

# CHARLOTTESVILLE POLICE DEPARTMENT



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| Type of Directive: GENERAL ORDER                      | Number: 54-99              |
| <b>RULES AND REGULATIONS – UNIFORMS</b>               | Revised Date: 11/05/2020   |
| VLEPSC Number: PER.03.04                              | Manual Number: 400.25      |
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| Authorization: Chief R.M. Brackney <i>Rm Brackney</i> | Follow-up Date: As Needed  |

## I. POLICY

It is the policy of the Charlottesville Police Department to provide sworn officers and designated civilian personnel with the apparel and equipment required in the performance of law enforcement functions that demonstrates a sense of pride, professionalism and uniformity.

Department members are responsible for wearing and maintaining their uniforms in a manner consistent with the personal appearance procedures listed in this directive. Each member is to dress in a neat and clean manner, which illustrates police professionalism. Only items, which are issued or hereafter approved by the Department, will be worn in combination with the uniform.

All supervisors are to be held accountable for the appearance of the personnel under their command. Supervisors are to ensure that officers are wearing the appropriate uniform for their assignment, and that uniforms are neat, pressed and professional in appearance.

## II. PURPOSE

The purpose of this directive is to provide the guidelines to Department personnel regarding the wearing, maintenance, and care of uniforms and issued equipment.

## III. DEFINITIONS

Quartermaster – Department member responsible for the procurement, issuance, and inventory of uniforms, equipment, and supplies.

## IV. PROCEDURE

### A. Police Uniforms:

1. There are different approved types of police uniforms for sworn officers, which are worn by Department members according to assignment and/or specific orders. All sworn Department members shall receive the basic issue of uniforms as a recruit. Subsequent to the original issue, replacement items may be obtained from the Quartermaster.

2. To obtain replacement uniforms, an officer shall complete a Uniform Request Form, which must be approved by their Bureau Commander. The Uniform Request Form will then be submitted to the Quartermaster for processing.
3. Each request will be checked against the file database, which shows the officer's current uniform inventory and purchase request history.

**B. Types of Uniforms:**

**1. Class "A" Uniform:**

- a. The Class "A" police uniform is worn at ceremonies and formal events or other occasions as approved by the Chief of Police. This uniform consists of the following:
  - i. dress trousers;
  - ii. long sleeve dress shirt;
  - iii. necktie;
  - iv. black dress shoes or highly shined boots;
  - v. Eight point hat; and,
  - vi. issued duty belt w/ required equipment.
- b. The Class "A" uniform includes all decorations and awards, nametag and issued badge. No whistles are to be worn with the Class "A" uniform. The dress blouse, if issued, is optional.
- c. Class "A" trousers are the all-weather trousers. The bottom edge of the trousers will slightly touch the top of the shoes.
- d. The 8 point hat with hat badge will be worn with the Class "A" uniform.
- e. Outer carrier vests are NOT authorized to be worn with the Class A uniform unless under an emergency situation.

**2. Class "B" Uniform:**

- a. Class "B" uniform will be worn by all officers of the department who are serving in an administrative capacity unless otherwise directed by the Division Commander or Chief of Police. The Chief of Police or their designee may direct any/all officer(s) to wear the Class B uniform for special events, functions or at any time as needed. The Class B uniform will consist of the following:

- i. dress trousers;
  - ii. short or long sleeve dress shirts;
  - iii. black dress shoes or highly shined boots;
  - iv. 8 point hat;
  - v. issued duty belt with required equipment;
  - vi. issued badge and name tag; and
  - vii. issued duty belt with required equipment.
- b. The Class “B” uniform may include decorations and awards.
- c. Long sleeve dress shirts may be worn with a tie, turtle neck, or dark navy/black colored t-shirt as weather permits.
- d. Short sleeve dress shirts shall be worn with a dark navy/black t-shirt underneath.
  - i. T-shirts must fit appropriately and be covered by the uniform and only visible at the neckline.
  - ii. T-shirts that are visible at the neckline shall be black or the same shade of blue as the uniform shirt or darker
- e. Short sleeve shirts may be worn with the Class “B” uniform year round to accommodate changes in temperature.
- f. Wearing the 8 point dress hat, except in the following mandatory situations, is not required and the wearing of decorations is optional.
  - i. when directing traffic (parades, accidents, street closings or detours, foot races, or fixed posts;
  - ii. when conducting checkpoints; and,
  - iii. when supervision determines that it is appropriate.
- g. Outer carrier vests are NOT authorized to be worn over the Class “B” uniform unless in an emergency situation.
- h. The wearing of the baseball style cap is prohibited to wear with Class “A” or Class “B” uniforms.
- i. The Field Operations Division Commander or Chief of Police may waive the hat requirement at any time based on extremely hot days or nights.
- j. All hats must be worn such that they face straight ahead.

- k. The issued watch cap is optional and may be worn with the Class B (long sleeve) uniform and the “Utility” (long sleeve) uniform.
  - *the watch cap must be department issued and worn with the CPD lettering facing straight ahead and the cap pulled down so that it fits tight to the head.*
- l. **ALL** headgear **SHALL** be removed when entering a building, unless the Officer is a part of a specialized unit. E.g. Honor Guard/Funeral Detail.

### 3. Utility Uniforms:

- a. Sergeants and below that are working an **operational** position will have the option of wearing the Class “B” uniform or the “Utility” Uniform during their shift. Operational means working in a non-administrative capacity, typically in a patrol function. The Utility Uniform will consist of:
  - i. issued blue 5.11 tactical-lite trousers (the bottom edge of the trousers will slightly touch the top of the shoes);
  - ii. issued blue short or long sleeve polo-style shirt with patches and an embroidered cloth badge;
  - iii. issued/approved duty boots;
  - iv. issued duty belt with required equipment;
  - v. outer carrier vest with embroidered badge and embroidered name tag (*no pins, decorations or awards will be worn on the outer vest*).
    - (a) The BWC shall be worn on the outer carrier, and
    - (b) No more than (4) four utility carriers shall be placed on the carrier.
- b. T-shirts (undershirts) must fit appropriately and be covered by the uniform and only visible at the neckline.
- c. T-shirts (undershirts) that are visible at the neckline shall be black or the same of shade of blue as the uniform shirt or darker.
- d. The wearing of the baseball style cap is authorized when wearing the utility uniform.
- e. **ALL** headgear **SHALL** be removed when entering a building.

- f. Boots shall be cleaned and polished.
- g. Dress shoes, oxford style shoes and/or tennis shoes are **NOT** permitted to be worn with the utility uniform.
- h. The outer carrier vests will be clean at all times.

#### 4. Training/Soft Uniform

- a. Officers who are away in Department approved training or in-house training are authorized to wear the standard issued training uniform. The uniform will also be worn by newly hired recruits while attending the police academy. This uniform will consist of the following:
  - i. issued tan cargo pants;
  - ii. issued blue short sleeve polo shirt with embroidered Charlottesville Police design;
  - iii. black department issued/approved boots;
  - iv. black belt; and,
  - v. baseball style cap displaying the “CPD” logo.
- b. This uniform is also referred to as a “soft uniform” and can be worn during special departmental assignments and/or duties. An approval to wear the soft uniform for the day will be determined by an officer’s supervisor.
- c. The Training/Soft uniform is not a substitute for a utility uniform. An outer carrier vest shall not be worn with the Training/Soft uniform while on duty except in an emergency situation.

#### 5. Motor Officer Uniforms

- a. Officers assigned to the motorcycle unit will be issued and authorized to wear the following:
  - i. summer and winter breeches with a gold stripe on each leg;
  - ii. long or short sleeve dress shirt;
  - iii. leather riding boots;
  - iv. leather duty belt and gear;

- v.  $\frac{3}{4}$  and  $\frac{1}{2}$  shell helmets (*officers shall wear the issued helmet, with chinstrap secured at all times while operating a motorcycle*);
- vi. leather jacket;
- vii. leather gloves;
- viii. daytime and nighttime eyewear; and,
- ix. rain suit.

## 6. Bicycle Uniforms

- a. Officers who are certified to ride the department bicycles will be issued and/or authorized to wear the following:
  - i. bicycle pants and shorts;
  - ii. black padded bicycle riding pants;
  - iii. blue long and short sleeve shirts with patches and cloth badge;
  - iv. issued bicycle shoes and jacket. Issued bicycle shoes (tennis shoes type) will only be authorized to wear while utilizing the bicycle;
  - v. issued duty belt with required equipment;
  - vi. web gear riding gloves;
  - vii. bicycle helmet (*officers shall wear the issued helmet with chinstrap secured at all times while riding a bicycle*);
  - viii. black or navy sport socks; and,
  - ix. baseball caps may be worn by bicycle officers while dressed in the bicycle uniform but not while operating the bicycle, as the bicycle helmet is required.

## 7. Forensic Officer Uniforms

- a. Officers assigned to the Forensic Unit or performing evidence technician duties as appointed by the Forensic Unit shall be issued uniforms other than the Class "A" or Class "B" or "Utility" uniforms. The Forensic Officer uniform will consist of the following:
  - i. issued blue cargo pants;
  - ii. winter and summer forensic shirts (the shirts may be

embroidered with the officer's name and "FORENSIC UNIT" in white lettering);

- iii. Department issued/approved boots; and,
- iv. baseball style cap displaying the "CPD" logo.

#### 8. Riot Control Uniform

a. All Officers will be issued Riot Control Equipment. This equipment consists of the following:

- i. a helmet with face shield;
- ii. personal body armor;
- iii. latex and/or leather gloves;
- iv. issued gas mask in the shoulder bag carrier; and,
- v. standard issued protective equipment.

b. Riot gear can be worn over any department approved uniform.

***\*Under special circumstances, with the approval of the Chief of Police, there may be exceptions for additional approved uniforms\****

#### 9. Required Equipment:

a. All sworn personnel while wearing a Department issued uniform, unless otherwise directed, are required while on duty to have the following items in their possession:

- i. issued badge and identification card;
- ii. approved service weapon in an approved holster; and,
- iii. issued duty belt containing the following:
  - (a) spare ammunition magazines in issued closed-cover carrying case;
  - (b) handcuffs in issued closed cover carrier;
  - (c) OC Spray in issued closed-cover carrier;
  - (d) ASP ® Baton or PR-24 baton with issued cover;
  - (e) issued flashlight and issued carrier;
  - (f) issued radio and radio carrier;
  - (g) surgical gloves in issued carrying case; and,

- (h) belt keepers.
- b. Members of the honor guard, funeral detail and command staff members while in ceremonial uniform shall wear the leather duty belt and are only required to carry their service weapon, magazine pouch and handcuff case.
- c. The Field Operations Division Commander may approve other items for carrying on the nylon duty belts on a case-by-case basis. Officers requesting permission to carry additional items must submit a memo through their chain-of-command to the Field Operations Division Commander explaining the reason and necessity for the request. After the request has been reviewed and approved or denied, a copy shall be provided to the Quartermaster if the equipment was purchased by the department.

### C. Other Required or Approved Equipment

#### 1. Cell Phones

- a. No cell phones shall be worn on the epaulet of the uniform shirt.
- b. Personal or Department issued cell phones that are carried on the person while in uniform shall be carried in a department-issued case or cell phone clip.

#### 2. Sunglasses

- a. Sunglasses shall NOT be worn on top of the head.
- b. Sunglasses may be worn while in uniform, but shall NOT be the “mirrored” type.
- c. Sunglasses and/or other eyewear shall NOT be carried on the uniform shirt epaulet.

#### 3. Socks

- a. Socks for uniformed personnel shall be either solid black/dark blue or solid black/dark blue tops with white soles. The dark blue socks shall not be a lighter color blue than that of the trousers.

#### 4. Coats

- a. Issued winter jackets may be worn with both the Class “A” and Class “B” uniforms.
- b. Motorcycle officers may wear the issued leather jacket year round.
- c. Raincoats shall be issued to all officers.



5. Name Plates

- a. Nameplates will be worn with the pins piercing the material directly above the flap of the right breast pocket of the uniform shirt centered above the button. The nameplate shall contain the Officer's first two initials and last name.

6. Badge

- a. The badge shall be worn on the left side of the shirt. A metal or cloth badge must always be affixed to the outer most garment, but not including issued raincoats.

7. Whistle

- a. All Sergeants and below in uniform, while on duty, shall have their whistle available.

8. Gloves

- a. Hi-visible safety gloves are issued for traffic direction. The wearing of mittens is prohibited.
- b. Black or blue gloves, other than those issued for traffic direction, may be worn under the following circumstances:
  - i. for warmth while working in cold weather; and,
  - ii. for protection while conducting searches, etc.

D. Procedures for Civilian Uniformed Personnel

1. The same policies and procedures as officers will govern civilian personnel who wear a uniform, and they shall not wear unapproved equipment.
  - a. All uniformed civilian personnel assigned as a CSO will wear the dark blue Class "B" trousers with a gray shirt. The shoulder patch will designate their position. School Crossing Guards will wear the dark blue Class "B" trousers with white shirts. The shoulder patch will designate their position. The ACO Officer will wear the dark blue utility pants with tan shirts. The shoulder patch will designate their position.

E. Maintenance of Uniforms:

1. All uniformed personnel shall wear uniforms that are clean and neatly pressed.
2. All metal and leather items shall be kept clean and polished.
3. Uniforms that show excessive wear shall be exchanged for new items.

4. It is the personal responsibility of each officer to clean, maintain, and protect all issued items.
5. Whenever any part of an officer's uniform or equipment is lost or damaged either a report or memo shall be submitted through the officers chain of command. A uniform request form will be approved if the equipment needs replacement. Uniforms and equipment that is lost or damaged, through no fault of the employee, will be replaced at no cost. If negligence is determined on the part of the employee, the employee may be required to replace the lost or damaged item.  
*(See GO 400.30 – Loss or Damage to Department-Issued Equipment)*
6. Members needing to have any of the following services performed on department uniforms will complete a Uniform Service Request Form. The form must be submitted through the chain of command to the Quartermaster. The Quartermaster will then return the approved form to the officer for alterations. Approved services include:
  - a. repairs;
  - b. alterations;
  - c. emblem application;
  - d. embroidery or screen-printing; and,
  - e. other services approved by the Chief of Police.
7. Alterations that will not be approved include custom tailoring such as but are not limited to tapering of shirts, shortening of sleeves and reducing circumference of sleeves.
8. Personnel will return all issued uniforms and equipment to the Quartermaster when they resign, retire, are separated, or for any reason leave employment with the Department. The replacement cost for any shortages or damaged items shall be levied against the employee before final settlement is made.
9. Personnel shall return any items that are still serviceable that they can no longer use (such as the wrong size, unit change, etc.) to the Quartermaster.
10. Items that have exceeded their serviceable life must be returned to the Quartermaster for destruction.

#### F. Military Activation

1. Any officer who is placed on an active duty assignment for 30 days or more will check in his issued duty weapon(s) to the Department armory for safekeeping. The Chief of Police will consider exceptions on a case-by-case basis.

## G. Body Armor

1. Officers shall wear body armor while engaged in uniformed field activities including off-duty employment, unless exempted. Field activities are duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in enforcement rather than administrative capacities. THIS IS CONSIDERED A MANDATORY WEAR POLICY WITH LIMITED EXCEPTIONS. The exceptions are:
  - a. a physician determines that an officer has a medical condition that would preclude use of body armor. (*The operational duty status of an officer with a medical condition preventing the wearing of body armor will be determined on a case by case basis*);
  - b. when an officer is involved in an undercover or plainclothes assignment, the officer's supervisor shall determine if the use of body armor would compromise the operation;
  - c. when the officer is assigned to perform an administrative function, apart from field activities;
  - d. although rare, the Field Operations Commander and the Chief of Police may suspend wear based on weather patterns and operational concerns. During this period personal body armor will remain readily available and will be mandatory during tactical and high-risk operations;
  - e. plain clothes officers while working primarily inside the police department or away from potentially dangerous environments; and,
  - f. sworn personnel while working in an administrative capacity i.e. inside of the police department involved in non-operational activities such as reviewing paperwork, administrative matters, or attending meetings (*All sworn officers to include the Chief of Police, who are working an operational assignment in uniform or working in a capacity that may expose them to an enforcement activity shall wear a protective vest*).
2. All exempt personnel shall have their body armor available while on duty.
3. Regardless of the above stated exceptions, body armor shall be worn in the following situations by all sworn personnel including those in plain clothes assignments:
  - a. high-risk entries;
  - b. special response team operations (CNT, SWAT, etc.);

- c. pre-planned arrests of felony suspects;
  - d. serving any non-administrative search warrant;
  - e. any pre-planned police activity which by its nature would indicate an element of danger; and,
  - f. when mandated by a supervisor due to special circumstances.
4. All body armor issued by the Department will comply with the current minimum protective standards prescribed by the National Institute of Justice.
5. The Department shall issue body armor to all sworn personnel, and shall replace body armor that is worn or damaged. However, the officer *must* pay for any body armor that has to be replaced due to misuse or abuse by an officer, after an investigation by the Field Operations Division Commander.

#### H. Care and Maintenance of Body Armor

1. Each officer assigned body armor is responsible for the proper care, maintenance and storage of his body armor in accordance with the manufacturer's instructions, which also includes daily inspection for signs of damage and general cleanliness.
2. The supervisor in charge of the Department's firearms program shall be responsible for maintaining the following:
  - a. technological advances in the body armor industry that necessitate a change in the Department's policies and procedures regarding the use of body armor; and,
  - b. a description of weapons and ammunition currently in use and whether or not the issued body armors can withstand their impact.

#### I. Department Keys

1. Employees shall have in their possession ONLY those Department keys issued to them that are necessary to properly fulfill the duties and responsibilities of their assignments.
2. It shall be recorded in each recruit's permanent record that they were issued the basic set of department keys. The Quartermaster will be responsible for issuing and recording keys. The employee will remain responsible for these keys throughout their career. All other keys issued to an employee, due to a particular assignment, must be returned to the Quartermaster prior to a transfer to another assignment. The Quartermaster shall issue to

each recruit the basic set of Department keys consisting of:

- a. one handcuff key;
  - b. one Police Department electronic access key; and,
  - c. one Police Department door key (#286).
3. It shall be a violation for any member to have in their possession any unauthorized Department key(s), or make or have made duplicates of Department keys without the proper authorization from the members Division Commander.
4. Any lost or damaged keys shall be reported as directed under **GO 400.30 – Loss or Damage to Department-Issued Equipment.**

#### J. Designation of Rank

1. The Department designates rank through the use of sleeve ornamentation. Corporals and above will wear a gold badge indicating the rank and a gold strap on the hat. Other rank designations are as follows:
  - a. Chief of Police
    - i. gold eagles worn on each shoulder of the dress coat and on the shirt collar;
    - ii. four rows of ½ inch gold braid on each sleeve of the dress coat; and,
    - iii. a hat visor that will contain gold rank embroidery.
  - b. Major
    - i. gold oak leaves worn on each shoulder of the dress coat and on the shirt collar;
    - ii. three rows of ½ inch gold braid on each sleeve of the dress coat.
  - b. Captains
    - i. two gold bars worn on each shoulder of the dress coat, and on the shirt collar.
    - ii. two rows of ½ inch gold braid on each sleeve of the dress coat.
  - c. Lieutenants
    - i. one gold bar on each shoulder of the dress coat and on the shirt collar.
    - ii. one row of ½ inch gold braid on each sleeve of the dress coat.
  - d. Sergeants

i. three chevrons on each sleeve, points of which shall be “almost” touching the bottom center of the shoulder patch.

e. Corporals

i. two chevrons on each sleeve, points of which shall be “almost” touching the bottom center of the shoulder patch.

K. Prohibitions

1. A mixture of uniform and civilian clothing is prohibited either on or off duty. This includes the wearing of the Department-issued baseball-style cap. Non-identifiable uniform items may be worn with civilian clothing when officers are arriving or leaving for tour of duty.
2. The quartermaster shall maintain specifications for uniforms and equipment.