

	<b>HARRISONBURG POLICE DEPARTMENT</b> General Orders	<b>Policy Number:</b> 802
	<b>Chapter:</b> Personnel	<b>Total Pages:</b> 15
	<b>Section:</b> Uniforms and Civilian Attire	<b>Issue Date:</b> 01/09/2023
	<b>Issued By:</b> Kelley Warner, Chief of Police	<b>Effective Date:</b> 01/09/2023
	<b>Replaces:</b> All General Orders Previously Issued Relative to Subject	
<b>VALEAC Standards: PER.03.04</b>		

## A. POLICY AND PURPOSE

This policy provides guidelines for Harrisonburg Police Department for authorized uniforms and civilian attire regulations. It is established to ensure that uniformed employees will be readily identifiable to the public through the proper use and wearing of department uniforms, and that the appearance of employees who wear civilian attire reflects favorably on the Department.

This policy addresses the wearing and maintenance of department uniforms, accessories, insignia, patches, and badge; the requirements for employees who wear civilian attire; and the authorized use of optional equipment and accessories by employees of the Department.

Other related topics are addressed in the Badges, Patches, and Identification, Department-Owned and Personal Property, and Personal Appearance Standards policies, and Awards and Commendations policies.

The Harrisonburg Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency as determined by the Chief of Police or the authorized designee. The Harrisonburg Police Department may provide other department members with uniforms at the direction of the Chief of Police.

All uniforms and equipment issued to Harrisonburg Police Department employees shall be returned to the Department upon termination or resignation.

## B. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims.

Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

## **C. UNIFORMS**

The Chief of Police or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all employees as needed. Uniforms shall be worn as described therein and as specified in this policy and in compliance with [VA Code § 19.2-78](#) and Va. Code § 46.2-102.

The following shall apply to those assigned to wear department-issued uniforms:

- a. Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.
- b. Officers in a non-uniformed assignment shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
- c. Uniforms shall be worn in compliance with any applicable department specifications.
- d. Employees shall wear only the uniforms specified for their ranks and assignments.
- e. Civilian attire shall not be worn in combination with any distinguishable part of a uniform.
- f. Uniforms are only to be worn while on-duty, for court, at official department functions or events, while in transit to or from work, or when authorized by the Chief of Police or the authorized designee.
- g. Employees are not to purchase or drink alcoholic beverages while wearing any part of department-issued uniforms, including the uniform pants.
- h. All supervisors will perform periodic inspections of employees under their commands to ensure conformance to this policy.

## **D. UNIFORM CLASSES**

The Chief of Police or the authorized designee shall determine the uniform to be worn by each department officer or any deviations that may be authorized.

Uniforms are classified as follows:

- a. Class A - Full dress uniform to be worn by officers daily or on special occasions, such as funerals, graduations, ceremonies, or as directed by the Chief of Police or the authorized designee.
- b. Class B (Office/Field/Utility)- A standard issue uniform to be worn daily by designated department officers. Class B utility uniforms are authorized for specialized assignments (traffic, K9, Bike Patrol, etc.) and as directed.
- c. Class C - Other specific uniforms to be worn by officers during training, instruction, meetings, or other details as directed.

## a. CLASS A UNIFORM

The Class A uniform consists of the following:

- a. Issued dress hat
- b. Long-sleeve shirt
- c. Issued tie, Black
- d. Approved PD issued tie pin
- e. Navy blue issued trousers
- f. Leather Black belt
  1. Belts shall be equipped as needed for the member's assignment.
- g. Dark blue or black socks
- h. Black polished dress shoes or boots polished to a high shine
  1. Boots with pointed toes are not permitted.
- i. Issued internal armor only
- j. Dress Jacket (Captains and above) can be worn during special occasions, public events and ceremonies



## b. CLASS B UNIFORM

The Class B uniform consists of the following:

- a. Long-sleeve
  1. Dress shirt (button down/zipper). This shirt will be worn with a navy blue, black or white crew neck undershirt. It can also be worn with a black/navy blue mock turtleneck or turtleneck. Cuffs must be buttoned.
  2. Patrol shirt (pullover with external armor). Worn in association with the external vest. This shirt will be worn with a black/navy mock turtleneck or black, navy, or white crew neck undershirt. Patrol shirt must remain buttoned except for the top button at the neck.
- b. Short-sleeve

1. A navy blue, black or white crew neck t-shirt must be worn under the short-sleeve shirt. All shirt buttons must remain buttoned except for the top button at the neck.



- c. Trousers
  - d. Black belt
    1. Belts shall be equipped as needed for the officer's assignment.
  - e. Dark blue or black socks
  - f. Black polished dress shoes
    1. Approved black unpolished shoes may be worn.
    2. Boots with pointed toes are not permitted.
    3. Decorative stitching or adornment is not permitted.
  - g. Weather-appropriate items
    1. Hat
    2. Black mock turtleneck may be worn under the long-sleeve uniform shirt
    3. Jacket
    4. Rain gear
  - h. Internal and External Armor
- c. CLASS B FIELD UNIFORM
- a) Long-sleeve
    1. Pullover Patrol shirt worn in association with the external vest. This shirt will be worn with a navy, black, or white crew neck undershirt, navy or black mock turtleneck or turtleneck.
  - b) Short-sleeve

1. Pullover Patrol shirt worn in association with the external vest. This shirt will be worn with a navy, black or white crew neck undershirt.
- c) Issued cargo-style utility pants
- d) Black nylon duty or Sam Browne belt and equipment
- e) Dark blue or black socks
- f) Boots polished to a high shine
  1. Approved tactical type black unpolished shoes may be worn
  2. Boots with pointed toes are not permitted
  3. Decorative stitching or adornment is not permitted
- g) Weather appropriate items
  1. hat
  2. Jacket (over or under vest)
  3. Rain gear
- h) External body armor with approved equipment
  1. Velcro Nameplate
  2. Velcro Badge
  3. Rank Insignia - Epaulets
  4. Flag
  5. Radio (vest mounted or on belt)
  6. Tourniquet
  7. Body Worn Camera
  8. Pistol Magazine Pouch (optional) - Approved nylon magazine pouches (2) placed vertically or horizontally on front of vest
  9. Small flashlight (optional) - approved type and model
  10. Knife with clip (optional) - Utility-type. Secured in a pocket on the vest (seatbelt cutting, pry tool, etc.)
  11. Whistle (optional) - Placed on the right side of the vest; whistle in right pocket, chain affixed to the right lapel strap
  12. NARCAN (optional) - In approved pouch
  13. OC (optional) - In approved holder
  14. IFAK (optional) - In approved pouch
  15. Multi-purpose pouch (optional) - In approved pouch

#### d. CLASS B- UTILITY UNIFORM

The Chief of Police or the authorized designee may authorize certain uniforms to be worn as the standard issue uniform by officers in specialized assignments, such as canine handlers, bicycle patrol, motor officers and other specific assignments.

- a. **Motorcycle Officers-** The only variation from the above uniform description will be the replacement/addition of the following:
  1. Motorcycle Officers shall wear an approved helmet with chinstrap secured at all times while the motorcycle is in operation.
  2. Approved Department-issued safety glasses.
  3. Approved Department-issued motorcycle riding boots.
  4. Approved Department-issued motorcycle trousers.
  5. Approved Department-issued motorcycle riding gloves.

6. Approved Department-issued Motorcycle riding jacket.
  7. Approved Department-issued rain gear.
- b. **Bicycle/SET Officers-** Due to the nature of the athletic requirement necessary to perform the functions to ride a bicycle, the following uniform is authorized:
1. Anytime an officer is riding a Department-issued bicycle, an approved safety helmet with chin strap shall be worn.
  2. Approved Department-issued riding gloves
  3. Approved Department-issued bicycle pants or shorts
  4. Approved Department-issued bike shirt, either long sleeve or short sleeve with approved reflective material.
  5. Navy, black, or white crew neck t-shirt. T-Shirts will not be frayed or soiled and will have no insignias.
  6. Approved Department-issued outer "load bearing" ballistic vest with name patch, badge and "Police" patches, handcuffs/case, radio/case, ammunition magazines, pepper spray/case, and cloth U.S. Flag patch (located under badge).
  7. Approved Department-issued web gear, i.e.; duty belt, holster, ASP and case.
  8. The conducted energy weapon shall be worn on the duty belt.
  9. Approved Department-issued bicycle shoes with black socks
  10. Approved Department-issued rain gear and cold weather gear during inclement weather conditions
- c. **K9 Officers-**Due to continuous animal contact with their K9 partner and the unknown conditions they may encounter during a deployment, a special K9 uniform is required. The following uniform is authorized:
1. Approved Department-issued utility shirt, either short sleeve or long sleeve with shoulder patches and insignia;
  2. Short-sleeve
    - a. Navy, black, or white crew neck t-shirt. T-Shirts will not be frayed or soiled and will have no insignias.
  3. Long-sleeve
    - a. Black, navy blue, or white crew neck t-shirt, black or navy blue turtleneck or mock turtleneck
  4. Approved Department-issued outer carry "load bearing" ballistic vest with name patch, badge and "Police" patches, handcuffs/case, radio/case, ammunition magazines, pepper spray/case;
  5. Approved Department-issued web gear, i.e.; duty belt, holster, ASP and case;
  6. Approved black shoes or boots with black socks. White socks can be worn with boots as long as they are not exposed while in a sitting position.
  7. Other equipment deemed necessary to carry out the functions required as a K9 Officer with prior approval from the Division Commander (i.e.: leashes, remote for "Hot Dog" system, etc.)
- d. **Animal Control Officer-** The following uniforms are authorized:
1. Sworn
    - a. Approved Department-issued utility shirt, either short sleeve or long sleeve with shoulder patches and insignia;
      1. Short-Sleeve

- a. Black, navy blue, or white crew neck t-shirt. T-Shirts will not be frayed or soiled and will have no insignias.
- 2. Long-sleeve
  - a. Black, navy blue, or white crew neck t-shirt, black or navy blue turtleneck or mock turtleneck
  - b. Approved Department-issued utility cargo pants;
  - c. Duty belt consisting of duty weapon, weapon light and holster, magazine pouches with magazines, handcuff case with handcuffs, conducted energy weapon and holster, OC spray and holster, flashlight and holder, collapsible baton, surgical glove pouch and belt keepers as needed or authorized (see attached photos for authorized placement).
  - d. Department-approved black shoes or boots with black socks. White socks can be worn with boots as long as they are not exposed while in a sitting position.
- 2. Civilian
  - a. Approved Department- issued green utility shirt, either short or long sleeve with shoulder patches and insignia
    - 1. Short-sleeve
      - a. Black, navy blue, or white crew neck t-shirt. T-Shirts will not be frayed or soiled and will have no insignias.
    - 2. Long-sleeve
      - a. Black, navy blue, or white crew neck t-shirt, black or navy blue turtleneck or mock turtleneck
  - b. Approved Department-issued green utility pants
  - c. Duty belt consisting of OC, baton, flashlight, radio
  - d. Department approved black or tan shoes or boots. White socks can be worn with boots as long as they are not exposed when in a sitting position.
  - e. Department approved green outer vest with mounted BWC
  - f. Green ACO jacket and/or ball cap or toboggan during inclement weather or when needed.
- e. Other utility uniforms are permitted for particular tactical, traffic-related or other special assignments as deemed appropriate by the respective Commander. These uniforms will, as much as practical, be set up in similar fashion as other utility uniforms mentioned previously in this section.

Depending on the assignment and the nature of the detail, the officer in charge will determine the type of ballistic vest to be worn.

#### e. CLASS C UNIFORM

The Class C uniform is permitted for training, instruction, or other work details as directed.

- a. The Class C uniform will consist of an approved Department-issued short-sleeve or long-sleeve polo shirt.



- b. The issued HPD grey short or long sleeved "training" t-shirt may be authorized for use in lieu of the polo shirt as approved by the supervisor in charge of that particular activity/event.
- c. Undershirts will be either a black, navy blue, or white crew neck t-shirt.
- d. The pants will be approved Department-issued BDU-style trousers.
- e. Approved Department-issued duty belt. The supervisor/lead instructor may authorize an alternative to the duty belt, depending on the assignment or detail (such as type of belt, holster, etc.).
- f. Appropriate boots or tactical style shoe with black socks. White socks may be worn with the boots provided they cannot be seen while in a sitting position. Tennis shoes may be pre-authorized depending on the nature of the detail.
- g. Operations Personnel shall wear the Department-issued training uniform that consists of a grey Harrisonburg Police Department tee shirt and tan BDU pants for training such as firearms, defensive tactics, and other physical type instruction, unless other clothing is prescribed by the instructor.





## **E. HATS/CAPS**

Only Department issued hats/caps are to be worn while on duty.

- a. The Department issued Eight-Point Hat with hat badge, is to be worn straight on the head with visor down over the forehead in a military manner.



- b. The Department approved Police Ball Cap can be worn when wearing the Class "B" uniform. They may also be worn with the Class C uniform (for training, accident investigation, UAS operations, special events, etc.) when they provide the wearer with added identification, comfort, or protection from the elements.



- c. The Department approved knit winter cap, cold weather trooper cap, or thermal headband shall be worn only during the fall and winter seasons.



## F. INSIGNIA, PATCHES AND BADGE

Only the following elements may be affixed to department uniforms unless an exception is authorized by the Chief of Police:

- a. Shoulder patch - The authorized shoulder patch supplied by the Department shall be affixed to the sleeves of all uniform shirts and jackets.
- b. Badge - The department-issued badge, or an authorized affixed cloth replica, must be worn and visible at all times while in uniform.
- c. Nameplate - The regulation nameplate, shall be worn at all times while in uniform, unless a police operation or activity would dictate otherwise. The name plate shall be centered on the right pocket with the top of the nameplate touching the top thread line approximately 1/4" below the top of the pocket.
  1. When the blue jacket is worn, the nameplate, or an authorized sewn-on cloth nameplate, shall be affixed to the jacket in the same manner as the uniform.
  2. Rain gear, parkas, and other weather related overgarments would not require a separate nameplate.
- d. Personnel with rank of Sergeant through Chief of Police shall wear the appropriate insignia or rank as follows:
  1. Class A and Class B long and short sleeve shirt (button down)- rank will be worn on both collars
  2. Field Uniform (Outer Vest) - Cloth/Velcro rank will be worn on the shoulder epaulets

3. Class A Jacket (Captains and above) - rank will be worn on the epaulets. Stripes will be sewn to the bottom of the sleeves (4 = Chief, 3 = Deputy Chief, etc.).
  4. Field Jacket - rank will be worn on the shoulder epaulets (1 inch from outer edge)
  - e. Upon an officer achieving CDP Tier Level 2 and 5 years of service, the department authorized insignia denoting "Master Police Officer" will be worn as follows:
    1. Class A and Class B long and short sleeve shirt (button down) - the Master Police Officer insignia will be worn on both collars.
    2. Field uniform (Outer Vest) - Cloth/Velcro insignia will be worn on the shoulder epaulets.
    3. Field Jacket - no insignia will be worn on the field jacket
  - f. Service insignia - The designated insignia indicating the employee's length of service may be worn on long-sleeve shirts and jackets. The insignia shall be machine stitched to the left sleeve of the uniform. Every 5 years a stripe will be added.
  - g. A Department-issued U. S. Flag pin shall be worn on the uniform shirt. The flag shall be centered on the left pocket with the top of the flag touching the top thread line approximately 1/4" below the top of the pocket.
  - h. Award/commendation, proficiencies and specialties - Ribbons representing an award, or commendation, proficiency, and/or specialty received or earned under the Commendations and Awards Policy, or other recognition authorized by the Chief of Police will be worn on the Class A uniform and may be worn on the Class B office uniform.
- a. **MOURNING BAND**

Uniformed officers shall wear a black mourning band across the department badge whenever a law enforcement officer is killed in the line of duty or as directed by the Chief of Police. The following mourning periods will be observed:

- a. An officer from any Virginia agency - From the time of death until midnight on the day of the funeral
- b. Funeral attendee - While attending the funeral of an out-of-region fallen officer
- c. National Peace Officers' Memorial Day Week
- d. As directed by the Chief of Police

## **G. UNIFORM BELTS**

### **a. REQUIREMENTS**

For field personnel of the rank of sergeant and below, the issued Sam Browne belt or web-gear shall be worn with the duty uniform. For personnel assigned to the administrative bureau, the Garrison belt may be worn with the department issued/approved handgun.

Except as herein provided, all holsters worn by on-duty personnel, whether in uniform or civilian clothing, shall be worn on the belt, unless approved by the Chief of Police.

### **b. MANDATORY ITEMS**

Mandatory items to be worn with the Sam Browne and nylon belt are:

- a. Issued Level 2 or above holster with service weapon and light
- b. Issued ammunition, magazines and magazine pouches
- c. Conducted energy weapon and holster
- d. Issued handcuffs with case
- e. Baton and baton holder
- f. Surgical glove pouch
- g. OC canister and holder
- h. Belt keepers
- i. Radio can be worn on external vest or belt
- j. Personnel assigned to Major Crimes Unit will be required to carry at least one less lethal weapon.



### c. OPTIONAL ITEMS

Optional items allowed on the Sam Browne or nylon belt include:

- a. Additional handcuffs with case
- b. Flashlight/Flashlight holder (issued or approved personal)
- c. Key holders with similar accessory rings

### d. POSITIONING

The Sam Browne belt shall be worn over the trouser belt in such a manner as to prevent the trouser belt from showing. The positioning of items on the Sam Browne belt shall be as follows:

- a. The duty weapon shall be worn on the strong side.
- b. The conducted energy weapon shall be worn on the support side.
- c. The magazine pouch may be positioned either to the immediate right or immediate left of the belt buckle.
- d. All other items may be positioned on the duty belt as suits the officer, provided they do not interfere with the accessibility of mandatory items.

## H. OPTIONAL EQUIPMENT

Any items that are allowed by the Harrisonburg Police Department to be worn, but are not issued shall be purchased entirely at the expense of the employee. No part of the purchase cost shall be offset by the Department.

Maintenance of optional items shall be the financial responsibility of the purchasing employee (e.g., repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be managed as follows:

- a. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
- b. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced in accordance with the Department-Owned and Personal Property Policy.

## **I. UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES**

Ammunition not issued or approved by the department shall not be carried.

Mirrored sunglasses will not be worn.

## **J. CIVILIAN ATTIRE**

There are assignments within the Harrisonburg Police Department that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary.

- a. Civilian attire shall fit properly, be clean and free of stains, and not be damaged or excessively worn.
- b. Employees assigned to administrative, investigative and support positions shall wear business-appropriate clothing that is conservative in style, unless approved by supervisor.
- c. Variations from this policy are allowed at the discretion of the Chief of Police or the authorized designee when the member's assignment or current task is not conducive to wearing such clothing.
- d. No item of civilian attire may be worn while on-duty that would adversely affect the reputation of the Harrisonburg Police Department or the morale of the members.
- e. The following items shall not be worn while on-duty or when representing the Department in any official capacity:
  1. Clothing that reveals cleavage, the back, chest, stomach or buttocks
  2. T-shirt alone or exposed undergarments
  3. Swimsuits, tank tops, tube tops or halter tops
  4. Sweatshirts, sweatpants or similar exercise clothing
  5. Spandex-type pants or transparent clothing
  6. Denim pants of any color (excluding "Casual Fridays" if authorized)
  7. Shorts
  8. Open-toed shoes

9. Clothing, buttons or pins displaying racial, sexual, discriminatory, gang-related or obscene language

## **K. COURT APPEARANCES AND MEETINGS**

### Court Appearances

- a. The image presented by officers appearing in court reflects upon the Department and the law enforcement profession. To ensure a professional demeanor, officers shall wear the long sleeve uniform shirt with the tie (Class A), or other appropriate attire such as a business suit with tie (for female officers, a tie is not required, and a skirt may be substituted for slacks). The wearing of the short sleeve uniform shirt (with outer vest) is acceptable when appearing in General District or Juvenile courts.

### Meetings

- a. The standard attire for departmental meetings, other than the wearing of a PD uniform, will be business casual to include, at a minimum, a polo shirt and long pants (not to include blue jeans, spandex, or other clothing not permitted per civilian attire guidelines). The supervisor in charge of a departmental meeting may require another form of dress as required.