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. They are to ensure that officers are wearing the appropriate uniform for their assignment, and that they 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

Gender—the word “he,” or any other word importing the masculine gender, shall extend and be applied to females as well as males.

Quartermaster – Department member responsible for the uniform/uniform equipment function.

IV. PROCEDURE

A. Police Uniforms:

1. There are two (2) 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.

a. To obtain replacement uniforms, an officer shall complete a Uniform Request Form, which must be approved by the officer’s immediate supervisor and division commander. The Uniform Request Form will then be submitted to the Quartermaster for processing.

b. Each request will be checked against the file database, which shows the officer’s current uniform inventory and purchase request history.

2. Types of Uniforms:

a. Class “A” Uniform:

   i. A police uniform that is worn at ceremonies and formal events or other occasions as approved by the Chief of Police. It includes the dress trousers, dress hat, long sleeve dress shirt, necktie, plain toe black shoes, and nylon duty belt with required issued equipment. It also includes all decorations and awards, nametag and issued badge. No whistles are to be worn with the Class “A” uniform. The coat, if issued, is optional.

   ii. Class “A” trousers are the all-weather trousers. The bottom edge of the trousers will slightly touch the top of the shoes.

   iii. The dress hat with hat badge will be worn with the Class “A” uniform.

b. Class “B” Uniform:

   i. A police uniform, which is worn on a daily basis. Wearing the hat, except in enumerated situations, is not required and the wearing of decorations is optional. Either long or short sleeve shirts may be worn. The issued badge and nametag will be worn with the Class “B” Uniform.

   ii. If the officer is scheduled for off-duty security-related, uniformed work or patrol overtime, he will wear the standard Class “B” Uniform.

   iii. Class “B” trousers are the wash and wear trousers.

   iv. The bottom edge of the trousers will slightly touch the top of the shoes.

   v. The long sleeve Class “B” shirt with a tie, turtleneck or dark navy/black colored T-shirt may be worn year round to accommodate changes in temperature.

   vi. Short sleeve shirts may be worn with the Class “B” uniform year round to accommodate changes in temperature.

   vii. T-shirts (undershirts) must fit appropriately and be covered by the uniform and only visible at the neckline.

   viii. 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.
ix. Wearing of the dress or fur hat is mandatory in the following situations:

(a) When directing traffic (parades, accidents, street closings or detours, foot races, or fixed posts;)

(b) When conducting checkpoints; and,

(c) When supervision determines that it is appropriate

(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;

(ii) All hats must be worn such that they face straight ahead. At no time may they be worn cocked up or to the side.

(iii) The issued fur hat with metal hat badge may be worn between December 1st and April 1st

(iv) When wearing the issued fur hat, the straps must be snapped under the chin or completely closed at the top.

x. The issued watch cap is optional and may be worn under the following circumstances with the winter uniform:

(a) The watch cap must be worn with the CPD lettering facing straight ahead and the cap pulled down so that it fits tight to the head.

(b) The watch cap may be substituted for the fur hat with the exception of funerals, parades or other formal functions as determined by the shift commander.

(11) The wearing of the baseball style cap for patrol use is authorized during periods of falling precipitation except for during special events and ceremonies or when the wearing of the dress hat is ordered by the Field Operations Commander or Chief of Police.

(12) Headgear should be removed when entering a building, unless the Officer is a part of a specialized unit. i.e. Honor Guard/Funeral Detail

(13) Nylon gear is issued to all police officers and shall be worn with the Class “A” and “B” uniform.

3. Additional Approved Uniforms:
The below listed additional equipment is to be worn when officers are working these assignments only. All specialized equipment will be returned to the Quartermaster when an officer is transferred out of the unit.

a. Summer Uniforms: Officers working uniform assignments may wear the issued summer uniform in lieu of the class “B” uniform, during the months of May 1st - September 30th.
   i. The summer uniform will consist of:
      (a) Issued blue short-sleeve polo-style shirt with patches and a embroidered/cloth badge
      (b) Issued blue 5.11 tactical-lite trousers- The bottom edge of the trousers will slightly touch the top of the shoes
      (c) Nametag
   ii. T-shirts (undershirts) must fit appropriately and be covered by the uniform and only visible at the neckline.
   iii. T-shirts (undershirts) that are visible at the neckline shall be black or the same shade of blue as the uniform shirt or darker.
   iv. The wearing of the baseball style cap for patrol use is authorized when wearing the summer uniform.
   v. Headgear should be removed when entering a building.
   vi. Nylon gear shall be worn with the summer uniform.

b. Traffic Unit Motor Officers: Officers assigned to the motorcycle unit will be issued the ¾ and ½ shell helmets, leather riding boots, leather jacket, leather gloves, daytime and nighttime eyewear, summer and winter breeches with a gold stripe on each leg and rain suit.

c. Bicycle Officers: Officers assigned to regular bicycle assignments will be issued the blue long and short sleeve shirts with patches and cloth badge. The blue bike pants and shorts, the black padded riding pants, web gear riding gloves, bicycle helmet, issued bike shoes and jacket. Black or navy sport socks are authorized. 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.

d. Forensic Unit Officers: 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 “B” uniforms. These items shall consist of winter and summer shirts and cargo pants. The shirts may be embroidered with the officer’s name and “FORENSIC UNIT” in white lettering. Winter and summer baseball caps displaying the CPD logo shall be issued to all members described above.
e. Riot Control Uniform: Officers assigned to the Riot Squad shall be issued equipment for this task that is maintained at the police department in individual duffel bags and when needed, distributed through the Field Operations Division.

i. This uniform includes:

(a) The issued helmet with face shield and neck protector
(b) Personal body armor
(c) Issued boots
(d) Latex and/or leather gloves
(e) Issued gas mask in the shoulder bag carrier

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

4. Required Equipment:

a. All sworn personnel below the rank of Lieutenant, unless otherwise specially 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;

iii. Nylon belt Equipment - The duty belt containing:

(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 carrier;

(e) Issued flashlight carrier ring;

(f) Issued radio and carrier;

(g) Surgical gloves in issued carrying case; and,

(h) Nylon or rubberized belt keepers

iv. Members of the honor guard and funeral detail while in ceremonial uniform shall wear the leather duty belt and are only required to carry their service weapon, magazine pouch and handcuff case.
v. The following additional issued equipment is permitted on the nylon duty belt:

(a) Nylon carrying case(s) for cell phones or pagers;

(b) Leather or nylon carrying case for Mobile Video Recorder microphone transmitter;

(c) Nylon key ring holder;

(d) Surefire® or other mini utility flashlight

vi. 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.

b. Pagers/Cell Phones
   i. No pagers or cell phones shall be worn on the epaulet of the uniform shirt.
   ii. Personal or Department issued pagers and cell phones that are carried on the person while in uniform shall be carried in a department-issued nylon carrying case.

c. Sunglasses
   i. Sunglasses may be worn while in uniform, but shall not be the “mirrored” type.
   ii. Sunglasses and/or other eyewear shall not be carried on the uniform shirt epaulet.

d. Other Required Equipment:
   i. Footwear:
      (a) Shoes – Plain black toe shoes or boots.
      (b) Riding Boots – The operators of all two-wheel motorcycle for the Traffic Unit shall wear issued boots.
      (c) All footwear is to be kept clean, in good repair, and shined.
   ii. Socks - 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.

e. Coats:
i. Issued winter jackets will be worn with both the Class “A” and Class “B” uniforms.

ii. Motorcycle officers may wear the issued leather jacket year round.

iii. Raincoats shall be issued to all officers.

f. Helmets – Officers shall wear the issued helmet, with chinstrap secured at all times while riding a bicycle or operating a motorcycle.

g. Name Plate – A nameplate 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.

h. Badge – 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 garments, but not including issued raincoats.

i. Whistle:

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

j. Gloves

i. Hi-visible safety gloves are issued for traffic direction. The wearing of mittens is prohibited.

ii. Black or blue gloves, other than those issued for traffic direction, may be worn under the following circumstances:

   (a) *Warmth while wearing the winter uniform; and*

   (b) *Protection while conducting searches, etc.*

5. Procedures for Civilian Uniformed Personnel

a. The same policies and procedures as officers will govern civilian personnel who wear a uniform, and they shall not wear unapproved equipment.

b. All uniformed civilian personnel will wear the dark blue Class “B” trousers with a gray shirt (this is for CSO’s). The shoulder patch will designate their position (School Crossing Guard (white shirts), Community Service Officer or Police Explorer (French blue shirts).

6. Maintenance of Uniforms:

a. All uniformed personnel shall wear uniforms that are clean and neatly pressed.

b. All metal and leather items shall be kept clean and polished.

c. Uniforms that show excessive wear shall be exchanged for new items.

d. It is the personal responsibilities of each officer to clean, maintain, and protect all issued items.
e. Whenever any part of 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 is completed 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)

f. 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 QM will then return the approved form to the officer for alterations. Approved services include:

1) Repairs
2) Alterations
3) Emblem Application
4) Embroidery or Screen-printing

g. Other services approved by the Chief of Police

h. 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.

i. 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.

j. 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.

k. Items that have exceeded their serviceable life can be destroyed by the issued personnel or returned to the QM for destruction.

7. Military Activation:

a. 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.

8. Body Armor:

a. 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:
i. When a physician determines that an officer has a medical condition that would preclude use of body armor;

ii. 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;

iii. When the officer is assigned to perform an administrative function, apart from field activities;

iv. The wearing of the body armor is mandatory. 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.

v. Plain clothes officers while working primarily inside the police department or away from potentially dangerous environments.

vi. Sworn personnel at the rank of Lieutenant and above while strictly 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). Lieutenants and above, to include the Chief of Police, who are working the street in uniform and may be exposed to an enforcement activity shall wear a protective vest.

b. All exempt personnel shall have their armor available while on duty.

c. 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:

   i. High-risk entries

   ii. Special response team operations (CNT, SWAT, etc.)

   iii. Pre-planned arrests of felony suspects

   iv. Serving any non-administrative search warrant

   v. Any pre-planned police activity which by its nature would indicate an element of danger

   vi. When mandated by a supervisor due to special circumstances

d. All body armor issued by the Department will comply with the current minimum protective standards prescribed by the National Institute of Justice.

e. 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.

f. Care and Maintenance of Body Armor:
i. 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.

ii. 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

9. Management of Department Keys:

a. 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.

b. It shall be recorded in each recruit’s permanent record that they were issued the basic set of department keys. The Technical Investigative Support Unit 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 Tech. Unit prior to a transfer to another assignment. The Tech. Unit or his designee shall issue to each recruit the basic set of Department keys consisting of:

   i. One Handcuff Key
   ii. One Police Department electronic access key
   iii. One Police Department door key (#286)

c. 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.

d. Any lost or damaged keys shall be reported as directed under GO 400.30 – Loss or Damage to Department-Issued Equipment

10. Designation of Rank:

a. The Department designates rank through the use of sleeve ornamentation. Sergeants and above will wear a gold badge and shield indicating the rank and a gold strap on the hat. Other rank designations are as follows:

   i. Chief of Police

      (a) Gold eagles worn on each shoulder of the dress coat and on the shirt collar.
(b) *Four rows of ½ inch gold braid on each sleeve of the dress coat.*

(c) *Hat visor to contain gold rank embroidery*

ii. Deputy Chief of Police

(a) *Gold color oak leaf on each shoulder of the dress coat and on the shirt collar.*

(b) *Four rows of ½ inch gold braid on each sleeve of the dress coat.*

(c) *Hat visor to contain gold rank embroidery*

iii. Captains

(a) *Two gold bars worn on each shoulder of the dress coat, and on the shirt collar.*

(b) *Two rows of ½ inch gold braid on each sleeve of the dress coat.*

iv. Lieutenants

(a) *One gold bar on each shoulder of the dress coat and on the shirt collar.*

(b) *One row of ½ inch gold braid on each sleeve of the dress coat.*

v. Sergeants/Acting Sergeants

(a) *Three chevrons on each sleeve, points of which shall be “almost” touching the bottom center of the shoulder patch. Acting Sergeants shall wear chevrons on collar.*

B. 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.

**THE QUARTERMASTER SHALL MAINTAIN SPECIFICATIONS FOR UNIFORMS AND EQUIPMENT.**