



Alexandria Police Department

Directive 6.3



UNIFORMS, EQUIPMENT & APPEARANCE

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6.3.01 POLICY/PURPOSE

The purpose of this directive is to establish policy for the issuance, care, maintenance and wearing of uniforms and equipment; and to establish guidelines for the general appearance of all personnel employed by the Alexandria Police Department. All previously granted exceptions or exemptions from the provisions of this policy are hereby rescinded.

The general appearance of all employees and the manner in which the Department uniform is worn provides an important public view of the professionalism of the Alexandria Police Department. An employee's outward appearance is the first, and sometimes only, impression that the public is able to form of that employee, without substantive contact.

It then becomes a matter of importance that employees utilize the uniform and general appearance, in part, as a public statement of our professionalism. **[22.1.6]**

6.3.02 RESPONSIBILITIES

A. The Property *and Evidence* Supervisor *and the PES Logistics and Resource Specialists* will ensure that adequate uniform and equipment supplies are maintained, *by use of the Quartermaster System*.
[17.5.2]

B. Unit Specific uniforms and equipment will be managed and issued by that unit in cooperation with the PES and the Quartermaster (SOT, CDU, Bikes etc.) Unit supervisor/commanders will be responsible for managing the inventory that is allocated to their respective unit.

C. Employees will properly care for and maintain all issued uniforms and equipment.

D. Employees will report for duty properly dressed as specified in this directive or as otherwise directed by a unit commander.

E. Commanders will ensure that uniformed employees under their command are dressed in the appropriate *uniform unless* it serves a valid police purpose for them to wear civilian attire.

F. Commanders and supervisors will make decisions regarding matters of appearance, which are not specifically addressed in this directive.

6.3.03 CLASS OF UNIFORMS

[22.1.6]

A. In order to standardize the wearing of the uniform, the following classes of uniforms have been established. All employees who are issued uniforms will wear the prescribed Class "C" uniform when on duty, unless otherwise authorized by their commander for temporary special assignments. For special assignments, the unit commander may designate a uniform of the day that meets operational needs.

B. The Class "A" uniform consists of:

1. Eight-point hat
2. Blouse
3. Long sleeve uniform shirt
 - a. White for Sergeants and Commanders
 - b. Gray for Officers, Detectives and Investigators
4. Tie
5. Trousers, and
Utility style trousers are not permitted for wear with the Class "A" uniform.
6. Black dress shoes.

The Class "A" uniform is reserved for formal occasions. The outer ballistic vest carrier shall not be worn with the Class "A" uniform. The Class "A" uniform shall only be worn at the direction of a commander or higher authority.

See Appendix D for diagrams identifying the wearing of insignia on the Class "A" uniform.

C. The Class "B" uniform consists of:

1. Short sleeve or long sleeve uniform shirt
 - a. White for Sergeants and Commanders
 - b. Gray for Officers, Detectives and Investigators
2. Tie, and
3. Trousers.
 - a. Utility style trousers are not permitted for wear with the Class "B" uniform.
 - b. The Class "B" uniform is reserved for semi-formal occasions. The outer ballistic vest carrier shall not be worn with the Class "B" uniform. The Class B" uniform shall only be worn at the direction of a commander or higher authority. The commander shall also designate whether the short or long sleeve shirt shall be worn.

D. The Class "C" uniform consists of:

1. Gray short sleeve or long sleeve uniform shirt;

- a. The decision to wear a long sleeve or short sleeve shirt is at the discretion of each employee, unless otherwise directed by a commander. Long sleeve shirts will be worn with a necktie; or an open collar, while wearing a turtleneck or mock turtleneck. However, when wearing a long sleeve shirt with the outer carry ballistic vest, officers are approved to wear the long sleeve shirt in an open collar fashion without a tie, turtleneck, or mock turtleneck.
- b. A dark blue or black turtleneck or mock turtleneck shirt may be worn under the shirt in lieu of the necktie. The turtlenecks or mock turtlenecks may not be worn as the outer most garment and must rise up to the top of the shirt collar. The badge and nametag must be visible on the outer most garment.

2. Trousers

- a. Sergeants, Officers, Detectives and Investigators have the option of wearing the issued utility style trousers with the Class "C" uniform. Commanders are not permitted to wear utility style trousers.
- b. The Class "C" uniform is the Department's standard uniform and shall be worn unless a different class of uniform is ordered by a commander. The outer vest carrier may be worn with the Class "C" uniform at the discretion of the employee.

E. The Class "D" uniform consists of:

1. Department issued blue polo-style shirt, and
2. Department issued tan utility pants.

The Class "D" uniform may be worn in a training environment or at the direction of a unit commander to meet operational needs.

F. The Class "E" uniform is a tactical/utility uniform for wear by approved specialized units. The following units have been approved by the Chief of Police to wear the Class "E" uniform when directed by their unit commander:

1. Special Operations Team
2. Civil Disturbance Unit
3. K-9
4. Crime Scene Investigations
5. Motor Unit
6. Vice Narcotics Section
7. Fleet Management
8. Employees assigned to the Range

Units approved to wear the Class "E" uniform may designate a tactical/utility uniform best suited to meet their assigned mission. The Chief of Police must approve any Class "E" uniform prior to its wear. Deviations from the unit's approved uniform will not be permitted.

- G. Sworn personnel engaged in any approved extra-duty employment or special event, i.e. parades, MUST wear a complete uniform. This includes the wearing of the Class "C" uniform along with the Sam Browne belt and the carrying of a radio, issued sidearm, handcuffs, OC spray and baton, at a minimum.
- H. The Department issues specialized uniforms to officers trained in the operation of police bicycles. Unless otherwise directed, the bicycle uniform will only be worn by the officer during the tour of duty they are assigned to ride the bicycle; this includes Residential and Community Oriented Police Officers. Items of the bicycle uniform i.e., jacket, BDUs, shorts, nylon web gear, will not be worn with any other class of uniform.
- I. See Appendix A for a list of issued uniforms and equipment.
- J. All employees issued a uniform will maintain it in a ready condition.

6.3.04	ISSUING THE UNIFORM
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- A. The Property *and Evidence* Section will issue uniforms and equipment from existing stock, if possible, or will order the needed items. *Uniforms and Equipment will be issued through the Quartermaster system by the PES staff. [22.1.6]*
- B. The *PES Supervisor, Logistics and Resource Specialist or designee* will issue the prescribed uniforms and equipment to new employees *in several phases*
- C. Replacing Uniforms and Equipment
 - 1. *Employees may request replacement uniforms and equipment by using the Storefront on Quartermaster or at the PES employee window. Employees will obtain supervisory approval prior to making a request for uniform/ equipment replacements. PES staff members may request a supervisor's approval and signature, which will be documented on a Clothing Request (APD-23C) or through other means (email), when necessary.*
 - 2. The *employee's* supervisor will review the items to be replaced verifying the need for the requested items.
 - 3. The employee will *make an order on the Quartermaster Storefront (noting supervisory approval) or at the PES employee window.*
 - 4. Employees will immediately report any theft, damage or loss of City property, uniforms or equipment, by completing an Offense/Incident Report (APD-7) *and notifying their supervisor.*
 - 5. To replace damaged, lost or stolen items, employees *will note the case number in the Storefront or on the APD-23C at the employee window.*

6. The Radio Manager (or designee) will handle replacement of unserviceable *radios or radio equipment*. The Radio Manager can be contacted through the Department of Emergency *and Customer* Communications (DECC).

6.3.05	FINANCIAL RESPONSIBILITY
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- A. Employees will not intentionally or negligently lose, damage, destroy or cause to be stolen any property of the City of Alexandria.
- B. Employees will report all damage or loss of City property, personally issued or not, using an Offense/Incident Report APD-7. Supervisors will forward a copy of the completed APD-7 to the PES Supervisor.
- C. Supervisors who become aware of lost or damaged City property will ensure that an APD-7 is completed and forward it to the PES Supervisor. Replacement items will be issued only when the APD-7 is completed.
- D. Employees will be held financially liable for any willful or negligent loss, damage or theft of City property. Employees will pay the actual repair or replacement cost up to \$150.00. For items costing more than \$150.00, employees will pay the first \$150.00 plus 10% of the cost over \$150.00, up to a maximum of \$500.00 per occurrence.
- E. Upon receiving a report of damaged, lost or stolen City property, the PES Supervisor will initiate a Financial Responsibility Report (APD-432); attach it to the APD-7 and forward both to the employee's immediate supervisor.
- F. Immediate supervisors will thoroughly investigate to determine if the damage, loss or theft occurred willfully or through negligence. Supervisors will document their findings in a memorandum to their Bureau Commander. Supervisors will complete the supervisor's portion of the APD-432, attach a copy of the investigation memorandum and forward both through the chain of command to the Bureau Commander.
- G. Supervisors and commanders will complete the appropriate portions of the APD-432, recommending whether the employee should be held financially liable for the damage, loss or theft. The Bureau Commander will decide whether the employee is to be held financially responsible because of willful or negligent behavior.
- H. When employees are not to be held financially responsible, the Bureau Commander will return the APD-432 to the PES Supervisor *to file into the employee's Quatermaster file*. When employees are determined to be financially responsible, the Bureau Commander will forward the APD-432 to the Fiscal Management Commander, who will:
 - 1. Calculate the dollar amount;

2. Assess and collect the money; and
 3. Return the completed APD-432 to the *PES Supervisor and filed in the employee's Quatermaster file.*
- I. Collections will be accomplished through cooperative efforts with employees and their unit commanders or, if necessary, through disciplinary action.

6.3.06 CLOTHING ALLOWANCE AND REIMBURSEMENT
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A. Clothing Allowance.

1. A clothing allowance is authorized for sworn positions in which there is a demonstrated, long-term need for non-uniform attire. Requests for clothing allowance must be reviewed by the Fiscal Management Division Chief and approved by the Chief of Police.
2. Clothing allowances, in the dollar amount authorized by the Director of Management and Budget, are paid at the end of each quarter. Employees must work the full quarter in the approved position to qualify for payment.
3. The Division Chief of Fiscal Management will request payment of clothing allowances in the last month of each quarter (September, December, March and June).
4. Account administrators will notify Fiscal Management, in writing, of any changes in affected personnel for each quarter. This will be done by the first day of the last month of the quarter.

B. Reimbursement for personal clothing or articles damaged in the line of duty may be authorized. Employees may request reimbursement by forwarding a memorandum and any supporting documents, detailing the circumstances and amount of their loss, through the chain of command to their Bureau Commander. Bureau Commanders will consider such requests on a case-by-case basis.

C. Position assignments approved for a clothing allowance are listed in Appendix B.

[22.1.6]

6.3.07 UNIFORM AND EQUIPMENT COMMITTEE

A Uniform and Equipment Committee is established, with members appointed by the Chief of Police. The Committee reviews and makes recommendations to the Chief of Police on matters pertaining to uniforms and equipment.

[22.1.6]

The uniform committee is made up of sworn and non-sworn employees and managed by the Support Services Division Commander and the PES Supervisor.

Employees may forward uniform and equipment suggestions to the Uniform and Equipment Committee, or the Chief of Police, through their chain of command.

6.3.08	WEARING THE UNIFORM
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A. All uniformed employees will wear items of their uniform in accordance with any requirements in this directive that apply to them. Supervisors and commanders have the authority to direct any employee to refrain from wearing any particular item (Department issued or personally owned clothing or equipment) that may be considered non-compliant with this directive or otherwise inappropriate for wear with the uniform.

B. HATS

Hats issued to officers are the eight-point service type; for sergeants and below. Officers will wear the hat exactly straight and centered on the head, with the hat shield straight and centered on the hat.

1. The eight-point hat is the only hat authorized for wear with the Class "A" uniform.
 - a. The wearing of the eight-point hat is optional with the Class "B" and Class "C" uniforms.
 - b. The wearing of the eight-point hat is not authorized with the Class "D" and Class "E" uniform.
2. When producing sign-up sheets and draft notices for each parade Special Event, the Special Events Commander will dictate which hats are authorized. The issued baseball style caps will not be authorized for parades.
3. Officers will have the issued eight-point hat available and ready for use at all times.
4. Officers will not remove, add or shorten grommets (small wires inside the crown of the eight-point hat).
5. Only dark blue baseball-style caps bearing a sewn-on Department patch that are issued by the PES may be worn with the uniform. Such caps may only be worn with the Class "C", Class "D" or Class "E" uniform. Personally owned baseball caps are not permitted for wear with any uniform. All such caps:
 - a. Shall be free from fading, obvious wear and any excessive bending of the cap or bill.
 - b. Shall be worn with the bill straight forward.

6. Dark blue or black winter knit caps may be worn by sworn officers and PEOs from November 1 through April 1. Winter knit caps will be obtained through the Property Section. Such caps may be worn with the Class "C", Class "D" or Class "E" uniform.

Personally owned knit caps are not permitted for wear with any uniform.

7. Motor hats - will be issued to motor officers only, and will be worn and replaced in accordance with the current policy on baseball style caps. The Motor Hat has a wing and a wheel emblem on the front.
8. Range hats – will be issued to firearm instructors by the Property Section for use during firearms instruction and training.
9. Units approved to wear the Class "E" uniform may designate a specific hat for wear with their Class "E" uniform. Such hats must be approved by the Chief of Police.

C. SHIRTS

1. The color of shirt worn by sworn employees will be determined by the class of uniform worn (See 6.3.03).
 - a. The badge and nameplate will be worn when the shirt is worn as an outer most garment.
 - b. Authorized medals or ribbons may be worn on or above the right pocket flap.
 - c. Pockets will not bulge.
 - d. All buttons will be securely fastened at all times, except the collar button may be unfastened when no tie is worn.
 - e. When T-shirts are visible, i.e. with a short sleeve shirt, the color will be white, or match the dark blue color of the body armor carrier.
2. *All uniformed civilian employees are to wear burgundy polo styled shirts for daily activities.*

D. JACKETS

1. Cruiser jackets are the approved cold-weather, outer garment for sergeants and below. Lieutenants and above assigned to street duty may wear cruiser jackets, but will have a blouse readily available. Rank insignia pins will be used on the issued cruiser jacket for lieutenants and above. The pins will be displayed on top of the shoulder. Sergeants will wear sewn-on chevrons on the sleeves of their cruiser jackets.

2. The fleece liner of the cruiser jacket may be separated from the cruiser jacket and worn as an outer garment.
3. Winter jackets are issued to approved civilian units/personnel:
 - a. Parking enforcement officers,
 - b. Facilities maintenance (custodians),
 - c. Fleet management staff,
 - d. Range manager, and
 - e. School Crossing Guards.
4. Leather jackets are issued to Motor officers and K-9 officers.
5. Personally purchased jackets are not authorized to be worn with the uniform.

E. BLOUSES

Blouses shall be worn by sworn personnel during approved occasions as designated by the Chief of Police.

1. The badge, nameplate and collar pins will be worn on the blouse. The whistle and authorized medals and ribbons may be worn.
2. APD collar pins shall be worn on the lapels of the blouse. The collar pins shall be positioned so that they are parallel to the ground.
3. See Appendix D for insignia placement.

F. RAIN GEAR

Rain gear consisting of a raincoat and hat cover, may be worn in inclement weather. Lieutenants and above may wear either the issued raincoat or the issued dress raincoat.

G. TROUSERS

Trousers will break very slightly at the instep. Trousers will not be worn bloused, except: Special Operation Team (SOT) officers, ID Technicians, CSI investigators, Civil Disturbance Unit officers and K-9 officers (who are issued utility trousers) may blouse utility trousers when wearing boots with their Class "E" uniform.

H. LEATHER EQUIPMENT

Leather gear will be worn in such a manner that it does not droop or sag. All leather equipment will be black leather or simulated leather, except the honor guard and motor officers who may wear CLARINO leather gear. For police sergeants and below, leather equipment will consist of the following:

1. Garrison belts will be worn in the belt loops to support the trousers.

2. Sam Browne *or Sally Browne* belts will be worn to support the holster, expandable baton, handcuff case, radio case, and other equipment.
3. Issued holsters will be worn, on the right or left side, so that the butt of the firearm points toward the rear. Officers may wear a personally owned alternate holster with the uniform after the Range Master has approved it. All holsters are to have the same drawing action and general appearance.
4. Magazine carriers may be worn horizontal or vertical if worn immediately in front of the holster, and vertical if worn on the side opposite the holster.
5. Issued handcuffs will be carried on the belt in the issued case.
6. Baton holders can be worn on either side of the holster, as long as it does not interfere with the butt of the firearm.
7. Radio holders will be worn on the side opposite the holster.
8. OC pepper spray holder will be worn on the side opposite the holster.
9. The CEW holster will always be worn on the thigh, belt, or tactical outer carrier on the support side of the body (non-gun side). When worn on the tactical outer carrier, the holster will be attached to the Molle system vertically as intended by the manufacturer.
10. Additional accessory items, including glove carrier, utility tools, flashlight holder, and other approved items may be worn on the Sam/Sally Browne belt.
11. Officers who wear the outer vest carrier may wear their handcuff case, radio case, OC spray holder and magazine carriers on their vest instead of on their Sam/Sally Browne belt.

I. UNIFORM SHOES

Shoes will be black in color and of a leather or simulated leather material (this includes athletic style shoes – e.g. sneakers). Black boots of military type may be worn. Shoes will be well maintained and polished. Any logo or design must also be black in color.

1. Open toe shoes will not be permitted except in case of injury.
2. For safety reasons, heels and soles will not be excessively high or thick.

J. BOOTS

1. Motorcycle, CSI and K-9 officers will wear issued leather boots.
2. The Department provides boots to units, with special approval, who meet OSHA criteria:

- a. Fleet staff,
 - b. Custodial staff,
 - c. Property staff, and
 - d. Range staff.
3. Issued boots will be replaced on an as needed basis. Upon replacement, the employee will be required to return the unserviceable pair of boots to the Property and Evidence Section. No employee will receive more than one pair of new boots per year.

K. SOCKS

Socks will be solid navy blue or black, except other colors may be worn when they are covered by high top shoes or boots.

L. NECKTIES

Neckties will be black, snap-on or clip-on, four- in- hand or Velcro type. Female officers, and PEO have the option of wearing the continental-type necktie.

Neckties will be worn in the following manner:

1. Collar buttons will be securely fastened.
2. Neckties will be worn snugly fit to the collar.
3. Tie clasps will be of the bar type, plain or with the Police Badge, City seal, Commonwealth of VA or CALEA Accreditation. The tie clasp is to be of the same color as the badge.
4. Tie tacks, if worn, will either be an American flag, or meet the same requirements as in "3" described above.

M. SWEATER

Sweaters issued by the Department or approved by the Chief of Police may be worn. Pullover type sweaters may be worn over the uniform shirt as the outer most garment. Plain dark blue cardigan sweaters are approved and issued for wear by all uniformed employees. Sergeants shall wear sewn-on chevrons on the sleeves of their sweaters.

N. TRAFFIC VEST

Traffic vests or other authorized high-visibility apparel issued by the Department will be worn by employees when directing traffic or while significantly exposed to traffic flow. Police officers will wear Department issued vests with the designation "POLICE" on the front or back. Only those issued by PES are approved.

O. BADGES

1. Badges will be worn in the tack provided on the outer most garment when in uniform. In plain clothed assignments officers will wear the badge so that it is visible when appropriate. Only authorized Alexandria badges may be worn. All specialty badges are to be worn only during the period of time designated by the Chief of Police.
2. Sworn police employees who, upon leaving an assignment, rank, or the Department (in good standing), that wish to purchase their badge may do so by providing a valid check or money order payable to the City for the exact amount of the purchase.
3. Only one badge at the sworn employee's rank is authorized for personal purchase. Patrol badges must contain the employee's serial number.
4. Recruits must complete one year of service after the completion of the academy before they are eligible to *receive or* purchase *an additional* badge.
5. One Honor Guard badge will be issued to members of the Honor Guard for wear with the Class "A" uniform. The badge will be returned upon resignation from the team.

6. Shrouding of the Badge

- a. The shrouding of the badge (mourning bands) is authorized for all line of duty deaths involving an officer from the agencies that comprise the Metropolitan Council of Governments. Officers are automatically authorized to shroud their badges upon learning that a line of duty death has occurred, and the badge will be shrouded through the completion of any memorial services. The shrouding of badges may be authorized in other situations as deemed appropriate by the Chief of Police.
- b. The following 24 agencies comprise the Metropolitan Council of Governments:
 - 1) **District of Columbia** – District of Columbia
 - 2) **Maryland** – Town of Bladensburg; City of Bowie; City of College Park; Charles County; City of Frederick; Frederick County; City of Gaithersburg; City of Greenbelt; City of Hyattsville; City of Laurel; Montgomery County; Prince George's County; City of Rockville; City of Takoma Park.
 - 3) **Virginia** – City of Alexandria; Arlington County; City of Fairfax; Fairfax County; City of Falls Church; Loudoun County; City of Manassas; City of Manassas Park; Prince William County.

P. NAMEPLATES

Nameplates issued or approved by the Department will be worn horizontally, centered on the right pocket flap. Nameplates will be worn on the outermost garment, except the raincoat.

Q. COLLAR PINS

Collar pins will be worn by designated uniformed employees:

1. Non-sworn uniformed employees will wear the APD Pins.
2. Sworn Officers will wear their P-designation on the collar of the Class A uniform.
3. Sergeants and above shall wear insignia pins on the collar of the Class A uniform shirts. APD pins will be worn on all Class B and C uniform shirts.
4. With a closed collar, pins will be worn parallel to the long side of the collar, placed within 1/2 to 3/4 of an inch from the short side of the collar.
5. With open collar, pins will be worn parallel to and within 1/2 inch of the short side of the collar.
6. Collar pins will be the same color as the badge, except for subdued rank.
7. Collar pins will not be worn on the cruiser jacket, fleece liner or raincoat.
8. Collar pins are not required when wearing the outer vest carrier

R. RANK INSIGNIA

1. For officers, the rank insignia is worn as a pin on the shirt collar in the form of their P - designation. Officers have the option of wearing their P – designation or APD pins with all classes of uniforms.
2. Sergeants shall display their rank in the form of chevrons.
 - a. Sergeants shall wear chevrons on the sleeves of all uniform shirts (Class “A”, “B” and “C”).
 - b. Sergeants shall wear chevrons on the sleeves of the blouse, cruiser jacket and sweater.
 - c. Shoulder epaulets are not authorized for wear by Sergeants.
3. Lieutenants and above will wear rank insignia pins on their blouses, cruiser jackets and sweaters. Rank insignia pins will be displayed on the top of the shoulder; ¾ of an inch from the shoulder seam.

4. Lieutenants and above will wear their rank insignia as shoulder epaulets on uniform shirts in Class "A", "B" and "C" uniform.

S. SHOULDER PATCHES

Shoulder patches must be approved by the Chief of Police through the Uniform Committee. Approved patches will be worn on all shirts, jackets, and pullover sweaters. Civilian staff wears unique patches containing the City seal and unit name.

1. The Motor Unit, CSI and K-9 - A unit patch may be worn on the upper right sleeve of the Class "E" uniform shirt.
2. Motor Unit - Is approved to wear the wing and wheel design patch on the sleeve of the outer most issued motor jackets.

T. STAFF UNIFORMS

Civilian employees assigned to Information Services, Property, Facilities Maintenance, Fleet, Range Master, and School Crossing Guards will wear the uniform as issued by the Department or approved by the Chief of Police and described above

Other civilian employees may request, through the uniform committee, to wear a Uniform *or issued items*. If approved, the employee must wear the uniform until the position becomes vacant or the Chief of Police approves further changes.

[22.1.6]

U. ACCESSORIES

1. Leather, cloth or vinyl gloves, black or dark blue in color, may be worn.
2. Black or dark blue earmuffs or ear-warmers may be worn.
3. Dark blue neck scarves may be worn under the outermost garment.
4. Dark blue turtleneck dickies may be worn under the outer most garment.
5. Sunglasses, except for the mirrored type, may be worn by officers in uniform.
6. Utility style knives, having no more than a 4-inch blade, may be carried. **[41.3.4]**

V. MEDALS, RIBBONS AND OTHER INSIGNIA

1. Officers may wear firearms medals on the left pocket flap just under the top seam.
2. Crime Reduction Awards are worn in the center of the left pocket flap.
3. Officers may wear on the right pocket flap:

- a. Accreditation pin,
 - b. Association/ Union insignia,
 - c. American Flag,
 - d. Years of service bar,
 - e. National Law Enforcement Officers Memorial bar, and
 - f. IACP/DuPont Kevlar Survivors Club pin.
4. Officers may wear the issued American Flag pin above their nameplate on the outer vest carrier.
5. Officers may wear above the right pocket flap:
 - a. CISM pin,
 - b. PTO pin,
 - c. Department Commendation (limit three stacked),
 - d. Department Merit Awards (limit three stacked),
 - e. Department Valor Awards,
 - f. Department Blue Heart Ribbon,
 - g. Chamber of Commerce Valor Award,
 - h. Special Operations Team pin,
 - i. Hostage Negotiations Team pin,
 - j. Prior Military service pin,
 - k. Crisis Intervention Team (CIT) pin, and
 - l. Civil Disturbance Unit (CDU) pin.
6. All sworn personnel have the option of wearing service stripes on the lower left sleeve of long sleeve shirts, sweaters and blouses. Each stripe denotes five years of service with the Alexandria Police Department.

W. CIVIL DISTURBANCE GEAR

Civil disturbance gear will be worn only by civil disturbance team members during training or an actual disturbance. *Public order helmets and batons are issued to all sworn employees but must be authorized to be worn by a commander.*

X. BATONS

The baton issued to all officers is the Monadnock AutoLock expandable baton. Officers assigned to CDU will also be issued a Monadnock PR-24 baton.

Y. BODY ARMOR

Body Armor is provided by the Department, refer to Police Directive 6.2 for specific requirements. **[41.3.5]**

Z. NYLON WEB GEAR

Nylon web gear may be worn by CSI Technicians, K-9 officers; and by bicycle officers while they are actually performing these assigned duties.

Any other personnel requesting authorization to wear nylon web gear must do so by submitting a Reasonable Accommodation Request/Review Form as outlined in City Administrative Regulation 6-29. Requests for approval to wear nylon web gear will be granted only in extreme cases where such exception is medically necessary for the employee to maintain full duty status as per the opinion of an assigned City physician.

Requests for approval to wear nylon web gear will not be granted for the purpose of officer comfort or preference.

Any previously approved requests to wear nylon web gear will expire six months from their last approval date.

Officers granted approval may be issued the nylon web gear through the Property Section.

6.3.09	PERSONAL APPEARANCE
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[26.1.1]

A. GROOMING

All employees will appear neat and well-groomed while on duty and any time they are in uniform.

B. WEARING THE UNIFORM

Uniforms will be kept neat, clean, well pressed and in good repair at all times. While wearing the uniform, employees will maintain a professional bearing. Hats, when worn, will be worn so as to rest squarely on the head with no hair protruding under the visor.

C. APPEARANCE

Because the employees at the Alexandria Police Department are professionals, all employees are expected to dress in a manner that reflects that professionalism. Employees are to be attired commensurate with their duty assignment. Division Commanders have the discretion to determine appropriate dress and grooming for staff in their respective work environments.

Extreme hairstyles are prohibited for all employees, to include unnatural hair color (i.e. purple, green, blue, etc.) or shaven hair designs.

Non-uniformed employees shall dress in a professional, business-like manner wearing conservative, non-revealing clothing. Appropriate work attire should promote modesty, health, safety, and the avoidance of distraction to others. Hair shall be styled conservatively, neat, clean, trimmed and well groomed.

1. TATTOOS, BRANDS, BODY ART, BODY MODIFICATION

- a. The following types of tattoos and brands are prohibited from being displayed while on duty or while representing oneself as an Alexandria Police Officer or as an Alexandria Police Department employee:
 - 1) Extremist – Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, sexual orientation, or national origin, or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law.
 - 2) Indecent – Indecent tattoos or brands are those that are grossly offensive to modesty, decency, propriety, or professionalism.
 - 3) Criminal – Criminal tattoos or brands are those that depict, advocate, or condone illegal conduct, such as drugs, illegal gambling, prostitution, vice crimes, gang membership or gang-style conduct.
- b. Tattoos or brands, regardless of subject matter, are prohibited on the head, face (except for permanent makeup), neck (anything above the t-shirt neckline to include on/inside the eyelids, mouth, and ears), and hands (below the wrist bone), except employees may have one ring tattoo on each hand, below the joint of the bottom segment (portion closest to the palm) of the finger.
- c. Employees are prohibited from any form of body mutilation, which is willful mutilation of the body or any body parts in any manner, that is visible while on duty or while representing oneself as an Alexandria Police Officer or as an Alexandria Police Department employee. This prohibition does not include authorized medical alterations performed at a medical treatment facility or cosmetic, reconstructive, or routine/common plastic surgery procedures. Examples of unauthorized body mutilation include, but are not limited to such extreme modifications as tongue bifurcation (splitting of the tongue), ear gauging (enlarged holes in the lobe the ear that are greater than 1.6 mm, unnatural shaping of the teeth, ear pointing (or elfing), scarification (cutting to create intentional scarring), or body modifications for the purpose of suspension (hanging by body hooks).
- d. Mitigation: Employees who have tattoos, brands, or modifications that are contrary to this policy (or questionable with regards to) are responsible to ensure that the tattoo, brand, or modification is not visible during their work shift or while representing oneself as an Alexandria Police Officer or as an Alexandria Police Department employee. The concealment can be accomplished through make-up, skin-toned sleeves, clothing that covers the tattoo, brand, or modification, and/or removal. The preceding list is not

intended to be all-inclusive of acceptable mitigation methods. The responsibility of concealing a tattoo, brand, or modification that is contrary to this directive rests solely with the employee.

- e. Handling of Violations: The purpose of this policy is uniformity of professionalism among Alexandria Police employees, not discipline. Any employee becoming aware of his/her own tattoo, brand, or modification being in violation of this policy will first be expected to comply with the mitigation requirement(s) above. If the notice comes from a supervisor or commander, the supervisor or commander should ensure a non-disciplinary note is placed in the employee's Blue Team file. Only when an employee refuses to comply (after review of the modification or if the employee declines review) should more formal disciplinary measures be considered.
- f. Review of Tattoos, Brands, Modifications: Any employee who feels his/her tattoo, brand, or modification is compliant with this policy after having been notified that it is not may request to have the tattoo, brand, or modification reviewed by the Chief of Police or his/her designee for a final determination. That ruling shall govern the employee's handling of the tattoo, brand, or modification and shall also be recorded in Blue Team.

2. FACIAL HAIR

- a. Beards – For sworn employees, full beards, ear to ear are permitted. Mustache/goatee combinations are also permitted. The beard will typically not exceed ¼ inches in length, be neatly trimmed and not present a bushy or unkempt appearance. Beards must have a natural appearance. Facial hair with designs and colors are not permitted.
- b. Moustache – For sworn employees, mustaches shall be neatly trimmed and not extend below, nor extend more than one-half inch beyond the corners of the mouth.
- c. Sideburns – Sideburns shall extend no further than the bottom of the ear, be naturally even, and end with a horizontal line.
- d. Fit Test – Under no circumstances shall facial hair interfere with the employee's ability to pass fit testing on standard equipment.
- e. Exemptions:
 - i. Undercover and/or plain clothes officers may be exempt if approved by the Chief of Police, or designee.
 - ii. Civilian employees may wear a beard with approval of their division commander. If worn, the beard shall be neatly trimmed and not present a bush or unkempt appearance.

- iii. Recruit officer grooming standards are subject to the Northern Virginia Criminal Justice Training Academy written directives, or any other academy assigned to attend. Upon graduation, recruit officers will adhere to this regulation.

3. Police officers will conform to the following standards:

a. HAIR

Male officers will keep their hair clean, neat and evenly trimmed at all times while on duty or in uniform. When groomed, hair will not protrude more than two inches from the side of the head. The hair will be gradually tapered so that it does not protrude outward over more than the top 1/3 of the ear, and so that it gives an overall even appearance. The hair will at no point extend over the shirt collar in normal posture.

Female officers will keep their hair clean, neat, and styled to present an appearance consistent with the type of duty performed. When in uniform, the officer's hair will not extend below the bottom edge of the shirt collar. Hair that hangs below the bottom of the shirt collar will be secured. When secured, hair will hang no lower than the uniform shirt seam that runs between the shoulder blades. In no cases should hair be subject to blowing in the officer's face, and the hairstyle will not interfere with the wearing of issued headgear. Wigs or hairpieces of a color close to the natural hair color may be worn if they conform to these standards.

b. HAIR ORNAMENTS

Police officers are not permitted to wear hair ornaments except for items needed to hold hair in place. Such items will be plain, a color to blend with the hair, and worn unobtrusively. **[41.3.4]**

c. MAKEUP

Makeup, if worn, will be subdued and natural looking.

d. FINGERNAILS

Police officer's and SPO's fingernails may extend a maximum of 1/4 inch beyond the tips of the fingers. Polish, if worn, will be clear or opaque.

e. EXCEPTIONS

For safety or to accomplish a police purpose, Division Commanders may exempt officers in specialized assignments from these personal appearance standards except that there may be no exceptions to the provisions of Police Directive 6.3.9.C.1, relating to tattoos, body modification, art and brands.

f. JEWELRY

Plain style watches, rings, service medals and medic alert bracelets may be worn with the uniform. Plain, stud-type earrings (no more than two per ear) may be worn by female officers. No other visible jewelry of any type whether attached to the body by piercing or any other means is permitted while wearing the department issued uniform. **[41.3.4]**

6.3.10 SUMMER COMFORT

The following dress code for non-uniformed staff may be heeded between Memorial Day and Labor Day. During this period, suits, sport coats, and neckties are not required, unless a business meeting, ceremony, court appearance or any other similar event necessitates business attire.

Anyone who wishes to dress more casually during the summer months is requested to wear clothing that is appropriate to your work situation, especially those with direct public contact.

A. Guidelines for appropriate summer comfort include:

1. Short sleeved collared sport (polo) shirt;
2. Sleeveless blouses and dresses;
3. Capri pants – must be mid-calf in length; and
4. Sandals.

B. Articles of clothing that are not appropriate office attire include, but are not limited to:

1. Halter tops, tank tops or sun dresses;
2. Tight fitting, revealing, or see through tops, pants, or skirts;
3. Skorts or miniskirts;
4. Shorts (to include Bermuda shorts, or walking shorts);
5. Athletic clothing;
6. T-shirts;
7. Flip flops; and
8. Blue jeans (exceptions for certain tasks –with approval).

C. Members wearing casual attire must still present a professional image with clothing that is neat, clean and properly fitting.

6.3.11 WEARING OF NON-UNIFORM CLOTHING ON DUTY

A. Appropriate non-uniform clothing for court and formal business meetings will consist of the following:

1. Men will wear a dress shirt and necktie, with a business suit, or a sport coat and slacks, and dress shoes; and
2. Women will wear a dress, business suit, shirt/dress slacks and blouse and/or jacket, and dress shoes.

6.3.12	OFF-DUTY APPAREL
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[41.3.4]

- A. While off-duty, employees will wear the uniform only while appearing in court, representing the Department at special ceremonies or events, working approved off-duty details or traveling to and from work.
- B. Items of the officer uniform will not be worn with civilian clothing, except while commuting in a non-public transportation vehicle to and from work.
- C. While off-duty, police officers:
 1. May carry their badge and police identification;
 2. May carry their service weapon or other approved firearm;
 3. When carrying a firearm, will carry their badge and police identification.

6.3.13	CARE AND MAINTENANCE OF THE UNIFORM
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- A. Employees will keep their uniforms clean, well pressed, and in good repair. (See Appendix C for care and maintenance instruction.) Uniforms and equipment should be cleaned regularly and in accordance with cleaning instructions.
- B. All leather gear will be kept clean and polished.
- C. Employees will make the minor repairs needed to maintain the uniform, such as sewing on a button or sewing a small tear. When major repairs or alterations are needed, the employee will obtain a letter of approval from the PES Supervisor to have repairs or alterations completed at a designated tailor.
- D. All issued items of uniform and equipment will conform to specifications approved by the Chief of Police. No alterations to any item will be made in such a manner that the item does not conform with the specifications. Items not issued or authorized in writing by the Chief of Police will not be worn with the uniform.

6.3.14	RETURNING UNIFORMS AND EQUIPMENT
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Employees separating from the department will return all issued uniforms and equipment *to the PES*. Employees will schedule an appointment with the PES for this transaction in order to ensure ample time for the review and sign-off on returned items *in the Quartermaster*.

Officers that retire or resign from the Police Department will return their equipment two weeks prior to their last day. These employees will be assigned to an administrative function during this time and will only possess the minimal amount of equipment necessary for their job function (e.g., access cards, weapon, ID, badge etc.)

A. Employees who return uniforms and equipment will ensure that uniforms and equipment are returned as follows:

1. Serviceable clothing will be clean and pressed.
2. Leather gear is to be clean and polished.
3. All other equipment is to be clean and in an operable condition.

(Failure to do so may result in delayed sign out and/or being held financially liable.)

B. When, (except for normal wear and tear), clothing or equipment is determined by the PES Supervisor to be unfit for immediate reissue, employees will be offered the option of correcting the discrepancies or paying the cost of the corrections. Payment for items damaged or lost due to neglect or abuse may be assessed in accordance with financial responsibility section of this directive. Officers that are determined to have a *pending* financial liability *investigation* will not receive their duty weapon, credentials or badge; if they are eligible to receive these items, until the financial responsibility is resolved.

BY AUTHORITY OF:

Don Hayes
Acting Chief of Police

APPENDIX A
ISSUED UNIFORMS AND EQUIPMENT

[22.1.6]

I. ALL EMOLOYEES

Electronic access card with photo identification

II. **POLICE OFFICERS (All sworn unless otherwise noted)** [22.1.8]

Badge (2) *(the second badge will be issued upon completion new employee probation)*

Baton/straight (Monadnock AutoLock expandable) (1)

Belt - Garrison (trouser) (1)

Belt - Sam/Sally Browne (utility) (1)

Blouse (1)

Blouse (2) (Deputy/Assistant Chief and above)

Body armor (1)

Body armor carriers (2)

Collar pins/APD (2),

Collar pins rank designation (2)

Collar pins/PTO (training officers only)

Cruiser jacket with liner (1)

Department issued bi-fold credentials (1)

Department issued wallet size credentials (1)

Firearm - (Glock semi-automatic pistol, *.9mm*) (1)

Flashlight and charger (1)

Gloves carrier (1)

Handcuffs and key (1)

Handcuff case (1)

Hat/eight-point Summer *and cover* (1)

Hat/eight-point Winter (1) (Deputy/Assistant Chief and above, Honor Guard

Holster/off duty (1) (issued to Investigations / administrative assignments)

Holster/on duty (1)

Holster/Punch II (1)

Knit Cap (1)

Identification card (1)

[22.1.8]

Magazine –(Glock .40 cal.) (3)

Magazine pouch/double (1)

Magazine pouch/single/handcuff (1) (Criminal Investigations / Lieutenants and above)

Microphone (1)

Monadnock Auto Lock expandable baton (1)

Nameplate (2)

Narcan Pouch (1)

Notebook (1)

OC Spray - (SabreRed #52H2O1010); or (SabreRed #52H2ONY-BK, stream, .69oz) (1)

Patrol Rifle (Shotgun/M4) (1)

Portable radio (1)
Public Order Helmet and bag
Radio case/holder (1)
Raincoat *Long* (1)
Shirts/Summer (4)
Shirts/Winter (4)
Shoulder bar rank designation (2) (Lieutenant and above)
Shoulder epaulets rank designation for shirts (2 sets) (Sergeants and above)
Shower cover (1)
Summons holder (1)
Sweater/pullover (1)
TASER (1)
Traffic vest (1)
Trousers - 1pair (Sergeants and below)
Trousers- 5 pair (Lieutenants and above)
BDU Style Trouser - 4 pair (Patrol Sergeants and Below)
Whistle (1)
Wind/Rain Jacket (1)

III. SPECIALIZED UNIT UNIFORMS
(In addition to standard issue items)
Optional
Hat/fur (1) (Crossing Guard only)

IV. MOTORCYCLE OFFICERS
Boots/leather (2)
Breeches (6 pairs)
Helmet (1)
Leather jacket (1)
Trousers/rain (1)
Motor hat (1)

V. K-9 OFFICERS
Baton holder/nylon (1)
Belt/garrison/nylon (1)
Belt/Sam Browne/nylon (1)
Boots/leather (2)
Flashlight Holder/nylon (1)
Handcuff case/nylon (1)
Holster/on-duty/nylon (1)
Leather jacket (1)
Magazine pouch/double/nylon (1)
Radio case/nylon (1)

VI. UTILITY UNIFORMS

(Approved for Sergeant and below assigned to K-9, Identification Section, Range and Fleet staff)

Trousers/utility (4)

Trousers/BDU (2)

Shirts/BDU (2)

Shirts/Summer utility (4)

Shirts/Winter utility (4)

Boots/leather (1)

VII. PARKING/TAG ENFORCEMENT OFFICERS

Badge (1)

Belt, Garrison (1)

Collar pins/APD (2)

Cruiser jacket/light blue (1)

Flashlight (1)

Gloves carrier (1)

Hat/Summer eight-point (1)

Hat-shield (1)

Microphone (1)

Nameplates (2)

Raincoat (1)

Radio case (1)

Shirts/Summer (5)

Shirts/Winter (5)

8-point hat shower cover (1)

Summons holder (1)

Sweater/Air Force blue (1)

Traffic vest (1)

Trousers/wash and wear (5)

Whistle (1)

VIII. Optional:

Body armor (1)

Body armor carriers (2)

Baseball cap (1)

Knit cap (1)

IX. SCHOOL CROSSING GUARDS

[61.3.4]

Badge (1)

Belt, Garrison (1)

Collar pins/APD (2)

Hat cover (1)

Hat/wave (1)

Hat-shield (1)

Nameplates (2)

Overcoat (1)

Raincoat (1)
Shirts/Summer (3)
Shirts/Winter (3)
Sweater (1)
Traffic vest (1)
Trousers/wash and wear (3 pairs)
Whistle, chain and hook (1)

X. UNITS AUTHORIZED NYLON WEB GEAR

K-9
Crime Scene Investigations
Special Operations Team

**APPENDIX B: [22.1.6]
POSITION ASSIGNMENTS APPROVED FOR CLOTHING ALLOWANCE**

Commonwealth's Attorney's Liaison
Criminal Investigations
Office of External Affairs and Professional Responsibility
Tactical Training and Response Unit (TTRU)
Vice/Narcotics
Financial Crimes and Intelligence Unit

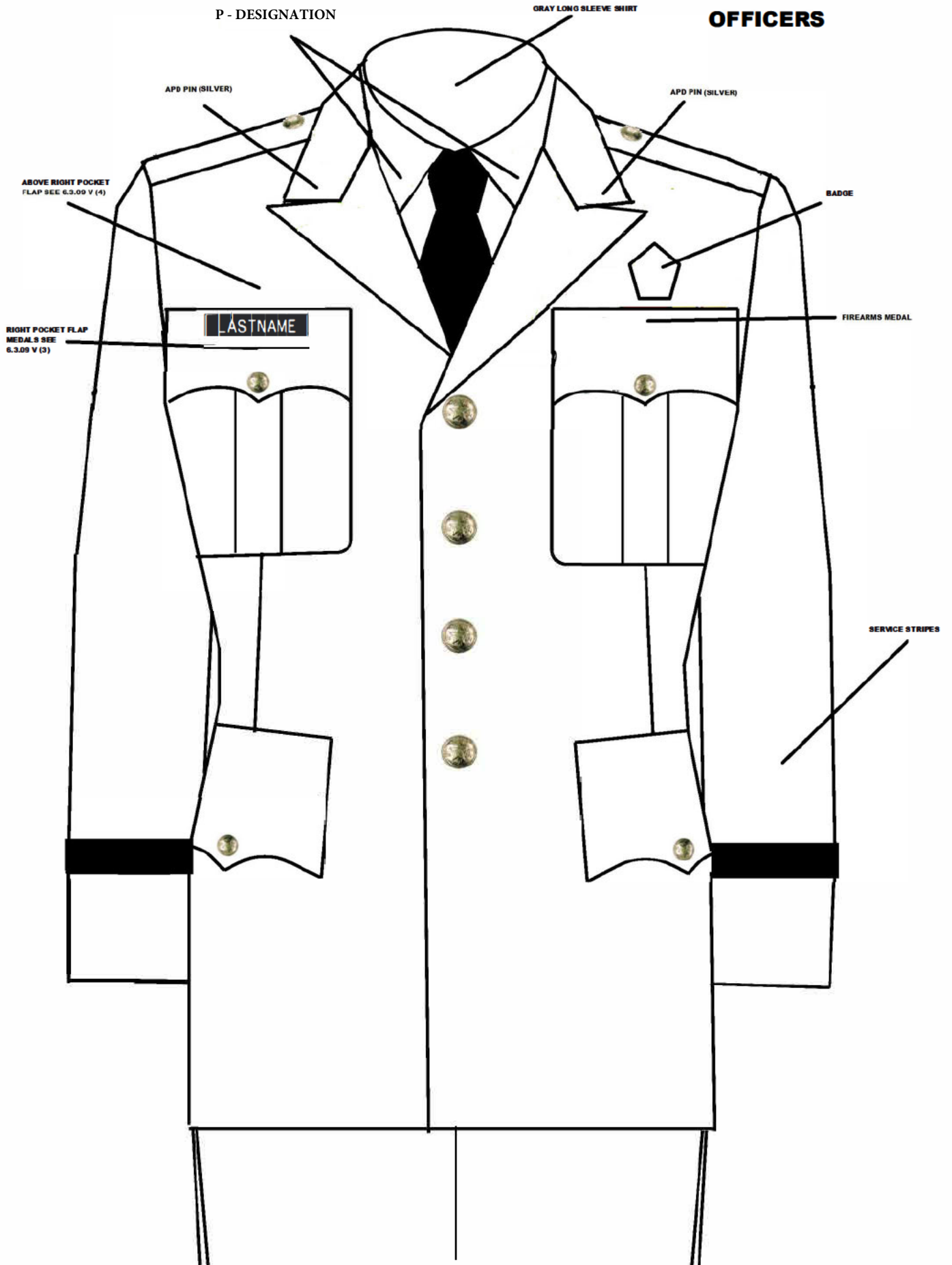
**APPENDIX C: [22.1.6]
CARE OF UNIFORMS AND EQUIPMENT
INSTRUCTION FOR CARE AND MAINTENANCE OF UNIFORMS AND PERSONAL
ISSUE EQUIPMENT**

Sworn and select non-sworn personnel are issued Departmental equipment. All issued items must receive regular care to avoid damage. Some of the items have care labels and some do not. To assist personnel in caring for their equipment, the following instructions should be followed, thereby making it possible for equipment to be re-issued. Personnel will be financially liable for any damage resulting from failure to follow the care instructions.

-
1. ALL SHIRTS (Summer/Winter) - Machine wash, tumble dry, no starch, or bleach.
 2. ALL TROUSERS & BREECHES (Summer/Winter); DRESS BLOUSE; CRUISER JACKETS; OVERCOATS; SWEATERS (Pullover only); HATS (Uniform and Fur); Machine wash, tumble dry, no starch, or bleach
 3. UTILITY TROUSERS & SHIRTS - Machine wash, tumble dry, press (CSI, K-9 & Range Officers) if needed.
 4. WASH/WEAR TROUSERS - Machine wash, tumble dry, press (P.E.O, T.E.O & Crossing Guard) if needed.
 5. SWEATERS (Button) - Machine-wash; tumble-dry.
 6. RAINCOATS - Hand wash in lukewarm water, hang to drip dry; (use pure soap or Woolite), and hang to drip-dry. NO BLEACH
 7. LEATHER GEAR - (belts, holster, handcuff case, magazine pouch, baton holder, radio holder) - Polish with black shoe polish only; if gear becomes dull or discolored, black shoe dye should first be used, followed by shoe polish; NO LEATHER LUSTER.
 8. Clothing items for return must be laundered, or dry-cleaned, pressed and on hangers. Non-clothing items must be cleaned and polished as appropriate.

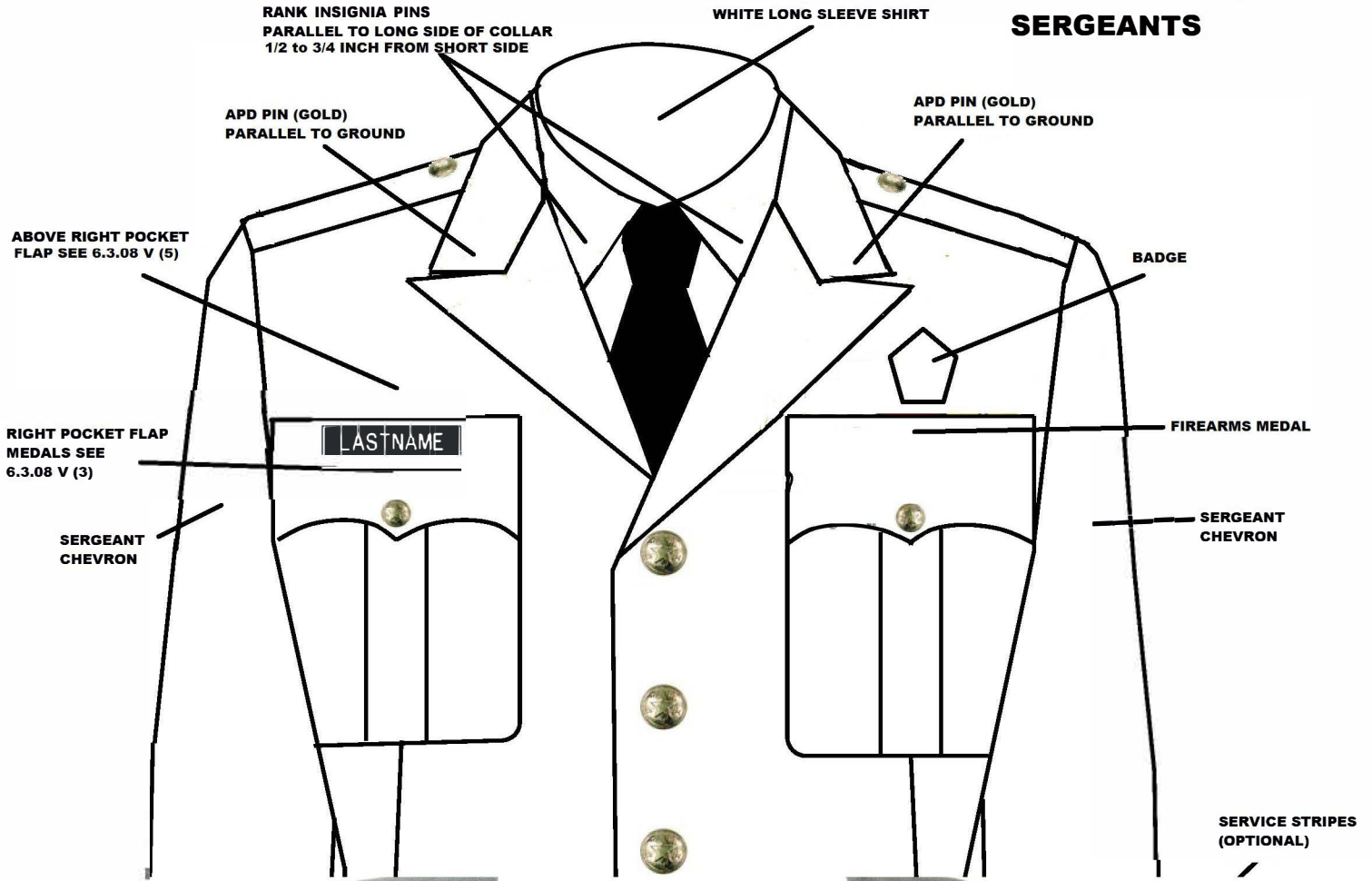
WEAR AND ARTICLE PLACEMENT OF CLASS "A" UNIFORM

OFFICERS



WEAR AND ARTICLE PLACEMENT OF CLASS "A" UNIFORM

SERGEANTS



WEAR AND ARTICLE PLACEMENT FOR
CLASS "A" UNIFORM

COMMANDERS

