Moak is composed of four (4) constituent Bands, Elko, Battle Mountain, South Fork and Wells and is the parent council of said bands, **and**

WHEREAS, as per the Te-Moak Constitution Article 9, Section 3(d) – To charter and regulate independent organizations, subordinate organizations, committees, and boards of officials of the Tribe; and to delegate powers as appropriate, retaining the right to supervise and to rescind delegated powers, **and**

WHEREAS, Resolution No. 13-TM-07 was adopted on February 6, 2013, that the Te-Moak Tribe of Western Shoshone Tribal Council hereby has the OVERSITE for the P.L. 93-638 Contract of the Western Shoshone Law Enforcement Public Safety Board, that any and all necessary documents such as By-Laws, Personnel Policies, etc. shall be supported by the Te-Moak Tribal Council so that it adheres to the Constitution of the Te-Moak Tribe.


WHEREAS, the Public Safety Board presented their By-Laws and Personnel Policy for approval from the tribe after the Western Shoshone Public Safety Board approved the above stated By-laws and Policy on March 13, 2013.


NOW THEREFORE BE IT RESOLVED, the Te-Moak Tribe is endorsing the said By-Laws and Personnel Policies by Resolution No. 13-TM-24, for the Western Shoshone Public Safety Board to operate as an organization in the umbrella of the Te-Moak Tribe.

C-E-R-T-I-F-I-C-A-T-I-O-N

I, the undersigned, as Chairperson of the Te-Moak Tribal Council, do hereby certify that the Tribal Council is composed of nine (9) members of whom 7 were present at the meeting which constituted a quorum held **July 29, 2013**, and the foregoing resolution was adopted at such meeting by a vote of **5 FOR, 1 AGAINST, 0 ABSTENTION** pursuant to the authority of Article 4, Section 3 of the Constitution of the Te-Moak Tribe of Western Shoshone Indians of Nevada.




Davis Gonzales, Chairman
Te-Moak Tribe of Western Shoshone

ATTEST: 
Phalene Conklin, Recording Secretary
Te-Moak Tribal Council



**TE-MOAK WESTERN SHOSHONE LAW ENFORCEMENT
SERVICES PUBLIC SAFETY BOARD**

Western Shoshone Dept. of Public Safety

1509 Shoshone Circle

Elko, NV 89801

Phone: 775-738-2650

Fax: 775-738-2756

By-Laws of the Te-Moak Western Shoshone Law Enforcement Services Public Safety Board

Section 1. Mission Statement

The goal of the Public Safety Board is to foster cooperation and partnerships between all involved agencies, including law enforcement and enforcement of rules, regulations, and laws within the jurisdiction of the Te-Moak Tribe. To reach this goal, the Public Safety Board administers the Western Shoshone Department of Public Safety and is responsible for the oversight of resources for the Department.

Section 2. Membership of Public Safety Board

- (A) Membership. The memberships of the Public Safety Board shall consist of:
- (1.) Two representatives from the Battle Mountain Band, appointed by the Battle Mountain Council; and
 - (2.) Two representatives from the Elko Band, appointed by the Elko Band Council; and
 - (3.) Two representatives from the Wells Band, appointed by the Wells Band Council; and
 - (4.) One representative shall be the Chief of Police of the Department of Public Safety who will act in an advisory capacity and be a non-voting member; and



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- (B) Requirements of Members. Members of the Public Safety Board shall be of good moral character and not be convicted of a felony in any jurisdiction of the United States.
- (1.) A Personal Information and Authorization for Release of Information forms shall be completed for new Board Members. These forms shall be retained during their membership, plus one year. Individuals who are not selected will have their forms retained for one year from date of stamped release.
- (C) Standards of Conduct.
- (1.) Board members of the Department shall abide by the highest set of standards and represent the Department in a manner that is viewed as both professional and courteous. Department members shall not engage in behavior that will bring discredit or embarrass the Chief of Police, employees, other Board members, or the communities they serve.
- (2.) Board members are required to maintain a professional image when serving the public. Inappropriate or criminal behavior will not be tolerated. Board members violating this By-law and policies shall be subject to removal by the Public Safety Board.
- (D) Term of Appointments. Term of office shall be three years from the day of appointment.
- (1.) Or until voluntary resignation or removal.
- (E) Voluntary Position of Members. Position as a member of the Public Safety Board is voluntary and shall not be compensated.



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- (F) Board Officers. Members of the Public Safety Board shall nominate and vote for a Chairperson and Vice-Chairperson and any other officers as necessary.
- (G) Confidentiality. All members of the Board and the Department employees shall sign an agreement of confidentiality.
- (H) Council Member Restriction Te-Moak Constitution Section 19 G states:
1. The Trial Chairperson or the Band Council Chairperson shall be an ex-officio non-voting member of every committee or delegate agency of their respective councils.
 2. No committee or delegate agency of the Council shall have more than (1) voting member who is a member of the Council.
- (I) Confidentiality. All members of the Board and the Department employees shall sign an agreement of confidentiality.
- (J) Council Member Restriction Te-Moak Constitution Section 19 G states:
1. The Trial Chairperson or the Band Council Chairperson shall be an ex-officio non-voting member of every committee or delegate agency of their respective councils.
 2. No committee or delegate agency of the Council shall have more than (1) voting member who is a member of the Council.

Section 3. Public Safety Board Meetings

- (A) Regular Meeting Date. By resolution, the Public Safety Board shall set a regular monthly meeting. The resolution shall include date, time, and place.



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- (A) Meeting Notice and Agenda. Notice for any meeting of the Public Safety Board shall be posted 2 days before a meeting with the meeting agenda attached and shall be posted in the following locations: the administration offices of the participating tribal governments.
- (B) Open Meeting Requirement. All meetings of the Public Safety Board shall be open to the public, except as otherwise provided in this Section.
- (B) Exception for Open Meeting. Agenda items that involve personnel action, or legal matters, or would publicly disclose personal information of an individual shall be held in a closed or executive session of an open meeting, provided that the general subject matter discussed is expressed in the motion calling for an closed session. No other items shall be discussed in a closed session.

Section 4. Duties of Public Safety Board.

- (A) Oversight authority of law enforcement. The Public Safety Board shall have oversight of the Department of Public Safety, including:
 - (1.) Financial management; and
 - (2.) Personnel management; and
 - (3.) Community complaints.



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- (B) Responsibilities to Involved Governments. The Public Safety Board has the duty to inform the participating Tribal governments of the activities of the Public Safety Board. The Board shall have the following responsibilities, but not limited to:
- (1.) Provide copies of reports of the Board; and
 - (2.) Provide a monthly copy of any and all budgets of the Board.
- (C) Implementation of rules and regulations. The Public Safety Board shall have the authority to provide necessary rules and regulations governing the oversight of the Department of the Public Safety.

Section 5. Modifications and Amendments.

These By-laws may be modified or amended by the Public Safety Board. The proposed modification or amendment shall be fully explained to the members of the Public Safety Board at a regular business meeting. Thereafter, at the next regular business meeting said proposed modification or amendment shall be voted upon during the course of business.





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Passed and Amended on this 3rd day of March, 2013.

PUBLIC SAFETY BOARD:


Raymond Gonzales, Sr., Board Chairman


Angela Van Dorn, Secretary



LAW ENFORCEMENT PERSONNEL POLICY
For the Te-Moak Western Shoshone Law Enforcement Services

SECTION 1. MISSION STATEMENT

The mission of the Western Shoshone Department of Public Safety for the Te-Moak Tribe is to prevent crime, enforce law, and support quality public safety by delivering respectful, professional, and dependable police services.

SECTION 2. ADMINISTRATION

(A) Public Safety Board.

- (1) The Public Safety Board shall prescribe rules and regulations, consistent with law, for government and control of the Department.

(B) Chief of Police.

- (1) The Chief of Police shall be responsible for the administration of the Department of Public Safety and the enforcement of the law.
- (2) The Chief of Police shall be the chief peace officer of the Tribe, excluding the South Fork Band. All process issued by the Judge of the Tribe shall be directed to the Chief of Police for service, and may be served and returned by the Chief of Police or any peace officer. The Chief of Police shall maintain the peace and quiet of the Tribe.
- (3) The Chief of Police or any police officer may make arrests for any crime or violation of the laws of the Tribe committed within the territory and jurisdiction of the Tribe. The Chief of Police shall keep a correct record of all arrests showing the time and cause of complaint upon which each arrest was made, with a list and description of all property and money taken from each person.
- (4) The Chief of Police shall be responsible for all property and money taken from any person. The Chief shall be liable therefore on the official bond, and any person may recover for loss of any such property or money in an action brought for that purpose.
- (5) The Chief of Police may be a contractual position.

- (C) Police Department Organization. The Police Department shall consist of a Chief of Police and as many subordinate officers and employees as may be prescribed. There shall be maintained adequate police protection in each Band of the Tribe.

SECTION 3. APPOINTMENTS, PROBATIONS, AND EVALUATIONS

(A) Department employees.

- (1) Civilian Employee. Any Department employee other than a Sworn Employee
- (2) Sworn Employee. A Department employee commissioned and empowered to enforce the criminal laws of the Te-Moak Tribe.
- (3) Indian preference. Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472).

(B) Employment of Sworn Employees.

- (1) All sworn personnel shall meet or exceed the Police Officers Standards and Training (P.O.S.T.) for the State of Nevada. All sworn personnel shall meet the requirements of the Bureau of Indian Affairs (BIA) Law Enforcement Officer Standards within one year from date of hire.
- (2) Each sworn employee will be required to fulfill 40 hours of in-service training annually
- (3) All sworn employees will work under a signed agreement with the Department of Public Safety.

(C) Probation.

- (a) Civilian Employees. The probationary period shall be 12 months full-time service from the date of hire.
- (b) Sworn Employees. The probationary period shall be 12 months from the date of hire.
- (c) Requests for Regular Status. At the end of the 11th month of the probationary period, the Chief of Police shall submit to the Public Safety Board a written report encompassing the probationer's work performance record and qualifications and shall include a recommendation as to whether the probationer should be granted permanent status.

(D) Temporary Appointments.

The Chief of Police shall have the authority to make temporary appointments for positions within the Western Shoshone Department of Public Safety. The Public Safety Board shall be informed of the temporary appointment at the next meeting. At the meeting, the Board will determine if the appointment will stand or if further action is required, such as electing the individual to a full-time slot, etc.

(E) Application. All applicants form employment shall complete a standard form and sign a release of information form. The Board shall conduct a comprehensive background check on all candidates prior to employment.

(F) Merit Promotions.

Existing employees within the Department shall be given the opportunity to apply for positions which are at a higher level of responsibility an/or compensation. In selecting an employee for a position vacancy, the Board shall give first consideration to qualified existing employees of the Department as follows: This means that in the process of rating applicants, in the case of equal ratings among applicants, the existing employees in the position shall receive first consideration. Promotions are to be based upon evaluation of past performance and the qualifications or capacity to perform duties in the position to be filled. When these factors are relatively equal for two or more employees, seniority will be considered the decisive factor.

SECTION 4. STANDARDS OF CONDUCT

(A) Officers and employees of the Department shall abide by the highest set of standards and represent the Department in a manner that is viewed as both professional and courteous. Department employees shall not engage in behavior that will bring discredit or embarrass fellow employees, supervisors, Board members, or the communities they serve.

(B) Officers are required to maintain a professional image when serving the public. Inappropriate or criminal behavior will not be tolerated. Officers and non-sworn personnel must pass a complete criminal, motor vehicle, previous employment, military and educational background checks prior to being employed by the Department. Additional screening may be required to include but not limited to credit checks, drug screening, written and physical agility testing. The Public Safety Board will review all background investigation information as well as Oral Board recommendations prior to making appointments to the Department.

(C) Personnel who are hired by the Department shall review and sign the Department Personnel Policy and work agreement. All personnel must agree and sign a copy of the rules and regulations prior to beginning duty with the Department.

SECTION 5. WORKING HOURS

(A) Police Officers Standard Work Period.

- (1) The basic work period for Police Personnel is a 28 day schedule as established by the Board of Public Works and Safety. In that 28 consecutive day work period, if more than 171 hours are worked, the employee is entitled to one and a half times his or her regular rate. All categories of benefit days are considered workdays in calculating the 171 hours worked.
- (2) All Police Officers shall be allowed to exchange working time subject to departmental rules and regulations. All exchanges in working times shall be approved by the Supervisor and/or Chief of Police, prior to the scheduled work time.
- (3) Any regular, full-time officer who exceeds one hundred and seventy-one (171) hours in any twenty-eight (28) day work period will be allowed to request compensatory time in lieu of overtime at a rate of one and one-half times their regular hours.

(B) Lunch Break. The Police personnel's lunch break shall be one-half hour paid time subject to call out.

SECTION 6. COMPENSATION

(A) Police Officers' Overtime. Anytime between the officers' normal work schedule and one hundred seventy-one (171) hours per twenty-eight (28) day schedule will be regular time, not time and a half. All categories of benefit days are considered as workdays in calculating the one hundred seventy-one (171) hours worked. Any overtime must be approved by the Shift Command, Road Lieutenant, Captain, and/or Chief.

(B) Police Department Holiday Pay.

- (1) This applies to all full time police officers.
- (2) Those police officers whose regular work schedule falls on a holiday will receive premium holiday pay for hours worked. Premium holiday pay will be calculated at twice the hourly wage and will not be compensated for more than 10 hours.
- (3) Holidays. Public Safety Board designates certain days to be observed as holidays. Temporary, seasonal, occasional or part-time employees do not qualify for paid holidays. The Chief of Police or his designee shall determine if employee needs to work on an observed holiday. The following days shall constitute as holidays:
 - (a) New Years' Days (observed on January 1);
 - (b) President's Day (observed on the 3rd Monday of February);

- (c) Memorial Day (observed on the last Monday of the May);
- (d) Independence Day (observed on July 4);
- (e) Labor Day (observed on the 1st Monday of September);
- (f) Veterans Day (observed on November 11);
- (g) Thanksgiving Day (observed on the 4th Thursday of November);
- (h) Christmas Day (observed on December 25).

- (C) Cost of Living Allowance (COLA). Cost of living allowances are not mandatory. The Board may authorize COLA based on funding availability.

SECTION 6.1. RETIREMENT BENEFITS

- (A) Retirement Benefits. Full-time employees, who have been employed for one full year, may be eligible to participate in a SIMPLE (Savings Incentive Match Plan for Employees) IRA (Individual Retirement Account) program. Under the SIMPLE IRA program, Contribution Limits will apply. The Department will contribute \$1.00 for each \$1.00 the employee contributes, up to 3% employee compensation. (The 3% matching contribution can be lowered to no less than a 1% match in tow of every five years. An employee may withdraw money from his or her SIMPLE IRA at any time. However, all withdrawals are subject to ordinary income tax, plus penalty, if under the age of 59 ½. Employer's contribution will be limited based on funding availability.

SECTION 6.2. HEALTH BENEFITS

- (A) Health Benefits. Employees shall have a waiting period of 90 days before they are eligible for health benefits. Health benefits will be based on availability of funds. Entry level employees may elect NOT to enroll in the health benefit program. If the Chief of Police elects NOT to enroll in the health benefit, the Board may increase the hourly rate since this position is a negotiable position. All employees who elect NOT to enroll shall sign a waiver stating their election.

WAIVER DECLINING HEALTH INSURANCE

- ☐ I do not want to enroll in the Health Benefit Program. My signature certifies that I have read and understand the information regarding this election.

SIGNATURE

DATE

PRINT NAME

SECTION 7. LEAVE

(A) Annual Leave.

- (1) All full time employees are eligible to earn annual leave at the rate of four (4) hours for each two week pay period worked. Employees shall receive a prorated amount of annual leave if work is less than two week pay period.
- (2) Temporary part-time employees are eligible for annual leave benefits earned at 50% of the benefits of the full time employees and prorated on the number of hours worked and with a minimum of 40 hours worked per pay period.
- (3) All leave requests shall be attached to the Time Sheets and shall be signed by the Supervisor and/or Chief of Police.
- (4) Vacation leave shall be on-duty days commencing at the end of the probationary year. Probationary employees will accrue annual leave from the date of eligibility, but cannot use vacation leave until the probationary period is completed and regular employment status is granted.
- (5) Leave must be taken in one hour increments and is based on hour for hour.
- (6) Vacation leave will be granted at a time which is mutually acceptable to the employee and the Police Chief. No vacations shall be scheduled over any special events as designated by the Police Chief or his designee.
- (7) Vacation leave must be submitted in writing no less than 30 days prior to the dates requested.
- (8) As a general rule, employees must take their leave in the year of its accrual. No more than forty (40) hours of accrued leave may be carried forward by an employee into the next calendar year. Unused leave in excess of forty (40) hours will be forfeited by the employee, without compensation to the employee; unless caused by Departmental needs. The Chief of Police shall have the discretion to justify, in writing, the need to restore the excess leave.
- (9) Upon separation, employees may be compensated for unused annual leave. Payment of unused annual leave shall be paid, at time of last check or at a later date when funds are available.
- (10) No more than one Officer will be allowed annual time at the same time.
- (11) Any employee on workers compensation does not accrue annual leave.

(B) Sick Leave.

- (1) All full time employees are eligible to earn sick leave at the rate of 3 hours for each two week pay period worked. Employees shall receive a prorated amount of sick leave if work is less than a two week pay period.
- (2) Temporary part-time employees are eligible for sick leave benefits earned at 50% of the benefits of the full time employees and prorated on the number of hours they work and with a minimum of 40 hours worked per pay period.
- (3) Leave must be taken in one hour increments and is based on an hour for hour day.
- (4) Sick leave is accrued commencing with the first day of employment. Sick leave may be taken only after it has been earned. Advances on sick leave may not be taken.
- (5) Any employee on workers compensation does not accrue sick leave.
- (6) New employees shall have a waiting period of 30 days before they are eligible for sick leave pay, although the calculation of sick leave time will begin with their first full week of employment.
- (7) The presentation of a physician's written certification of illness will be required for more than 24 hours of consecutive leave.
- (8) Sick leave is not compensable at time of departure from employment.

(C) Bereavement Leave. Bereavement leave will be granted to employees, without loss of payment, up to 40 hours per occurrence due to the death of a member of their immediate family (Father, Mother, Grandparents, Child, Brother and Sisters (includes half brother and sister).

(D) Jury Duty and Other Court Appearances

- (1). Leave with pay shall be granted to an employee who is:
 - (a) Called to jury duty,
 - (b) Summoned to appear in a court proceeding on behalf of the Department,
or
 - (c) Subpoenaed as a witness in a court case.
- (2) When an employee receives a notice of jury duty or summons or subpoena to appear in court, employee must notify their supervisor at least three (3) days in advance of the date scheduled to appear. Employee's summoned for jury duty will receive their regular rate of pay for normal work hours, provided the employee submits evidence of the summons and selection notice.
- (3) Upon return to work, the employee shall present to his supervisor a signed statement from the officer of the court indicating the dates served and the amount

of compensation received (less travel allowances). The employee shall be paid the difference between their jury compensation and their daily rate for up to one week of jury duty. Employees will be allowed to retain any reimbursements for transportation, lodging, meals paid by the respective court jurisdiction.

(E) Military Leave

- (1) An employee who enters active duty in a branch of the U.S. Armed Forces or is a member of the Reserve Components of the U.S. Armed Forces who attends annual training, active duty for training, or is called to active duty will be granted military leave.
- (2) To be entitled to military leave an employee must present official orders requiring attendance for a period of training or other active duty as a member of the Armed Forces.
- (3) Military leave must be without pay status because of federal cost standards precluding receipt of compensation from more than one federally funded source for the same time period.
- (4) An employee shall receive all employee benefits for the period of training as stated on official orders.

SECTION 8. REPRIMANDS, RESIGNATIONS AND DISCHARGE

(A) Reprimands.

- (1) The Chief of Police may issue verbal or written reprimands that will remain in an employees personnel file for a period of 3 years.
- (2) Supervisors may issue verbal or written reprimands to subordinates that will remain in an employees personnel file for a period of one year.

(B) Suspension. The Chief of Police may suspend an employee for no more than 3 days.

(C) Resignations. Resignations shall be made in writing and submitted to the Chief of Police at least 2 weeks in advance.

(D) Returning Department Property.

- (1) When an employee permanently vacates their office, the employee shall surrender all Department equipment and property to the Chief of Police.
- (2) Supervisors are responsible for insuring that separating or retiring employees return all Department property

- (a) Supervisors will be responsible for making all reasonable attempts at recovering Department property that has not been returned. Efforts may include phone calls, letters, and in-person contacts. All efforts will be documented.
- (b) If, after reasonable efforts at recovery, Department property is still not returned, the supervisor shall complete a memo detailing the outstanding items and the efforts made to recover them. All documentation should be attached to the memo, which shall be forwarded through the chain of command to the Public Safety Board.

(C) Discharge or Removal for Cause.

- (1) Regular employees may be discharged from the Department only upon the filing by the Chief of Police a written statement of the reasons for such discharge with the Public Safety Board.
- (2) Although the discharge may be made for any other good cause, the following are declared to illustrate adequate causes for discharge.
 - (a) False or fraudulent statements or fraudulent conduct as an applicant, examinee, eligible, or employee, or such actions by others with the applicant's, employee's connivance.
 - (b) Conviction of a criminal offense or misdemeanor involving moral turpitude.
 - (c) Willful or intentional violation of any lawful and reasonable regulation, order or direction made or given by a superior officer.
 - (d) Incompetence or inefficiency in the performance of the duties of the position.
 - (e) Improper or unauthorized use of Department property or equipment.
 - (f) Failure to pay or make reasonable provision for future payment of just debts
 - (g) Use of, or attempts to use, political influence or payment in securing employment, promotion, transfer, leave of absence or increase in pay.
 - (h) Taking or giving of bribes.
 - (i) Abusive or improper treatment of a prisoner or one who is under arrest or sentence; provided, the acts committed were not necessarily or lawfully committed in self-defense, to protect the lives of others, or to prevent the escape of anyone lawfully in custody.

- (j) Unexcused absence from duty.
 - (k) Failure to pass a thorough medical examination.
 - (l) Other employment, which in any way conflicts with the Department's interest or interferes with Department employment.
 - (m) Failure to successfully complete firearms qualification.
- (3) In the event an employee is discharged for cause, the employee shall receive a written notification containing:
- (a) The reason for the discharge.
 - (b) The effective date of the discharge.
 - (c) The status of any retirement, insurance, or other benefits.
- (D) Right to Demand Investigation of Discharge.
- (1) All employees of the Department shall have the right to appeal a decision to the Public Safety Board.
 - (2) A regular employee who is discharged or demoted may, within 10 days after the date of the notification to the individual of such action, make written demand of the Public Safety Board for an investigation.
 - (3) The Board will proceed to conduct a hearing at which the employee involved will be entitled to the attendance of witnesses, and the employee may be represented by counsel.
 - (4) After such hearing, the Board shall make its finding and decision and certify the same to the Chief of Police, either sustaining the action or reinstating the employee.

SECTION 9. PHYSICAL STANDARDS

- (A) All sworn personnel must maintain a degree of physical fitness required to perform their duties. Officers must meet all State and Federal physical guidelines for peace officers and maintain appropriate weight for height. Officers who are deemed unfit for duty or overweight will be issued a written reprimand and given 60 days to comply with the weight for height standards established by the Department.
- (B) Officers shall not smoke or consume alcoholic beverages in the Department offices or vehicles. Any employee who violates this Policy will be issued a written warning for their first offense and face suspension or dismissal if they continue to violate this Policy.

SECTION 10. APPEARANCE

- (A) All personnel shall dress appropriate when working or assigned specific duties related to law enforcement or public functions. Civilian employees shall dress in a manner that is neat and professional when working or inside the Department office. No clothing that is considered revealing or unsafe will be worn.
- (B) Sworn employees will comply with uniform standards as stated in the Uniform section. All uniforms must be clean and serviceable.
- (C) Males and females will wear their hair in a manner that is acceptable to law enforcement standards. Female officers must tie their hair up when in uniform. No excessively long hair and no unnatural colors. Facial hair is allowed but must be closely cropped and clean.
- (D) Female officers may wear small, stud type earrings, but no excessive amounts of jewelry are to be worn on duty. Male officers in uniform may not wear any earrings or excessive amounts of jewelry. No tongue or facial piercing will be allowed for either male or female officers. These guidelines do not pertain to special assignments where an individual officer may be required to conduct undercover investigations.

SECTION 11. UNIFORMS

- (A) The official duty uniform for the Department is as follows:
 - (1) Patrol uniform shall consist of Department color trousers, Class B style, Class B style shirt. Badge shall be over the left breast pocket, name tag over the right breast pocket, and collar brass WSDPS for patrol officers. Sergeants and special unit officers will wear appropriate collar insignias on short sleeve shirts and stripes on long sleeve shirts. During the months of April through October, short sleeve shirts will be worn. During the months of November through March, long sleeve shirts with tie or dickie with monogram WSDPS will be worn. Dark or white t-shirt will be worn under short sleeve shirts.
 - (2) Utility uniforms shall consist of BDU style pants and shirts. The Department patch shall be placed on the left shoulder and badge over the left breast, name tag over the right breast. No collar brass. Rank will be sewn on sleeve and collar. Special unit designation will be allowed, i.e. K-9 unit, etc.
 - (3) When assigned to rural deployment or call out blue jeans and a duty shirt or Department issued jumpsuits may be worn. Jeans must be clean and fit properly. All uniforms are to be clean and serviceable condition. Black shoes or boots that are suited for law enforcement assignments are to be worn. Shoes and boots are to be polished and clean from the beginning of duty. K-9 and some special unit assignments may wear BDU style uniforms when approved by a supervisor.

- (4) Class A uniforms will be worn for special occasions such as parades or official ceremonies. Hats will be worn outside with a Class A uniform.
- (5) Full duty belts will be worn with Class A or Class B uniforms. Basket weave or nylon tactical gear can be worn when on duty except when wearing the Class A uniform. Basket weave is the official Department style for wear with a Class A uniform.
- (6) Officers will be assigned body armor and are required to wear in when on duty with the exception of wear with the Class A for official functions. Body armor may be worn under or over the duty uniform with the exception of the summer shirt wear it shall be worn underneath the uniform shirt or under the long sleeve shirt when not wearing a duty jacket.
- (7) Officers shall wear their duty uniform or a shirt and tie with a suit or sport coat and dress trousers when appearing for court.

SECTION 12. DEPARTMENT VEHICLE POLICY

- (A) Officers who are entitled to take home a Department vehicle may, within reasonable use, take home their unit for limited personal use when on call. This guideline is to help promote higher visibility and to aid in quick response to emergency calls for service or to provide backup for on-duty officers.
- (B) Officers may transport immediate family members or family members of other officers on a limited basis when officers are reporting for duty or on call. Family members will be required to sign a waiver of liability and/or sign for minor children. Officers will not respond to emergency situations with family members in their vehicles.
- (C) In the event an off-duty officer is required to respond as an on-call unit or to back up other agencies or officers they will remove family members from their vehicles before proceeding to the call for service. This does not apply to ride along programs provided a waiver has been signed.