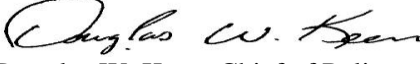




# City of Manassas Police Department General Duty Manual



Effective Date: 10-18-2013	<b>GENERAL ORDER</b>	Number: 02-03
Subject: Uniform Regulations		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input type="checkbox"/> Reviewed: 10/01/2018		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 1.2.2/ 17.5.1/ 22.2.5/ 26.1.1 / 61.3.4/	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 16

## PURPOSE:

To promote and enhance the professional image of the Department by defining the manner in which uniforms and business attire are worn and maintained, and to define the standards of personal grooming for sworn and non-sworn members.

## POLICY:

Uniform Regulations pertain to the overall physical appearance of all members of the Department while on duty. The regulations contained in this General Order offer little or no flexibility. This General Order and Section 3.18 of the City Employee Handbook govern the physical appearance of all members of the Department. It is the policy of the Department that all members obey Uniform Regulations.

The Commander of Administrative Services administers the Uniforms and Equipment Program. Uniforms are worn in their entirety as described in this General Order. No one piece of the uniform shall be worn without the other applicable parts while the member is on duty or providing uniform services. In addition, no part of issued uniforms shall be worn with non-issued clothing (with the exception of those items specified in Section XI of this General Order). When working extra-duty assignments in uniform, members shall wear either the Class A or Class B uniform.

The Chief of Police may grant written exceptions to this General Order for specific positions or assignments in the Department, specific events and for specified time periods. Any member whose current assignment requires deviation from standards imposed by this General Order may make a written request to the Chief of Police for an exception. Any approval for an exception will automatically expire upon change of assignment. Members assigned to the Vice & Narcotics Section or other duties involving undercover assignments are granted an exemption to the provisions of this General Order.

## DISCUSSION:

Any change in Uniform Regulations should be accomplished by constructive suggestion through the appropriate chain of command rather than by custom, lack of enforcement, or selective or discriminatory enforcement.

For the purposes of this General Order, the following definitions apply:

**BASIC UNIFORM:** Those items (uniforms and equipment) to be worn by all sworn and selected non-sworn members that are not engaged in task specific activities. All basic uniform items are those approved by, or issued by the authority of the Chief of Police.

**TASK SPECIFIC ACTIVITIES:** Those specific activities that require other approved uniforms and equipment in lieu of the basic uniform. When members are not directly involved in task specific activities, they shall wear the basic uniform.

**UNIFORM OF THE DAY:** The uniform specified by a supervisor for regular duty, court appearance, specific assignment, event or other appearance.

**CLASS A UNIFORM:** The winter uniform.

**CLASS B UNIFORM:** The summer uniform.

**CLASS C UNIFORM:** The task specific uniform.

**VISIBLE TO THE PUBLIC:** A member's physical appearance while on duty that is clearly visible to any person.

Effective Date: 10-18-2013	<b>GENERAL ORDER</b>	Number: 02-03
Subject: Uniform Regulations		Page: 2 of 16

**PROCEDURE:**

**I. Grooming Standards, Female Members**

- A. Hairstyles, sworn members. See Attachment "A."
  - 1. Hair shall be kept neat, clean, and appropriately arranged.
  - 2. Pigtails, cornrow braids, dreadlocks and the shaving of designs into the hair and scalp are not permitted. Bangs shall not protrude below the band of the headgear onto the forehead.
  - 3. Styling shall be moderate, and shall not interfere with proper positioning of the issued headgear.
  - 4. Hair shall be arranged so as not to extend below the lowest point of the uniform collar.
  - 5. Unnatural hair colors (i.e., green, purple, pink, etc.) are not permitted.
  - 6. Longer hair may be pinned up against the head in a businesslike style or French braid.
  - 7. Wigs are permitted, provided that they conform to the above standards.
- B. Hairstyles, non-sworn members. See Attachment "A."
  - 1. Hairstyles for non-uniformed members shall be consistent with those worn by general City workers in a business office environment.
  - 2. Hairstyles for uniformed members shall be consistent with regulations for sworn members in Section A, above.
  - 3. Hair shall be kept neat, clean, and appropriately arranged.
  - 4. Pigtails, cornrow braids, dreadlocks and the shaving of designs into the hair or scalp of the head are not permitted.
  - 5. Hairstyles for non-uniformed members may extend below the collar.
  - 6. Unnatural hair colors (i.e., green, purple, pink, etc.) are not permitted.
  - 7. Wigs are permitted, provided that they conform to the above standards.
- C. Makeup, sworn and non-sworn members.
  - 1. Cosmetics shall be applied conservatively.
  - 2. Exaggerated, faddish or unnatural cosmetic styles or colors are not permitted.
- D. Jewelry, sworn and non-sworn members.
  - 1. Earrings.
    - a. Sworn and non-sworn members in uniform may display no more than three (3) small, plain, button, post or hoop type earrings of gold, silver, single stone or like material, no larger than ¼ inch in diameter, in each ear.
    - b. Earring display for non-sworn members who are not in uniform shall be consistent with earring display standards for general City workers in a business office environment.
    - c. Piercing of the ears to accommodate earrings as described above is permitted and does not constitute "body piercing" as noted in Section E.
    - d. Final determination as to the appropriateness of any earring is at the discretion of the Chief of Police or his designee.
  - 2. Finger rings.
    - a. Members may wear a total of 3 (three) finger rings.
    - b. A wedding / engagement set shall be considered as one ring.
    - c. With the exception of the wedding / engagement set, those rings bearing sharp surfaces likely to cause injury to others are not permitted.
  - 3. Exposed jewelry, sworn members and non-sworn members who are in uniform.
    - a. Exposed jewelry shall consist of all jewelry that is visible to the public, with the exception of earrings, finger rings, medic alert devices and wristwatches (or one bracelet in lieu of the wristwatch) and the portion of a necklace that is exposed on the neck (with the remainder of the necklace worn inside the undershirt) when the Class B uniform is worn.
    - b. Exposed jewelry of any kind is not permitted.
    - c. Jewelry that contains religious themes or symbols is permitted, if the religious theme or symbol itself is worn inside the uniform shirt.

Effective Date: 10-18-2013	<b>GENERAL ORDER</b>	Number: 02-03
Subject: Uniform Regulations		Page: 3 of 16

4. Exposed jewelry, non-sworn members who are in business attire.
  - a. Exposed jewelry shall consist of all jewelry that is visible to the public, with the exception of earrings, finger rings, medic alert devices and wristwatches.
  - b. Exposed jewelry of a moderate amount and conservative design is permitted, such as, but not limited to:
    - (1) One necklace. Multi-necklaces are not permitted.
    - (2) One bracelet in lieu of a wristwatch.
5. Medic alert bracelets or other medic alert devices are permitted.
6. One wristwatch is permitted (or one similar bracelet worn in lieu of a wristwatch).
- E. Body piercing and miscellaneous body jewelry display, sworn and non-sworn members.
  1. Body piercing and miscellaneous body jewelry display shall consist of any piercing of the body with jewelry display that is visible to the public, except earrings as noted in Section D, above.
  2. Body piercing is not permitted.
- F. Tattoos, sworn and non-sworn members.
  1. Tattoos shall consist of permanent or temporary, intentional body markings or brands made at the option of the member that are visible to the public.
  2. Tattoos shall not display obscene, offensive, sexually suggestive, demeaning or violent images or messages.
  3. Excessive tattoos shall be covered in a manner approved by the Chief of Police or the member may elect to have such tattoos removed. Members may choose to cover excessive tattoos by wearing issued long-sleeved uniform shirts/pants year round or an approved sleeve that closely matches the member's own skin tone. "Excessive" shall be defined as any single tattoo or combination of multiple tattoos visible on any one body part that exceeds one-fourth (1/4) of any exposed body part. Tattoos visible above the neckline or on the hands are prohibited. "Body part" for the purpose of this section is defined and categorized in the following manner: wrist to elbow; elbow to shoulder; ankle to knee; and knee to upper thigh.
  4. Final determination as to the appropriateness of any tattoo is at the discretion of the Chief of Police.
- G. Fingernails and nail polish, sworn and non-sworn members.
  1. Fingernails that are excessive in length are not permitted.
  2. Fluorescent nail polish colors (i.e., green, purple, etc.) are not permitted.
- H. Eyewear, sworn and non-sworn members. See Attachment "B."
  1. Members may wear prescription eyewear and / or sunglasses at their option.
  2. Sunglasses may contain green, gray, brown or other conservative tint lenses, and shall have undecorated frames and impact resistant lenses.
  3. Mirrored or opaque lenses are not permitted.
  4. Prescription eyewear must consist of impact-resistant lenses, soft lens contacts, or poly carbon coated glass, and shall have undecorated frames.
  5. A strap used to hold eye wear in place is permitted, and must consist of a plain, undecorated fabric or similar material that is black in color.

## II. Grooming Standards, Male Members

- A. Hairstyles, sworn members. See Attachment "C."
  1. Hair shall be kept neat, clean, and appropriately arranged.
  2. Pigtails, cornrow braids, dreadlocks and the shaving of designs into the hair and scalp are not permitted. Mohawks are not permitted. A traditional military short hairstyle does not constitute "shaving." Bangs shall not protrude below the band of the headgear onto the forehead.
  3. Styling shall be moderate, and shall not interfere with proper positioning of the issued headgear.
  4. Hair shall not extend below the highest point of the uniform collar.
  5. Hair shall be kept neat, clean, and appropriately arranged.
  6. Hair shall not extend over the top of the ear.
  7. Hair shall not protrude more than 1 (one) inch from the side of the head.

Effective Date: 10-18-2013	<b>GENERAL ORDER</b>	Number: 02-03
Subject: Uniform Regulations		Page: 4 of 16

8. Unnatural hair colors (i.e., green, purple, pink, etc.) are not permitted.
9. Wigs are permitted, provided that they conform to the above standards.
- B. Hairstyles, non-sworn members. See Attachment "C."
  1. Hairstyles for non-uniformed members shall be consistent with those worn by general City workers in a business office environment.
  2. Hairstyles for uniformed members shall be consistent with regulations for sworn members, as noted in Section A, above.
  3. Hair shall be kept neat, clean, and appropriately arranged.
  4. Pigtails, cornrow braids, dreadlocks and the shaving of designs into the hair and scalp are not permitted. A traditional military short hairstyle does not constitute "shaving." Bangs shall not protrude below the band of the headgear onto the forehead.
  5. Unnatural hair colors (i.e., green, purple, pink, etc.) are not permitted.
  6. Wigs are permitted, provided that they conform to the above standards.
- C. Sideburns, sworn members. See Attachment "C."
  1. Sideburns shall be neatly trimmed and rectangular in shape.
  2. Sideburns shall not extend below the opening of the ear.
- D. Facial hair, sworn members. See Attachment "C."
  1. Members shall be clean-shaven, except that a mustache may be displayed.
  2. Mustache requirements.
    - a. Handlebar mustaches are not permitted.
    - b. The mustache may not extend more than 1/2 inch below the lower lip line, and 1/2 inch in length beyond the edge of the mouth.
    - c. When tinted, the mustache shall be of approximate tint to the hair of the head.
  3. Beards of any type are not permitted. See Attachment "C."
  4. Personnel suffering from folliculitis, (barber's itch-razor bumps) may request a shaving waiver from the Chief of Police. Employees must submit a memorandum through their chain of command to the Chief of Police to request an exception from this General Order. Approval for a shaving waiver shall only be permissible after the individual has reported to his personal physician/specialist (dermatologist) for prescribed treatment and has presented written certification from the physician to Human Resources with a diagnosis and prognosis. Upon reporting to the physician/specialist, the individual shall present them with the Application for a Variance from the Manassas City Police Department Personal Appearance Standards (Facial Hair) Based on a Health Condition (Attachment T). See Attachment "T."
 

Upon approval, the following conditions will apply:

    - a. Beards will not exceed ¼ inch in length and be neatly trimmed. Goatees or other customized beard creations are prohibited while on-duty.
    - b. Personnel must reapply and request exemption to the shaving policy every six months.
    - c. Prior to being fitted for a gas mask/PPE (Personal Protective Equipment), personnel approved for the shaving waiver must comply with necessary requirements needed to successfully complete the fitting.
    - d. Personnel approved for the shaving waiver must have a shaving kit available in the event of an emergency duty related incident where the breathing apparatus would be used (civil disturbance, etc.)
    - e. Certain employees must either maintain a clean-shaven face in the area of contact between face mask and skin or be subject to reassignment of duties or responsibilities. Such reassignment may occur if the employee is a police officer assigned to a voluntary specialty unit (ESU, CDU, etc.). Whether employees required to grow facial hair as treatment for the above described condition may be assigned to duties which require the use of breathing apparatus will be determined on a case by case basis. The factors to be considered, but are not limited to, include:

Effective Date: 10-18-2013	<b>GENERAL ORDER</b>	Number: 02-03
Subject: Uniform Regulations		Page: 5 of 16

1. The frequency of use.
2. The persons who may be affected by the actions of the employee.
3. The probability of the use.
4. Whether the employee's condition can tolerate limited shaving in the area of contact between the skin and the face mask

- E. Facial hair, Public Safety Communications Center (PSCC) personnel.
1. Facial hair for PSCC personnel is permitted within certain guidelines.
    - a. Full beard or goatee is permitted but must be no longer than ½ inch in length.
    - b. All facial hair must be neatly trimmed and conform to accepted business standards.
    - c. Facial hair must not interfere with the performance or use of communications equipment
    - d. Final approval of facial hair will be made by the Chief of Police or his designee.
- F. Makeup, sworn and non-sworn members.
1. The display of cosmetics of any type is not permitted.
- G. Jewelry, sworn and non-sworn members.
1. Earrings of any kind are not permitted.
  2. Exposed jewelry.
    - a. Exposed jewelry shall consist of all jewelry that is visible to the public, with the exception of earrings, finger rings, medic alert devices and wristwatches (or one bracelet in lieu of the wristwatch) and the portion of a necklace that is exposed on the neck (with the remainder of the necklace worn inside the undershirt) when the Class B uniform is worn.
    - b. Exposed jewelry of any kind is not permitted.
    - c. Jewelry that contains religious themes or symbols is permitted, if the religious theme or symbol itself is worn inside the uniform shirt.
  3. Finger rings.
    - a. Members may wear a total of 3 (three) finger rings.
    - b. A wedding / engagement set shall be considered as one ring.
    - c. With the exception of the wedding / engagement set, those rings bearing sharp surfaces likely to cause injury to others are not permitted.
  4. Medic alert bracelets and other medic alert devices are permitted.
  5. One wristwatch is permitted (or one similar bracelet worn in lieu of the wristwatch).
- H. Body piercing and miscellaneous body jewelry display, sworn and non-sworn members.
1. Body piercing and miscellaneous body jewelry display shall consist of any piercing of the body with jewelry display that is visible to the public.
  2. Body piercing is not permitted.
- I. Tattoos, sworn and non-sworn members.
1. Tattoos shall consist of permanent or temporary, intentional body markings or brands made at the option of the member, which are visible to the public.
  2. Tattoos shall not display obscene, offensive, sexually suggestive, demeaning or violent images or messages.
  3. Excessive tattoos shall be covered in a manner approved by the Chief of Police or the member may elect to have such tattoos removed. Members may choose to cover excessive tattoos by wearing issued long-sleeved uniform shirts/pants year round or an approved sleeve that closely matches the member's own skin tone. "Excessive" shall be defined as any single tattoo or combination of multiple tattoos visible on any one body part that exceeds one-fourth (1/4) of any exposed body part. Tattoos visible above the neckline or on the hands are prohibited. "Body part" for the purpose of this section is defined and categorized in the following manner: wrist to elbow; elbow to shoulder; ankle to knee; and knee to upper thigh.
  4. Final determination as to the appropriateness of any tattoo is at the discretion of the Chief of Police.
- J. Finger nails and nail polish, sworn and non-sworn members.

Effective Date: 10-18-2013	<b>GENERAL ORDER</b>	Number: 02-03
Subject: Uniform Regulations		Page: 6 of 16

1. Fingernails that are excessive in length are not permitted.
2. Nail polish colors, with the exception of clear, are not permitted.
- K. Eyewear, sworn and non-sworn members. See Attachment "B."
  1. Members may wear prescription eyewear and sunglasses at their option.
  2. Sunglasses may contain green, gray, brown or other conservative tint lenses, and shall have undecorated frames and impact resistant lenses.
  3. Mirrored or opaque lenses are not permitted.
  4. Prescription eyewear shall consist of impact-resistant lenses, soft lens contacts, or poly carbon coated glass, and shall have undecorated frames.
  5. A strap used to hold eye wear in place is permitted, and shall consist of a plain, undecorated fabric or similar material that is black in color.

### III. Basic Uniform Issue, Sworn and Non-Sworn Members

- A. Sworn and non-sworn members are issued a minimum allotment of basic uniforms and equipment to perform their duties.
- B. Sworn members , minimum basic issue:
  1. 2 uniform metal Badges of Office, displaying "Police" designation and the appropriate rank.
  2. 2 Department identification cards.
  3. 1 headgear badge, with "Police" logo.
  4. 1 credential case.
  5. 2 nameplates.
  6. 1 rank insignia set, as required.
  7. 1 headgear with appropriate trim band.
  8. 1 severe weather headgear.
  9. 1 baseball hat.
  10. 1 winter coat, with Department arm patches.
  11. 1 raincoat or rainsuit.
  12. 1 headgear rain cover.
  13. 4 long sleeved blue uniform shirts with Department arm patches.
  14. 4 short sleeved blue uniform shirts with Department arm patches.
  15. 1 long sleeved white uniform shirt, Sergeant and above, with Department arm patches.
  16. 1 short sleeved white uniform shirt, Sergeant and above, with Department arm patches.
  17. 1 dress blouse, Sergeant and above, with Department arm patches.
  18. 4 pairs of uniform slacks.
  19. 1 pair of footwear upon completion of Field Training Program.
  20. 2 uniform ties.
  21. 1 duty belt and buckle.
  22. 4 duty belt keepers.
  23. 1 duty holster.
  24. 1 magazine pouch, double or single style.
  25. 1 portable radio with re-charger kit, remote microphone and ear piece.
  26. 1 portable radio case.
  27. 1 ASP baton with holder.
  28. 1 handcuff case.
  29. 1 pair of handcuffs and 2 handcuff keys.
  30. 1 surgical glove pouch with gloves.
  31. 1 chemical agent case.
  32. 1 aerosol can of chemical agent.
  33. 1 flashlight with re-charger kit.
  34. 1 flashlight belt holder.
  35. 1 traffic safety vest.
  36. 1 soft body armor.
  37. 2 soft body armor covers.

Effective Date: 10-18-2013	<b>GENERAL ORDER</b>	Number: 02-03
Subject: Uniform Regulations		Page: 7 of 16

- 38. 1 sidearm with 3 magazines.
- 39. 50 rounds of duty ammunition.
- 40. Whistle.
- 41. Knit Winter Hat.
- 42. Other uniform attachments as awarded.
- C. Non-sworn Public Safety Communications Specialists, minimum basic issue:
  - 1. 2 Department identification cards.
  - 2. 3 pairs BDU pants
  - 3. 4 pairs of Polo Shirt
  - 4. 1 casual uniform jacket.
  - 5. Other uniform attachments as awarded.
  - 6. 1 rank insignia set, as required for the position of PSCC Supervisor.
- D. Other non-sworn uniformed member, minimum basic issue:
  - 1. 2 uniform metal Badges of Office, with non-sworn task specific logo.
  - 2. 1 headgear badge with task specific logo.
  - 3. 2 Department identification cards.
  - 3. 2 nameplates.
  - 4. 5 long sleeved uniform shirts, with task specific arm patches.
  - 5. 5 short sleeved uniform shirts, with task specific arm patches.
  - 6. 2 uniform ties.
  - 7. 1 headgear.
  - 8. 1 headgear rain cover.
  - 9. 1 severe weather headgear.
  - 10. 1 winter coat with task specific arm patches.
  - 11. 1 raincoat.
  - 12. 1 portable radio with re-charger kit.
  - 13. 1 portable radio case.
  - 14. Whistle with holder and lanyard.
  - 15. Other uniform attachments as awarded.
- E. Non-sworn, non-uniformed member, minimum basic issue:
  - 1. Department identification cards.

**IV. Class A Uniform, Generally**

- A. The Class A Uniform shall consist of the winter dress uniform. See Attachment "D."
- B. Components:
  - 1. Long sleeved uniform shirt, as issued.
    - a. Task specific alternate issue.
    - b. The sleeves shall be extended and buttoned at all times.
    - c. The collar shall be worn buttoned, with the uniform tie (except for task specific alternate, worn with collar open and without a tie).
    - d. K-9 Officers on regular duty or training assignments.
      - (1) K-9 Officers display a silver metal "K-9" pin, centered on both sides of the collar on the Class A uniform shirt.
  - 2. Uniform tie.
    - a. Approved tie bars, clasps, pins or other decorations are permitted.
  - 3. Uniform pants, as issued.
    - a. Task specific alternate issue.
  - 4. Footwear, as issued.
    - a. Task specific alternate issue.
  - 5. Socks, as authorized.
  - 6. Winter coat, as issued.
    - a. Task specific alternate issue.

Effective Date: 10-18-2013	<b>GENERAL ORDER</b>	Number: 02-03
Subject: Uniform Regulations		Page: 8 of 16

- b. Dress blouse for members holding the rank of Sergeant or above, and selected Officers as authorized by the Chief of Police.
  - 7. Headgear, as issued.
    - a. Task specific alternate issue.
    - b. Sworn personnel are permitted to wear the knit winter hat only in the event that the temperature falls below 32 degrees Fahrenheit. This may be the approximate temperature given a wind chill factor or the actual ambient reading. The knit winter hat will be worn pulled down fully over the crown of the skull, covering the top portion of the ears, with a fold over top of the eyebrows. The knit winter hat may not be worn inside the Courthouse.
  - 8. Duty belt and accessories, as issued.
    - a. Task specific alternate issue.
  - 9. Uniform attachments, as issued or authorized.
    - a. Task specific alternate issue.
- C. The task specific uniform shall consist of those uniform and equipment items that are specific to:
  - 1. Motorcycle Officers.
  - 2. Truck Safety Officers.
  - 3. Honor Guard members.
  - 4. Other members, as authorized by the Chief of Police.
- D. Uniform options, as noted in Section XIII, are not part of the Class A Uniform.

**V. Class B Uniform, Generally**

- A. The Class B Uniform shall consist of the summer dress uniform. See Attachment "E."
- B. Components:
  - 1. Short sleeved uniform shirt, as issued.
    - a. Task specific alternate issue.
    - b. The collar shall be worn open, without a tie.
    - c. K-9 Officers on regular duty or training assignments.
      - (1) K-9 Officers display a silver metal "K-9" pin, centered on both sides of the collar on the Class B Uniform shirt.
  - 2. White or navy blue crew neck undershirt, as authorized.
  - 3. Pants, as issued.
    - a. Task specific alternate issue.
  - 4. Footwear, as issued.
    - a. Task specific alternate issue.
  - 5. Socks, as authorized.
  - 6. Headgear, as issued.
    - a. Task specific alternate issue.
  - 7. Duty belt and accessories, as issued.
    - a. Task specific alternate issue.
  - 8. Uniform attachments, as issued or authorized.
    - a. Task specific alternate issue.
- C. The task specific uniform shall consist of those uniform and equipment items that are specific to:
  - 1. Motorcycle Officers.
  - 2. Other members, as authorized by the Chief of Police.
- D. Uniform options, as noted in Section XIII, are not part of the Class B Uniform.

**VI. Class C Uniform, Generally**

- A. The Class C Uniform shall consist of the Utility Uniform. See Attachment "F."
- B. The utility uniform contains those uniform and equipment items that are specific to:
  - 1. K-9 Officers on regular duty or training assignments.
    - a. K-9 Officers display "K-9" embroidered in silver, centered on both sides of the collar for long sleeved and short sleeved Class C Uniform shirts.



Effective Date: 10-18-2013	<b>GENERAL ORDER</b>	Number: 02-03
Subject: Uniform Regulations		Page: 9 of 16

2. Truck Safety Officers on assignment.
  3. ESU members on assignment.
  4. Scuba Team members on assignment.
  5. Police Recruits at the law enforcement academy.
  6. Vice / Narcotics members on assignment.
  7. Training functions, such as firearms and law enforcement academy assignments.
  8. Other members, as authorized by the appropriate Division Commander.
- C. Class C Uniform components are authorized by the commander of the respective section, team or unit.

#### **VII. Casual Uniform / Light Duty Wear**

- A. The casual uniform shall consist of issued uniforms and equipment authorized for everyday or certain duty assignment wear for specified sections, teams, units or members. See Attachment "G."
- B. The casual uniform contains those uniform and equipment items that are specific to:
  1. Emergency Communications Specialists.
  2. Specified members of the Administrative Services Division.
  3. Other members, as authorized by the appropriate Division Commander.
- C. Use of the casual uniform should be authorized for those situations where visibility by the public is limited.
- D. Casual uniform components are authorized by the commander of the respective Division, section, team or unit.
- E. **In cases of light duty or temporary desk duty the proper attire will be as follows:**  
Sworn staff will wear business casual clothing. Business casual may include docker style pants, khakis, capri style pants that extend to mid-calf or lower and polo or dress style shirts and tops. Specific items not allowed to be worn include: ***Jeans, shorts, sweat suits, flip flops, thong shoes, sneakers or running shoes, baseball hats, tee-shirts, halter tops, tank tops, spaghetti string tops, stretch pants, leggings, and tights.*** The Administrative Division Commander or the Division Commander where the sworn member is assigned will be responsible for enforcing the light duty wear should a violation be noted by a supervisor.

#### **VIII. Civilian Employees**

- A. All civilian employees (non-sworn members) will adhere to the following dress policy:  
Civilian employees will wear business casual clothing. Business casual may include docker style pants, khakis, capri style pants that extend to mid-calf or lower and polo or dress style shirts and tops. Specific items not allowed to be worn include: ***Jeans, shorts, sweat suits, flip flops, thong shoes, sneakers or running shoes, baseball hats, tee-shirts, halter tops, tank tops, spaghetti string tops, stretch pants, leggings, and tights.***

#### **IX. Uniforms and Equipment, Issue, Replacement and Maintenance Procedures**

- A. The Commander of Administrative Services administers the uniforms and equipment program.
- B. The Commander of Administrative Services causes all members of the Department to document the amount of uniforms and equipment issued to them. The member completes the Issued Equipment Inventory form (see Attachment "R"), and forwards it through the appropriate chain of command to the Commander of Administrative Services in the following instances:
  1. Upon initial appointment and uniforms / equipment issue, as a member of the Department.
  2. Upon periodic inspections, as governed by General Order 1-8.
  3. Upon separation from the Department.
  4. Other inspection as determined by the Commander of Administrative Services.
- C. Damaged or otherwise unserviceable uniforms and equipment shall be reported to the Commander of Administrative Services. A memorandum documenting the occurrence may be required.
- D. The member completes the Uniform / Equipment Replacement form (see Attachment "S"), and forwards it through the appropriate chain of command to the Commander of Administrative Services for a review.
- E. The Commander of Administrative Services causes the appropriate item to be issued by the Fiscal Technician.
- F. The Department reimburses members for expenses incurred in the repair or tailoring of uniforms and equipment through the following procedure:

Effective Date: 10-18-2013	<b>GENERAL ORDER</b>	Number: 02-03
Subject: Uniform Regulations		Page: 10 of 16

1. The member reports the need in memorandum form, through the appropriate chain of command to the Commander of Administrative Services for a review.
  2. The Commander of Administrative Services authorizes the repair, and directs the member to the appropriate source for service. The member delivers the item to the contractor.
  3. The member pays the contractor with his own funds, and submits the receipt with his memorandum to the Commander of Administrative Services. The package is forwarded to the Director of Finance for a review.
  4. Upon approval, the member receives a reimbursement check from the City Treasurer.
- G. Normal Maintenance Procedures.
1. The care, normal maintenance and safekeeping of issued uniforms and equipment is the responsibility of the member to whom such items are issued.
  2. Members shall provide for the routine cleaning and pressing of uniform garments.
  3. Members shall provide for the routine cleaning and polishing of issued equipment and footwear.
    - a. Leather gear and footwear shall be maintained and polished so as to ensure a uniform black color.
    - b. Metal hardware and uniform attachments shall be maintained in a polished condition.

**X. Uniform Attachments, Class A, B or C Uniform**

- A. Badge of Office. The badge of office is specific to the member's rank or assignment, and shall be displayed on the left upper chest area of the outermost uniform garment. See Attachment "H."
1. Class A, B or C Uniform, Dress Blouse and raincoat. The gold or silver badge is displayed in the garment manufacturer's pre-determined position, on the left upper chest, centered above the pocket flap.
  2. Winter coat, sweater or Utility Uniform. The gold or silver cloth badge is displayed on the left upper chest area, as noted above.
  3. The Department utilizes nine forms of the Badge of Office.
    - a. Sworn Members
      - (1) Chief of Police.
      - (2) Captain.
      - (3) Lieutenant.
      - (4) Sergeant.
      - (5) Officer.
      - (6) Animal Control Officer.
    - b. Non-sworn members:
      - (1) Dispatcher (Emergency Communications Specialist).
      - (2) Parking Enforcement Officer.
      - (3) Crossing Guard.
- B. The Department arm patch is task specific, and is displayed on all appropriate outer garments. See Attachment "I."
1. The appropriate Department arm patch shall be positioned on both arms of all appropriate garments, centered on the arm, and 1/2 inch below the epaulet or the top of the arm seam.
  2. The Department utilizes 4 forms of the arm patch.
    - a. All sworn members display the "Manassas City Police" patch.
    - b. Non-sworn School Crossing Guards display the "Manassas School Guard" patch.
    - c. Non-sworn EOC members display the "Emergency Communications Dispatcher" patch.
    - d. Non-sworn Parking Enforcement Officers display the "Manassas Parking Enforcement" patch.
- C. Rank insignia. Rank insignia are displayed by sworn members holding the rank of Sergeant and above. See Attachment "J."
1. Class A, Class B and Class C Uniforms. See Attachment "K."
    - a. Sworn members holding the rank of Chief of Police Captain or Sergeant shall position the appropriate rank insignia pin (small style) centered on both collar flaps, so that the bottom of the insignia touches both seams of the flap.

Effective Date: 10-18-2013	<b>GENERAL ORDER</b>	Number: 02-03
Subject: Uniform Regulations		Page: 11 of 16

- b. Sworn members holding the rank of Lieutenant shall position the appropriate rank insignia pin (small style) centered on both collar flaps, so that the inner edge of the insignia touches the innermost seam of the flap.
  - 2. Dress blouse, winter coat or sweater.
    - a. Sworn supervisors holding the rank of Chief of Police, Captain, Lieutenant, or Sergeant shall position the appropriate rank insignia pin (large style) centered on both epaulets, so that the outermost edge of the insignia touches the outermost edge of the epaulet, and centered over the Department arm patch.
- D. Marksmanship Proficiency and Firearms Instructor pins shall be displayed as awarded. See Attachment "L."
  - 1. The marksmanship pin shall be displayed on the left chest pocket flap, with the top edge of the pin even with the top seam of the flap.
  - 2. The Firearms Instructor pin may be displayed 1/8 inch below the marksmanship pin, centered.
  - 3. Marksmanship and Firearms Instructor pins shall not be displayed on the Utility Uniform.
- E. Nameplate. The nameplate shall be positioned on the right chest pocket, with the top of the nameplate even with the top seam of the pocket flap. See Attachment "M."
  - 1. The nameplate shall not be displayed on the Utility Uniform.
  - 2. The cloth nametag may be displayed on the Utility Uniform, centered above the right chest pocket.
- F. Career Development Program pin. See Attachment "M."
  - 1. Participants in the Career Development Program shall attach the appropriate pin to the nameplate, so that the upper edge of the pin contacts the lower edge of the nameplate.
  - 2. The Career Development Program pin shall not be displayed on the Utility Uniform.
- G. The City of Manassas Employee Longevity Pin and the Virginia Governor's 20 Year pin may be positioned on the right chest pocket, at the bottom left corner of the pocket flap, See Attachment "M."
  - 1. Only one of these service recognition pins may be worn on each applicable garment, as noted above.
  - 2. These pins do not count towards the permitted number of pins as outlined below in Section H, 2.
  - 3. The Longevity Pin shall not be displayed on the Utility Uniform.
- H. Other uniform attachments. The Department awards pins for certain sworn assignments, sections, special units, and achievement awards. See Attachment "N."
  - 1. On the Left Badge Side of the uniform, one of the following bar pins are approved for display on the left-side pocket lapel, centered 1/8" below the top seam of lapel:
    - a. Medal of Valor pin.
    - b. Honorable Service Medal pin.
    - c. Merit Medal pin.
    - d. \*All Firearms' pins (Marksmanship Proficiency and Firearms Instructor pins may both be displayed as described in subsection "D" above)
    - e. Fitness Award pin.
    - f. Military Veterans pin.
    - g. Stars and Stripes pin.
    - h. 911 pin.
  - 2. On the Right Name Plate Side of the uniform, no more than two of the following pins will be displayed at one time. The first pin will be centered 1/8" above the top seam of the pocket lapel. The second will be centered 1/8" above the first. Bar pins shall be affixed below non-bar pins. In the event of two bar pins or two non-bar pins, the larger of the two shall be affixed first with the second above.
    - a. Field Training Officer pin.
    - b. Motor Officer pin.
    - c. Emergency Service Unit (ESU) pin.
    - d. Civil Disturbance Unit (CDU) pin.
    - e. Scuba Team pin.
    - f. Crisis Negotiation Team pin.

Effective Date: 10-18-2013	<b>GENERAL ORDER</b>	Number: 02-03
Subject: Uniform Regulations		Page: 12 of 16

- g. Crisis Intervention Team pin.
- h. School Resource Officer pin.
- i. Bicycle Unit pin.
- j. Honor Guard pin.
- k. FBI National Academy pin.
- l. Professional Executive Leadership School (PELS) pin.
- 3. Other uniform attachments shall not be displayed on the Utility Uniform or sweater.
- I. Whistle, holder and lanyard.
  - 1. The whistle, holder and lanyard may be displayed on the Class A or B uniform or the winter coat, by Motorcycle Officers, Parking Enforcement Officers, and School Crossing Guards only.
- J. Headgear badges are task specific and color-coded by rank or assignment.
  - 1. Sworn members holding the rank of Senior Animal Control Officer or above shall display the gold headgear badge and gold trim band.
  - 2. All other members shall display the silver headgear badge, and black trim band.
  - 4. The Motorcycle Officer headgear badge is displayed on the motorcycle helmet only, centered and 1" above the brim.
  - 5. The headgear badge shall be displayed in the manufacturer's pre-determined location, on the headgear and the severe weather headgear.
- K. Service stripe program. The service stripe program is discontinued.
  - 1. In the event that a member's outer garment has service stripes permanently mounted on the left sleeve, between the wrist area and the elbow area, and the garment is serviceable, the member may continue to use the garment until such time as it is unserviceable.
  - 2. Service stripes shall not be added or replaced on any issued garment.
- L. Rank insignia are displayed by non-sworn members holding the rank of PSCC Supervisor. The rank insignia shall consist of silver "corporal" pin. See Attachment "J".
  - 1. Class A and Class B Uniforms. See Attachment "K".
    - a. Non-sworn members holding the rank of PSCC Supervisor shall position the appropriate rank insignia pin (small style) centered on both collar flaps, so that the bottom of the insignia touches both seams of the flap.
- M. High-Visibility Armbands.
  - 1. In an effort to increase the safety of officers involved in emergency or high-risk law enforcement situations while in a plain clothes assignment or when off-duty and not in uniform, the Department has issued a high-visibility armband to further aid in officer identification. The high-visibility armband is part of every sworn member's basic uniform issue and shall be carried in a manner which will allow immediate access should it be needed.
  - 2. The high-visibility armband shall be worn on either arm, between the shoulder and the elbow, when on the scene of any emergency or high-risk situation where the member is NOT in a standard issue patrol or Operations uniform.
  - 3. On-duty members, not in a standard patrol or Operations uniform, shall have the issued armband accessible for use when needed. Members who are off-duty, not in a standard patrol or Operations uniform and operating a Department vehicle shall have the issued armband accessible for use at all times.

**XI. Inclement Weather Uniform**

- A. The following uniform items may be worn during inclement weather only: See Attachment "P."
  - 1. Raincoat or rainsuit. The badge of office shall be displayed in the manufacturer's pre-determined location.
  - 2. Black rubber boots.
  - 3. Headgear cover. The headgear cover shall not obscure the headgear badge.

Effective Date: 10-18-2013	<b>GENERAL ORDER</b>	Number: 02-03
Subject: Uniform Regulations		Page: 13 of 16

4. Severe weather headgear may be worn at the member's option in the event of extremely windy or cold conditions.
5. Gloves (other than surgical gloves)/ Scarf

**XII. Non-Issued, Authorized Uniform Items, Sworn and Non-Sworn Members.**

- A. The member shall provide himself with the following uniform items:
  1. Solid white or navy blue crew-neck undershirts, as approved by the Chief of Police.
  2. Solid color, black or navy blue socks, as approved by the Chief of Police.
  3. Solid black, leather garrison belt, with velcro closure or the appropriate brass or silver garrison buckle.
  4. Tactical Gloves (Black in Color)
- B. The member, at his option, may provide himself with the following items. See Attachment "Q."
  1. Navy blue, crew neck, long sleeved winter sweater, as approved by the Chief of Police.
    - a. The Department provides shoulder patches, badge of office patch, nameplate, and rank chevrons for the winter sweater.
    - b. Such attachments as issued shall be worn with the winter sweater at all times.
    - c. The sleeves of the winter sweater shall be extended at all times.
  2. Solid black, turtleneck shirt, as approved by the Chief of Police.
  3. Solid black gloves, as approved by the Chief of Police.
  4. Solid black or navy blue scarf, as approved by the Chief of Police.
  5. Pens and pencils, when displayed on the Class A or B Uniform, shall be of a solid black or navy blue plastic or metal, or of a combination of blue or black plastic, in combination with silver or gold metal as appropriate with the member's rank.

**XIII. Color Coding of Uniform Attachments**

- A. The member's rank or assignment determines the color coding of uniform attachments.
  1. Sworn members holding the rank of Chief of Police, Captain, Lieutenant, Sergeant and Senior Animal Control Officer display the following:
    - a. Gold badge of office (metal or cloth) with the appropriate title.
    - b. Gold name plate.
    - c. The following items are of brass:
      - (1) Exposed buttons on dress blouse and winter coat.
      - (2) Duty belt buckle and garrison belt buckle.
      - (3) Leather equipment fasteners / snaps.
      - (4) Headgear badge with task specific logo.
  2. Sworn members holding the rank of Officer or Animal Control Officer, and non-sworn uniformed members display the following:
    - a. Silver badge of office (metal or cloth) with the appropriate rank or task specific assignment.
    - b. Silver nameplate.
    - c. The following items are of silver:
      - (1) Buttons on dress blouse and winter coat.
      - (2) Duty belt buckle and garrison belt buckle.
      - (3) Leather equipment fasteners / snaps and whistle.
      - (4) Headgear badge with task specific logo.

**XIV. Uniform Provisos**

- A. Class A Uniform.
 

The Class A uniform consists of the long sleeve shirt with a tie or turtleneck. It may be worn at anytime for duty related activity at the discretion of the officer. The Class A uniform may be mandated to be worn for special events including court as determined by the supervisor or other competent authority. Turtlenecks are not authorized for Court appearances.
- B. Class B Uniform.

Effective Date: 10-18-2013	<b>GENERAL ORDER</b>	Number: 02-03
Subject: Uniform Regulations		Page: 14 of 16

The Class B uniform consists of the short sleeve uniform shirt. It may be worn at anytime for duty related activity at the discretion of the officer. The Class B uniform may be mandated to be worn for special events including court as determined by the supervisor or other competent authority.

- C. Uniform of the Day.
  - 1. The Chief of Police or his designee may specify a Uniform of the Day for the Department, any component of the Department, or any member.
  - 2. A Division Commander or his designee may specify a Uniform of the Day for his Division, any component of his Division, or any member.
  - 3. A Lieutenant or Sergeant may specify a Uniform of the Day for his section or unit.
- D. Any officer may opt to wear the Class A or the Class B Uniform at any time except those circumstances where the supervisor or other competent authority has specified the uniform to be worn.
- E. The Chief of Police, Division Commanders and Lieutenants may opt to wear the white uniform shirt for Class A or Class B Uniform duty.
  - 1. As a safety issue, white uniform shirts should be reserved for administrative duty, special appearances or events.
- F. The dress blouse shall be worn by sworn members holding the rank of Sergeant or above, and selected other officers, as the Uniform of the Day, or for special appearances or events. The dress blouse is worn with the Class A Uniform in the following mode:
  - 1. White, long sleeved uniform shirt and tie.
  - 2. White gloves (for special functions such as parades, funerals and other events).
  - 3. All buttons on the blouse are buttoned.
  - 4. Uniform attachments, as issued or authorized.
- G. Headgear, generally.
  - 1. The headgear shall be worn at the following times:
    - a. While directing traffic for extended period of time, or during special events and funerals.
    - b. While out of the vehicle for extended periods of time.
    - c. At official functions, public appearances or events, as appropriate.
  - 2. The headgear shall be worn squarely on the head.
  - 3. When the rain cover is used, the headgear badge shall be visible.
  - 4. The appropriate headgear badge and trim band shall be displayed.
  - 5. In the event that the severe weather headgear is worn, the appropriate headgear badge shall be displayed.
    - a. The earflaps shall be worn with both flaps up and fastened or with both flaps down and fastened under the chin, as required by weather conditions.
- H. Rendering of military honors.
  - 1. Uniformed members are encouraged to render military honors whenever appropriate.
  - 2. Uniformed members shall render military honors in the following instances:
    - a. When the flag of the United States of America is carried or otherwise displayed.
    - b. As directed by a superior officer.
  - 3. The rendering of military honors shall consist of:
    - a. Uniformed members shall stand at attention, and perform a standard military hand salute; the right hand is brought to the right edge of the headgear brim. For members who are not wearing headgear, the right hand is brought to the outer edge of the right eyebrow.
    - b. Non-uniformed members shall stand at attention, and place the right hand over the area of the heart.
- I. Court appearances, sworn and non-sworn members.
  - 1. Uniformed members shall wear the Class A or B Uniform for court appearances. All members from the same squad will wear the uniform specified by the squad supervisor at least 24 hours in advance.
  - 2. Members who are not in uniform shall wear appropriate business dress attire.
    - a. Male members shall wear a sport coat and slacks (or suit), with dress shirt and tie.
    - b. Female members shall wear appropriate business dress attire.
    - c. Casual clothing is not permitted. Hats should not be worn.

Effective Date: 10-18-2013	<b>GENERAL ORDER</b>	Number: 02-03
Subject: Uniform Regulations		Page: 15 of 16

3. The Patrol outer ballistic vest cover is now permitted to be worn in court. The agency has decided to allow officers to wear the Patrol outer cover only (not tactical style, usually in black) in court so that officers working the street do not need to change vests.
  4. Members, sworn and non-sworn, will comply with the facial hair policy outlined in II.D.1 of this General Order, specifically, members shall be clean-shaven, except that a mustache may be displayed.
- J. Uniform options. The following uniform options are authorized as noted. Uniform options are not authorized for court appearances, special events, and public appearances or in lieu of the Uniform of the Day. See Attachment "Q."
1. The winter coat may be worn when conditions require.
    - a. The zipper is fastened, and raised to a level even with or above the top of pocket flaps.
    - b. In the event that a winter coat has outer buttons in addition to or in lieu of a zipper, only the top button may be unfastened.
  2. The winter sweater may be worn in either of the following modes:
    - a. Over the black turtleneck shirt.
    - b. Over the long sleeved uniform shirt and tie.
  3. The turtleneck shirt may be worn in either of the following modes:
    - a. Under the winter sweater.
    - b. Under the long sleeved uniform shirt with open collar, without tie.
  4. The baseball hat, as issued, may be worn in the following modes:
    - a. By Traffic Services Section members, while on enforcement details.
    - b. By sworn members, while working evening or midnight shifts / assignments.
    - c. By sworn and non-sworn members, while outdoors in training assignments, or at any time while off duty.
  5. The casual uniform as issued to sworn and non-sworn members of the Public Safety Communications Center, the Administrative Services Division and other selected sworn and non-sworn members.
    - a. For official duties where the Class A Uniform is not required.
    - b. For training assignments, or assignments where the Class A Uniform is likely to be damaged.
    - c. For duty or assignments where visibility by the public is limited.

- Attachments:
- "A" Hairstyles, female.
  - "B" Eyewear.
  - "C" Hairstyles and facial hair, male.
  - "D" Class A Uniform.
  - "E" Class B Uniform.
  - "F" Class C Uniform.
  - "G" Casual Uniform.
  - "H" Badge of Office.
  - "I" Department Arm Patches.
  - "J" Rank Insignia.
  - "K" Display of Rank Insignia.
  - "L" Marksmanship Proficiency and Firearms Instructor pins.
  - "M" Nameplates, Career Development Program pin, Manassas Employee Longevity pin.
  - "N" Other Uniform Attachments.
  - "O" Headgear Badge and Trim.
  - "P" Inclement Weather Uniform.
  - "Q" Uniform Options.
  - "R" Issued Equipment Inventory Form.
  - "S" Uniform / Equipment Replacement form.
  - "T" Application for a Variance from the Personal Appearance Standards (Facial Hair) Based on a Health Condition

Effective Date: 10-18-2013	<b>GENERAL ORDER</b>	Number: 02-03
Subject: Uniform Regulations		Page: 16 of 16

Index as:       Uniform Regulations.  
                  Grooming.  
                  Specialty Pins  
                  Uniform Attachments  
                  Issued Equipment  
                  Tatoos

References:     N/A