



WRITTEN DIRECTIVE	No.	PD15-2002	Page:	1 of 13
	Subject:	EMPLOYEE EQUIPMENT, APPAREL, AND GROOMING		
	Effective Date:	12-1-15		
	Supersedes/Amends:	PD14-2002		
Reference:	22.2.8, 26.1.1, 41.3.4, 41.3.5, 41.3.6			



22.2.8, 26.1.1, 41.3.4

I. Purpose

The purpose of this directive is to establish employee guidelines regarding personal grooming and appearance, wearing of the issued uniform, and maintenance of issued equipment.

II. Policy

It shall be the policy of the Lynchburg Police Department that the personal appearance of each employee project a professional image. All employees shall comply with applicable dress code and personal appearance requirements set by the City of Lynchburg and the Lynchburg Police Department.

III. Procedure

A. GENERAL

1. Uniforms and equipment will be issued to appropriate employees in accordance with criteria established by the Chief of Police.
2. The Equipment and Supply Coordinator will oversee and control the procurement, stocking and issue of equipment and apparel, subject to the direction of the Professional Standards Division Captain and the Chief of Police.
3. The Chief of Police, or his designee, will serve as the determining authority on matters set forth within this directive.
4. Failure to comply with the policies and guidelines set forth within this directive will render an employee subject to disciplinary action up to and including termination of employment.

B. GENERAL UNIFORM REQUIREMENTS

1. Sworn and civilian uniforms will be kept neat, clean, and in good repair at all times. All officers will maintain a uniform in ready-to-wear condition
 - a. Leather gear worn with the uniform will be kept clean and in good repair.
 - b. Shoes or boots worn with the uniform will be polished.
 - c. Items will not be carried in the uniform shirt pockets which will cause the pockets to bulge excessively.
 - d. Uniform trousers should be worn so as to break very slightly at the instep.

2. No ornaments, equipment, etc. will be worn on any part of the uniform unless issued by the department and/or authorized by the Chief of Police.
3. Employees will not wear hands-free cellular telephone receivers on duty or while representing the department unless prior approval is granted by the appropriate Deputy Chief.
4. Off-duty officers will not wear the uniform unless:
 - a. appearing in court
 - b. representing the department at special ceremonies or events
 - c. working department approved special off-duty jobs
 - d. traveling to or from work
 - e. under special circumstances as authorized by the Chief of Police.
5. The following uniform items will not be worn in combination with civilian clothing:
 - a. uniform shirt
 - b. uniform pants
 - c. uniform headgear
 - d. uniform Sam Browne belt or web equipment belt (except as authorized during department-sanctioned training).

C. UNIFORMS

1. The Chief of Police, Deputy Chiefs, Captains and other department personnel designated by the Chief of Police will have the following uniform options available to them:
 - a. The uniform blouse may be worn during any season.
 - 1) A white uniform shirt and tie will be worn with the blouse.
 - 2) The issued handgun will be worn on the issued or approved trouser belt beneath the blouse.
 - b. The issued handgun and holster may be worn with the uniform on the issued trouser belt or on an approved garrison belt (not issued) in place of the Sam Browne belt.
2. The class A uniform will consist of:
 - a. the long sleeved shirt with badge, collar insignia, tie and issued tie pin.
 - 1) Award ribbons will be worn centered above the right pocket.
 - 2) The nameplate will be centered below the ribbons.
 - 3) Service strips will be displayed on the left sleeve.

- a) each service stripe will represent 4 years of sworn law enforcement service
 - b) service stripes will be obtained from and sewn on by the current vendor
 - 4) Beneath the badge, one proficiency or unit service award of the officer's choice can be affixed on the pocket flap and centered immediately below the line at the top of the pocket.
 - 5) The CIT pin may be worn on the left shirt pocket (as viewed by a person facing the officer) next to the name plate.
 - 6) No other medals or decorations will be placed on the uniform shirt.
 - b. the issued trousers with issued belt
 - c. the issued uniform hat
 - d. the personal body armor (depending on officer assignment)
 - e. black socks (not issued)
 - f. black, plain-toe, shoes or boots (not issued)
 - g. the leather gear and related items as listed in this directive.
3. The class B long sleeved uniform will be the same as the class A uniform, except:
- a. The approved black mock turtleneck shirt or a black T-shirt may be worn with the uniform shirt without the tie.
 - b. The wearing of authorized ribbons and proficiency or unit service award is optional with the Class B uniform.
 - c. The issued class A/B uniform jacket is optional.
 - d. An approved black leather jacket (not issued) may be worn.
 - e. Issued arctic style hat and or approved watch cap is optional.
 - f. An approved sweater (not issued) may be worn over the uniform shirt. The tie will not be worn with the sweater.
4. The class B short sleeved uniform will be the same as the class A uniform, except:
- a. The short sleeved shirt is worn with badge, nameplate and collar insignia.
 - b. The tie is not worn.
 - c. T-shirts, if worn, must be black.
 - d. The wearing of authorized ribbons and proficiency or unit service award is optional.

- e. The issued class A /B uniform jacket is optional.
5. The class C uniform:
- a. The class C (utility) uniform may be worn during training exercises, special assignments or other activities as authorized by the appropriate Deputy Chief.
 - b. The shirt will have muted shoulder patches and a muted breast patch bearing a cloth badge.
 - c. Muted collar insignia may be worn on the Class C uniform. Such muted insignia will match the style and size of issued insignia.
 - d. The badge, nameplate, class A and B insignia, etc. will not be worn on the utility uniform.
 - e. The approved mock turtle neck shirt with muted "LPD" letters may be worn with the class C uniform.
 - f. T-shirts, if worn, must be black.
 - g. Black socks are required (not issued).
 - h. The issued baseball style cap or approved watch cap is optional.
 - i. Personnel assigned to tactical, crisis negotiations, motor carrier inspections, street crimes, gang unit and canine handler functions will wear a muted patch designating those assignments on their class C uniforms .
 - j. Officers carrying out certain assignments may be granted permission by their Deputy Chief to wear approved web gear as a substitute for department issued leather gear with the class C uniform.
6. Uniforms worn during special assignments will be set and communicated by the Deputy Chief overseeing that assignment.

D. LEATHER GEAR AND RELATED ITEMS

1. The leather gear and related items referenced within this directive will include the following issued equipment:
- a. Sam Browne belt
 - b. handgun holster
 - c. belt keepers (4)
 - d. issued service handgun
 - e. key keeper (optional)
 - f. issued handcuffs (2) and case
 - g. issued chemical spray and case

- h. magazine case with issued magazines and ammunition
 - i. issued expandable baton and holder
 - j. issued flashlight and flashlight carrier
 - k. disposable glove carrier with disposable gloves (optional)
 - l. issued portable radio and radio holder (wearing of the radio shoulder microphone and earpiece are optional)..
 - m. issued taser with holster
2. Any other accessories worn on the duty belt must be:
- a. of good quality and consistent in appearance with issued items
 - b. approved by the officer's Deputy Chief.

E. COLLAR INSIGNIA

1. Officer collar insignia will be worn in the same position on the winter and summer uniform shirts.
2. Senior Officer, Senior Specialist Officer and Sergeant insignia will be aligned with the lower points of the insignia touching the stitching of the shirt collar, and with an imaginary line intersecting the point of the collar and the peak of the insignia.
3. Lieutenant, Captain, and Major insignia will be aligned one-half inch from the front seam of the collar and centered evenly between the top and bottom of the collar.
4. Colonel insignia will be aligned so as to bisect the line of the collar.
5. Muted collar insignia may be worn on the Class C Uniform. Such muted insignia will match the style and size of issued insignia.

F. HEADGEAR

1. The issued uniform hat will be a part of the class A uniform.
2. The issued uniform hat may be worn at the option of the individual officer with the class B uniform.
 - a. Wearing of the uniform hat with the class B uniform may be required at ceremonial events or special assignments.
 - b. All uniformed officers are required to have the uniform hat readily accessible while on regular duty assignment.
 - c. The uniform hat will be worn so as to rest squarely on the head, without hair protruding over the forehead beneath the brim.
 - d. The uniform hat will be worn with a rain cover during inclement weather.

3. The issued winter cap or the approved watch cap will be optional for wear with the class B winter uniform and the class C uniform during cold weather.
4. Officers operating bicycles will wear approved helmets.

G. UNIFORM JACKET

1. The issued uniform jacket may be worn during periods of inclement weather.
2. The badge, nameplate, etc. are not required to be worn on the jacket.
3. As practical, portable radios will be kept beneath the uniform jacket, for protection from water damage.

H. GLOVES

1. Issued gloves may be worn at the option of the individual officer or warden.
2. Other black gloves (non issued) of plain style and conventional design may be worn.
3. The wearing of gloves may be regulated or prohibited during certain ceremonial occasions.

I.. SUNGLASSES/PRESCRIPTION GLASSES

1. All eyeglasses worn by uniformed officers must be conservative in style.
2. Sunglasses having mirrored lenses or lenses that are not dark in color and conservative in appearance will not be worn with the uniform.
3. The wearing of sunglasses may be prohibited during certain occasions.

J. BODY ARMOR

41.3.5 / 41.3.6

1. The wearing of department-issued body armor will be **required** for officers assigned to first-responder and special enforcement roles, to include:
 - a. patrol officers, street crimes officers, canine handlers, traffic safety officers and their respective supervisors, school resource officers, and animal wardens.
 - b. officers engaged in off-duty employment in which the police uniform is worn or which involve law enforcement functions.
 - c. planned enforcement activities including, but not limited to, execution of arrest or search warrants and staffing of traffic checkpoints.
 - d. uniformed officers working department-sanctioned special events such as festivals, parades, etc.
2. Officers assigned to administrative and investigations functions will not be required to wear body except:
 - a. in situations as detailed in III.K.1

- b. when directed to do so by a supervisor.
3. Officers who are not required to wear personal body armor while performing regularly assigned functions must have their body armor available for immediate utilization at all times while on duty.
4. Care and cleaning of body armor:
 - a. The carrier should be machine washed and dried.
 - b. The inserts are *not* to be immersed in water but should be wiped with a damp cloth and dried.
 - c. The carrier and the inserts should be inspected weekly with any damage or needed repairs being reported to the Equipment & Supply Coordinator.

K. CIVIL DISTURBANCE GEAR

1. All officers are required to have the issued civil disturbance gear (to include gas mask, riot helmet, and carrier) readily accessible while on duty:
 - a. Patrol officers will maintain civil disturbance gear in their vehicle during the shift and in their assigned locker when off duty.
 - b. All other officers will have their assigned civil disturbance gear accessible at the police department whether on or off duty,

L. REFLECTIVE VEST

1. All officers are required to have the issued reflective vest readily accessible while on duty.
2. Civilian employees will be issued reflective vests when assigned to assist with functions where such vests might be needed.
3. All employees will wear the reflective vest when directing traffic or in other situations where high visibility will enhance employee safety.

M. ANIMAL CONTROL OFFICER

1. The long sleeved uniform will consist of:
 - a. the long sleeved shirt with badge and nameplate
 - b. the issued trousers with issued belt
 - c. black T-shirt
 - d. the issued baseball-style cap or winter cap (optional)
 - e. black socks (not issued)
 - f. black, plain-toed boots, black low quarter shoes, or black athletic shoes
 - g. the issued uniform jacket.
3. The short sleeved uniform will consist of:

- a. the short sleeved shirt with badge and nameplate
- b. T-shirts worn by animal control will be black
- c. the issued trousers with issued belt
- d. the issued baseball-style cap (optional)
- e. black socks (not issued)
- f. black, plain-toe boots, black low quarter shoes, or black athletic shoes (not issued)
- g. the issued uniform jacket.

26.1.1**N. PERSONAL APPEARANCE AND GROOMING STANDARDS FOR OFFICERS**

1. To promote public confidence as well as a positive and a professional department image, officers will maintain a professional appearance while on-duty and while representing the department in any manner.
 - a. Officers will appear neat and well groomed.
 - b. Officers will be expected to maintain a suitable level of physical fitness.
2. Male officers will keep hair reasonably close-cut and neatly groomed.
 - a. The hair will not present a ragged, unclean, unkempt or extreme appearance.
 - b. The fullness of the hairstyle will not exceed two inches from the scalp.
 - c. When combed, the hair will present an even appearance and will not:
 - 1) reach the eyebrows
 - 2) protrude over the top of the ears
 - 3) extend over the shirt collar in the back while in normal posture.
 - d. In no case will the hairstyle interfere with the wearing of the issued headgear.
 - e. Facial hair standards will be as follows:
 - 1) Sideburns will not extend beyond the lowest part of the ear.
 - a) The sideburns will be neatly trimmed, and will be no wider at any point than their natural width at top.
 - b) The base of each sideburn will present a clean shaven horizontal line.
 - 2) Mustaches will be neatly trimmed and will not extend below the lowest part of the lower lip.

- 3) Beards or goatees are not authorized unless approved by a Deputy Chief.
3. Female officers will keep hair neatly groomed and off the shoulders.
 - a. Hair that extends below the lowest part of the shirt collar will be gathered and secured at the back of the head.
 - b. No decorations will be worn in the hair.
 - c. Devices used to hold the hair in place will be concealed as much as possible, and will be of a color and style that blends with the hair.
 - d. In no case will the hairstyle interfere with the wearing of the issued headgear.
4. Hair color must be a naturally-occurring shade.
5. The wearing of hairpieces will be permitted while on duty, subject to the following criteria:
 - a. Hairpieces will be permitted *only* for the purposes of covering natural baldness or disfiguration.
 - b. Hairpieces must conform to all hair standards.
6. If worn, makeup used by female officers will be subdued and natural in appearance.
7. Wearing of jewelry:
 - a. Wearing of jewelry by officers will be regulated at such times that officers are on-duty, appearing in court, engaged in any department sanctioned training activity, or representing the department in any manner.
 - b. Personal jewelry worn by officers will be conservative in style and of a design not likely to increase the risk of personal injury.
 - 1) Earrings/ear studs will not be worn with the uniform.
 - 2) When in plain clothes, visible jewelry (other than earrings/ear studs) that pierces any part of the body will not be worn while on-duty or while representing the department in any manner.
8. Tattoos and body art:
 - a. Tattoos and body art will be regulated in the interests of promoting a professional police department image and fostering public confidence.
 - b. For the purposes of this directive, "body art" will include any type of decorative skin marking made by means of ink or other marking agent, branding, scarring, etc.
 - c. The following types of tattoos and body art visible while officers are wearing any type of department uniform, or visible while officers are representing the department in any manner, will be regulated as follows:

- 1) Tattoos or body art having extremist, indecent, sexist or racist connotations will not be permitted. (See the *City of Lynchburg Employee Handbook* for definitions of these terms.)
 - 2) Tattoos or body art deemed excessive or unprofessional in appearance will not be permitted.
 - 3) Tattoos or body art visible on the face, the head or the neck will not be permitted, with the following exceptions:
 - a) Officers may have the following forms of cosmetic tattooing -- permanent eye-liner and eyebrow marking. Such cosmetic tattooing will be subdued and natural in appearance.
 - b) Skin marking necessitated by medical treatment procedures will not be considered a violation of department policy.
 - 4) Officers employed prior to 9-1-2009 will be allowed to cover existing, unacceptable tattoos and body art by means deemed appropriate by the Chief of Police.
 - d. The presence of tattoos or body art having extremist, indecent, sexist, or racist connotations – even if such images are not visible to the public while on duty – will constitute grounds to initiate an employee fitness for duty evaluation (see PD-1601: *Internal Investigations*).
9. Personal appearance and grooming standards may be modified for officers engaged in specialized plain clothes assignments (such as Narcotics Unit detectives).
- a. Suitable grooming standards will be set and communicated to affected personnel by the respective Deputy Chief.
 - b. In no case will the hairstyle interfere with the wearing of the gas mask or riot helmet.
 - c. Such officers will be required to comply fully with uniform appearance and grooming standards in the following circumstances when such officers:
 - 1) are temporarily assigned to special duty which requires wearing of the uniform, and which will extend three or more days in duration, or
 - 2) wish to work an off-duty job in uniform, in which case compliance with uniform grooming standards is required prior to approval of the off-duty work request.
10. The Chief of Police will be the final ruling authority on what is considered to be in violation of this policy.

O. PERSONAL APPEARANCE AND GROOMING STANDARDS FOR CIVILIAN EMPLOYEES

26.1.1

1. To promote public confidence as well as a positive and professional department image, civilian employees will maintain a professional appearance while on duty and while representing the department in any manner.

2. The Deputy Chief will determine appropriate attire for the civilian personnel under their command, subject to guidance from the Chief of Police.
3. All employees will appear neat and well groomed while on duty.
4. Hairstyle and grooming standards:
 - a. Male employees will keep hair reasonably close-cut and neatly groomed. The hair (including any facial hair) will not present a ragged, unkempt or extreme appearance.
 - b. Female employees will keep hair neatly groomed. No decorations will be worn in the hair.
 - c. Hair color must be a naturally-occurring shade.
5. Makeup used by employees will be subdued and natural in appearance.
6. Wearing of jewelry:
 - a. Wearing of jewelry by employees will be regulated at such times that employees are on duty or are engaged in representing the department in any manner.
 - b. Personal jewelry worn by employees will be conservative in style.
 - c. Visible jewelry (other than earrings/ear studs) that pierces any part of the body will not be worn while on duty or while representing the department in any manner.
7. Tattoos and body art:
 - a. Tattoos and body art will be regulated in the interests of promoting a professional police department image and fostering public confidence.
 - b. For the purposes of this directive, "body art" will include any type of decorative skin marking made by means of ink or other marking agent, branding, scarring, etc.
 - c. The following types of tattoos and body art visible while employees are wearing workplace clothing or uniforms, or visible while employees are engaged in representing the department in any manner, will be regulated as follows:
 - 1) Tattoos or body art having extremist, indecent, sexist or racist connotations will not be permitted. (See the *City of Lynchburg Employee Handbook* for definitions of these terms.)
 - 2) Tattoos or body art deemed excessive or unprofessional in appearance will not be permitted.
 - 3) Tattoos or body art visible on the face, the head or the neck will not be permitted, with the following exceptions:
 - a) Employees may have the following forms of cosmetic tattooing -- permanent eye-liner and eyebrow marking. Such cosmetic tattooing will be subdued and natural in appearance.

- b) Skin marking necessitated by medical treatment procedures will not be considered a violation of department policy.
- 4) Employees hired prior to 9-1-2009 will be allowed to cover existing, unacceptable tattoos and body art by means deemed appropriate by the Chief of Police.
- d. The presence of tattoos or body art having extremist, indecent, sexist or racist connotations – even if such images are not visible to the public while on duty – will constitute grounds to initiate an employee fitness for duty evaluation (see PD-1601: *Internal Investigations*).
- 8. The Chief of Police will be the final ruling authority on what is considered to be in violation of this policy.

P. CIVILIAN ATTIRE FOR OFFICERS

- 1. Sworn officers will wear the prescribed uniform when on duty, unless otherwise authorized by their Deputy Chief.
- 2. Officers authorized to perform normal duties in civilian apparel will wear clothing which projects a professional image (suit or sport coat and tie for males; dress, slacks/pants suit or skirt and blouse for females), or as authorized by their Deputy Chief.
- 3. Civilian clothing standards may be modified for officers:
 - a. engaged in specialized plain clothes assignments (such as Narcotics Unit detectives), or
 - b. engaged in certain types of special assignment or temporary duty.
 - c. In all such cases, suitable dress and grooming standards will be set and communicated to affected personnel by their Deputy Chief.
- 4. Certain officers authorized by the Chief of Police to wear civilian clothing during the performance of normal duties may be eligible for a clothing allowance, payable semi-annually (June and December) if funding to support such allowance is available.
- 5. Handguns carried by police officers in civilian clothing (on-duty or off-duty) should be concealed from public view when outside Lynchburg Police Department facilities.
 - a. For the purposes of this directive, officers wearing department-approved shirts bearing a printed or embroidered image of the LPD badge and wording identifying the wearer as a police officer will be considered to be in uniform, and will not be required to conceal their handguns.
 - b. Approval for this uniform option will be at the discretion of the workgroup's Deputy Chief.

Q. LOST OR DAMAGED EQUIPMENT OR APPAREL

- 1. Damage to departmental equipment or apparel in arrest situations will be reported in accordance with departmental procedure.

2. Employees losing or damaging departmental equipment or apparel will promptly notify their supervisor.
3. The supervisor will direct what form of documentation will be completed in these situations.
 - a. Employees will complete a memorandum documenting the circumstances under which any item of issued equipment or apparel is lost.
 - b. Employees will complete a memorandum documenting the circumstances under which:
 - 1) any equipment of significant value is damaged
 - 2) any equipment or apparel is damaged as result of a suspect's or arrestee's actions during the course of enforcement activities (see also PD-2008: *Restitution*)
 - 3) any equipment or apparel is damaged as result of officer misconduct.
 - c. In cases that do not meet the criteria specified above, the supervisor may authorize equipment or apparel replacement with no documentation beyond completing an *Equipment and Uniform Request*.
4. In cases where equipment loss or damage documentation is required, the supervisor will:
 - a. complete the memorandum should the employee be injured and unable to do so
 - b. attach supervisory comments to the memorandum-
 - c. forward the memorandum through the chain of command to the Bureau Commander.

Original Signed

Raul M. Diaz
Chief of Police

December 1, 2015

Date