

City of Virginia Beach Police Department

Uniform Field Guide



A Guide for Department Personnel

- Details for the Appropriate Wearing of Uniforms
- Details for Appropriate Grooming Standards

*This Field Guide is Prepared and Updated by the Virginia Beach
Police Department Chief's Office*

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Purpose

To provide a standardized procedure for the issuance and wearing of uniforms by members of the Department. To establish a central authority for decisions and interpretation of policies and procedures regarding uniform issues for all Department members.

Policy

- A. All members of the Department shall adhere to the uniform regulations as described within this manual whenever wearing the Department uniform, both on-duty and off-duty.
- B. All requests for interpretation of this policy and all requests for exemptions, variations or changes in items pertaining to the uniform shall be addressed to the Deputy Chief, Operations Division.
- C. No part of the uniform shall be worn in combination with non-uniform items.

I. Types of Uniforms

A. Class A – Summer

1. Lieutenant and above

Each Lieutenant and above shall wear the standard daily work uniform. This uniform will consist of dark blue slacks, dark blue short or long sleeve shirt with authorized patches, black socks (if worn with footwear that allows them to be seen during normal activity), black approved shoes or boots, standard issue plain black belt with buckle, standard issue hat with gold hatband and badge, authorized pins, badge, nametag and rank insignia. A holster, weapon, OC canister and/or ASP in a carrier shall be worn on the uniform belt. The issued gun belt, with standard issued or approved equipment is optional. Hats for Captains and above shall have additional gold braid on the brim.

2. Sergeant and below

Each Sergeant, MPO and Officer shall wear the standard daily work uniform. This uniform shall consist of dark blue slacks, dark blue short sleeve shirt with authorized patches, black socks (if worn with footwear that allows them to be seen during normal activity), black approved shoes or boots, gun belt with buckle and all standard issue or approved equipment to include an OC canister, ASP, Taser (if applicable), and weapon, standard issue hat, badge, authorized pins, and nametag. Sergeant's hats shall have a gold hatband and badge. MPO's hats shall have a silver hatband and badge. Officers' hats shall have a black hatband and silver badge. Officers who participate in Career Development may wear the appropriate collar device denoting their level of advancement.

3. Auxiliary

Sworn Auxiliary Officers and Trainees shall wear the same uniform as Sergeants and below except for patches and badges. They shall wear the Auxiliary Patch in lieu of the Department Patch and the Auxiliary Badge in lieu of the standard badge.

B. Class A – Winter

1. Lieutenant and above

Same as A.1.a above except with the long sleeve dark blue shirt and tie or approved turtleneck undershirt, in lieu of the short sleeve shirt.

2. Sergeant and below

Same as A.2.a above except with the dark blue long sleeve shirt with tie or approved turtleneck undershirt, in lieu of the short sleeve shirt.

3. Auxiliary

Sworn Officers and Trainees – same as for A.3.a above except with the dark blue long sleeve shirt with tie or approved turtleneck in lieu of the short sleeve shirt.

C. Class B (Utilities) – Summer and Winter

1. All ranks

The Class B uniform shall consist of dark blue slacks, dark blue long or short sleeve shirt with sleeve patches, cloth badge, cloth nametag, cloth rank insignia as appropriate, black socks (if worn with footwear that allows them to be seen during normal activity) authorized black shoes or boots, standard issue black gun belt with buckle and all standard issue or approved equipment and weapons. Lieutenants and above shall wear a black belt with buckle, holster, OC canister and/or ASP and carrier or standard issue black gun belt with all standard issued or approved equipment.

2. Auxiliary

Same as C.1.a except with Auxiliary patches in lieu of standard Police Department Patches.

D. Dress Uniform

1. Captains and above

The Dress Uniform for Captains and above shall consist of dark blue slacks, white long sleeve shirt with patches, nametag and badge, dark blue tie, black belt with buckle, pancake style holster and weapon, uniform blouse with patches and appropriate sleeve and epaulet rank insignia, black socks, and hat with gold hatband, badge and braid as appropriate for the wearer's rank. When the dress blouse is worn over the white shirt, refer to section VI, 9, a.

2. Lieutenants, Sergeant, and below

The Class A Dress Uniform for Lieutenants, Sergeants, MPO's, Officers and Auxiliary Officers shall consist of dark blue slacks, dark blue long sleeve shirt, dark blue tie, black socks, gun belt with buckle and all standard issue or approved equipment and weapons and hat with appropriate

hatbands and badges for the wearer's rank. Turtlenecks are not authorized to be worn with dress uniforms.

3. Specialty Units

- a. The Dress Uniform for the Honor Guard shall consist of the dark blue slacks with red/gold stripe, white dress shirt with patches and tie. The uniform blouse, with patches, nametag, red shoulder cord, authorized pins and awards, Honor Guard Pin, badge and flag pin. High gloss Sam Browne belt with garrison strap, weapon, black socks, black high gloss oxford shoes (with or without taps). Uniform hat with gold hatband and gold badge. Supervisors will wear the appropriate rank insignia on their sleeves
- b. The Dress Uniform for the Mounted Unit shall consist of Class A uniform shirt, dark blue riding pants, dark blue long sleeve shirt with appropriate patches, badge and nametag, dark blue tie, high gloss Sam Browne belt and leather gear and weapons, black leather riding boots with spurs and helmet in lieu of the hat.
- c. The Dress Uniform for the Motorcycle Unit shall consist of the uniform described in E.2.a below except the blue ascot shall be added.
- d. Only Department awards may be worn on the Dress Uniform.

E. Specialty Unit Uniforms

1. Mounted Unit

Mounted officers shall wear the standard bike shirt with riding pants for the summer uniform and the Class B uniform shirt with riding pants for the Winter Uniform when performing other than normal mounted unit duties. When performing normal mounted duties they shall wear the Class A Summer or Winter Uniform except that the pants shall be altered to be worn as riding pants, a helmet shall be worn in lieu of a hat (when riding) and riding boots with spurs shall be worn. An issued or approved baseball cap may be worn when wearing the Class A Mounted uniform but not actually riding.

2. Motorcycle Unit

Motorcycle officers shall wear the Standard Class A Summer or Winter Uniform or Class B Uniform when performing other than normal motorcycle unit duties. When performing normal motorcycle unit duties they shall wear the Class A Summer or Winter Uniform except that the pants shall be altered for riding, a helmet shall be worn in lieu of a hat (while riding) and motorcycle boots shall be worn. An issued or approved baseball cap may be worn when wearing the Class A Motorcycle uniform and not riding. Additionally, during cold weather the officers may wear the leather jacket with patches, nametag and badge, leather chaps and riding gloves.

3. Marine Patrol Unit

Marine Patrol officers shall wear the standard Class A Summer or Winter Uniform or Class B Uniform when performing other than normal Marine Patrol unit duties. When performing normal Marine Unit duties they shall wear the following uniforms:

- a. Summer – blue Marine Patrol short sleeve shirt with required cloth badge, nametag and patches, dark blue shorts or long pants, black belt, pancake style holster with weapon, deck shoes, or white athletic shoes, white socks (if worn, officer's option) and the issued or approved baseball cap.
- b. Winter – Class B uniform with deck shoes or boots, dark blue sweat shirt and the issued or approved baseball cap.

4. Helicopter Unit

Helicopter Unit officers shall wear the standard Class A Summer or Winter Uniform or Class B Uniform when performing other than normal Helicopter Unit duties. During flight operations Helicopter Unit officers shall wear a dark blue flight suit (flame retardant) with patches, cloth nametag, cloth badge, flight gloves (flame retardant), flight helmet (while in flight), approved shoulder or leg holster and weapon and black boots. An issued or approved baseball cap may be worn when not flying. During cool weather the officers may wear a black leather flight jacket with patches, nametag and badge.

5. K9 Unit

K9 officers shall wear the standard Class A Summer or Winter Uniform or Class B Uniform when performing other than normal K9 Unit duties. During K9 training and when performing normal K9 duties K9 officers shall wear the Class B Uniform and may wear the approved or issued baseball cap. During cold weather K9 officer may wear the 3-in-1 issued coat. When working SWAT assignments, K9 officers shall wear the uniform directed by the Incident Commander.

6. Bicycle Unit

Bicycle officers shall wear the standard Class A Summer or Winter Uniform or Class B Uniform when performing other than normal Bicycle Unit duties. During Bicycle Unit operations the officers shall wear the following uniforms:

- a. Summer – black bicycle shorts, bike shirt, or if approved (by Deputy Chief of Operations) polo shirt, gun belt with all issued or approved equipment and weapons, issued boots, white socks, white bicycle helmet (while riding) and the issued or approved baseball cap. The approved black bicycle long pants may be worn as needed. Black tennis shoes or sneakers are approved but are not provided nor qualify for reimbursement by the Department.
- b. Winter – black bicycle long pants, bike shirt, black bicycle jacket, gun belt with all issued or approved equipment and weapons, boots, white socks (if showing), white bicycle helmet (while riding) and the issued or approved baseball cap. Black tennis shoes or sneakers are approved but are not provided nor qualify for reimbursement by the Department.

7. Walking Beats/Beach Units

- a. Personnel assigned to the oceanfront walking beats shall wear the Class A long pants or approved shorts, when authorized by the Deputy Chief of Operations or designee. Class A Summer shirt, gun belt with all issued or approved equipment and weapons, issued black boots

and black socks. Black tennis shoes or sneakers are approved but are not provided nor qualify for reimbursement by the Department. White socks may be worn with black shoes while wearing shorts.

- b. Personnel assigned to beach patrol duties (ATV, 4 wheel drive operators, etc.,) shall wear the same uniform as the bicycle unit officers or the Class B shirt.

8. Animal Control

- a. Animal Control Uniform will be comprised as follows:

- 1. Green utility pants
- 2. Khaki utility short sleeve shirt
- 3. Black issued boots
- 4. Issued jackets with insignia, patches and nametags
- 5. Issued rain pants

- b. Animal control officer uniforms may be subject to change as needed subject to approval of the Chief of Police.

II. Wearing of Uniforms

A. General

- 1. All personnel assigned to uniform duty shall wear the Class A Summer or Winter Uniform unless specifically assigned to wear one of the specialty uniforms described above. Choice of Summer or Winter Uniform is at the officer's discretion unless directed otherwise.
- 2. The dark blue uniform shirt, both long and short sleeve, must be clean and pressed with military creases.
- 3. All buttons shall be buttoned. Large or bulky items that protrude or detract from the appearance of the uniform shall not be carried in uniform pockets.
- 4. No pins or insignia other than those specifically authorized shall be worn on any uniform.
- 5. The police uniform is to be worn only when on official duty, traveling to and from work, while engaged in approved off-duty employment, or when permission has been granted by the officer's Commanding Officer or a higher-ranking authority.
- 6. Except as noted above, the uniform will not be worn off duty when attending events, engaging in activities open to the public, or when the officer is acting in a private capacity or conducting personal business.
- 7. Leather gear is to be kept clean and polished. All metal must be kept clean and rust free.
- 8. Variations, alterations and/or combinations of any of the above uniforms, other than those specified in these regulations, are not permitted unless specifically authorized in writing by the Deputy Chief, Operations Division.

9. Patches and Hash marks: Patches worn on the Class A – Summer or Winter Uniform shall consist of two patches. These shall be worn on each sleeve, positioned one inch below the top stitching and centered on each sleeve. Personnel not assigned to a unit for which a special patch is authorized shall wear the standard Virginia Beach Police Patch on each sleeve. Personnel in the following assignments shall wear the standard Virginia Beach Police Patch on the left sleeve and the specialty patch on the right sleeve: K9 Unit, SWAT Unit, Marine Patrol Unit, Helicopter Unit, Mounted Patrol Unit, Motorcycle Unit, Bomb Disposal Unit, Fatal Crash Team, Traffic Safety Unit, and Honor Guard Unit. Hash marks will be sewn on the Class A Winter shirt and are optional for the dress white uniform shirt (Captains and above). They will be positioned at a 45-degree angle along the outside bottom seam of the sleeve beginning at the top of the cuff seam. One (1) hash mark will represent five (5) years of service with our Department.

B. Class A Summer and Winter Uniform

1. This is the standard daily work uniform to be worn by all sworn personnel under normal conditions, other than the exceptions noted below. Uniform officers are to wear only that which is issued or authorized by this Field Guide. All supervisors are expected to take steps to correct inappropriate dress situations as they occur. The wearing of the Class B utility uniform, for other than those situations expressed below is prohibited. Any directive specifying that personnel appear “in uniform” shall mean the Class A Summer or Winter Uniform. Exceptions are as follows:
 - a. While attending approved training, the appropriate uniform will be the Class B Uniform or Polo Shirt and Class B pants, unless otherwise prescribed.
 - b. Personnel assigned to specialty units such as Motorcycles, Mounted Patrol, Marine Patrol, Helicopter Unit, K9, Motor Carrier, Bomb Squad or other specialty assignments specifically approved by the Operations Division Commanding Officer.
 1. Personnel assigned to the above units will wear the uniform prescribed for that unit as their standard daily work uniform.
 2. When assigned to other duty, not requiring the special uniform, these personnel shall wear the standard Class A Summer or Winter Uniform.
 3. The standard Class A Summer or Winter Uniform will be worn to court unless a required specialty uniform has been approved by the Command.
 - c. Personnel temporarily assigned to specialized modes of transportation (ATV, bicycle, 4 wheel drive, etc.) and others as designated by the Precinct Commanding Officer and approved by the Operations Division Commanding Officer.
 1. These personnel shall wear the uniform prescribed for their duties as their daily work uniform.
 2. When assigned to other duty, not requiring the special uniform, these personnel shall wear the standard Class A Summer or Winter Uniform.
 3. The standard Class A Summer or Winter Uniform will be worn to court.
 - d. Personnel whose regular or temporary duty involves work that may produce excessive wear and tear to the standard Class A Summer or Winter Uniform or regular exposure to dirt and/or grease may wear the Class B Uniform with permission of the Commanding Officer of the respective precinct or their designee.

1. Personnel in this category shall wear the Class B Uniform as their standard daily work uniform.
 2. When assigned to other duty, not requiring the special uniform, these personnel shall wear the standard Class A Summer or Winter Uniform.
 3. The standard Class A Summer or Winter Uniform shall be worn to court.
- e. Authorized by a supervisor due to a specific operational task that makes wearing the Class A uniform impractical. Assignments other than these shall be determined on a case-by-case basis by the Operations Division Commanding Officer.

C. Class A Summer

1. If a T-shirt is worn underneath and is visible, it must be black in color.
2. An approved lightweight jacket, sweater, and/or winter coat may be worn with the Class A Summer Uniform.

D. Class A Winter

1. An approved dark-navy turtleneck shirt may be worn underneath the long sleeve shirt in lieu of the tie. Turtlenecks will be dark-navy in color and will either be plain (no markings or trademark logos) or embossed with VBPD. During the winter months, officers are encouraged to wear the long sleeve shirt with tie, in lieu of the turtleneck, during Circuit Court appearances.
2. The lightweight jacket, sweater, or winter coat and hat may be worn with the Class A Winter Uniform.

E. Class B – Summer or Winter

1. This shall be the standard training uniform and regular daily work uniform for those assignments designated above.
2. If a T-shirt is worn with either shirt and is visible, it must be black in color.
3. An approved dark-navy turtleneck shirt may be worn under the long sleeve shirt.
4. Sleeves may not be rolled up on the long sleeve shirt, except during training.
5. Either the lightweight jacket, sweater, or winter coat and hat may be worn with the Class B Uniform.

F. Dress Uniform

1. The Dress Uniform is to be worn to formal events, such as funerals, promotional ceremonies, etc., and as directed.
2. The lightweight jacket or the winter coat may be worn with the Dress Uniform by Sergeants and below.

III. Alterations

- A. Nothing shall be added or removed to any issued uniform item, other than as specified in these regulations, without the approval of the Deputy Chief, Operations Division.
- B. Tailoring of uniform items is permitted, as described below:
 - 1. Winter uniform shirt sleeve length should be even with the break of the wrist when arms are hanging relaxed at the sides with palms of hands facing inward.
 - 2. Summer shirtsleeve hems shall be above the break of the elbow. Short sleeves shall not be altered to form a tailored appearance in the biceps area.
 - 3. Shirts may be altered to provide a tailored fit in the waist area and creases may be sewn in permanently.
 - 4. Pant lengths shall be altered no shorter than two inches above the bottom edge of the shoe heel. The waist of the trousers should fit snugly.
 - 5. No permanent alterations are allowed to be made to raincoats. Instead, they may be turned under and made fast with masking tape to achieve the desired length.
 - 6. Uniform and Supply may not be able to provide sizes required of petite officers, therefore in keeping with a professional appearance, those officers may alter the waist and inseam to a proper fit. The officer may be reimbursed for the alteration up to \$30.00. The officer shall check with Uniform and Supply prior to any alteration, to see if a size is available by the vendor. If the required size is not available, the officer shall submit the original receipt for alterations to the Storekeeper of Police Uniform and Supply.

IV. Badges

A. General

- 1. Badges are to be displayed only while on duty except in an emergency or while performing approved off-duty work or approved off-duty appearance in uniform.
- 2. When on duty and in plain clothes, all personnel shall wear the appropriate badge on a belt clip next to their handgun.
- 3. Badges may not be loaned or given to unauthorized persons.
- 4. Badges may not be duplicated or reproduced without the approval of the Chief of Police.
- 5. Badges must be kept clean and polished at all times.
- 6. Loss of or damage to an issued badge must be reported immediately to a supervisor.
- 7. Badges may not be worn in any manner other than as prescribed in these regulations without the approval of the Deputy Chief, Operations Division.

8. Previously issued badges must be turned in prior to the issuance of new badges in the case of promotion or transfer between Investigative and Uniform assignments.

B. Types of Badges

1. Police Officer and Master Police Officer

- a. Standard badge – large silver badge bearing a badge number, worn on the Class A Summer or Winter Uniform shirts.
- b. Small badge – small silver badge bearing a badge number carried in a badge case for plainclothes assignments and for off-duty identification.
- c. Cloth badge – cloth badge with silver embroidery to be sewn on the Class B Uniform shirts, lightweight jacket, rain jacket, winter coat, sweater, and flight suits.

2. Supervisors

- a. Standard badge – large gold badge bearing the rank with no number, worn as in B.1.a above.
- b. Small badge – small gold badge bearing the rank with no number, carried as in B.1.b above.
- c. Cloth badge – cloth badge with gold embroidery sewn on shirts, jackets, sweater, and coats as in B.1.c above.

3. Detective

- a. The issued large numbered silver badge shall be worn while performing any duty in uniform.
- b. The large gold badge will be worn in the closest proximity to their duty weapon. The small gold badge bearing the word “Detective” will be carried in a badge case for normal duty assignment and for off-duty identification.
- c. Cloth badge – same as B.1.c. above.

4. Auxiliary

- a. Standard Auxiliary badge – a large silver badge of a distinctive design bearing a badge number and the word “Auxiliary.”
- b. Small Auxiliary badge – a small silver badge of the same design will be carried in a badge case for normal duty assignment and for off-duty identification.
- c. Cloth Badge – same as for B.1.c above.

V. Footwear

- A. The basic issue black uniform boot may be worn by all personnel with the Class A Summer or Winter Uniform, Class B Uniform, or designated specialty uniform.

- B. Alternative boots - Personnel may elect to wear individually purchased black boots in lieu of the issued black boot. These boots will be all leather, or a combination of leather and cloth, and will not display a visible logo of any color other than black.
1. Personnel may be reimbursed for the cost of these boots not to exceed \$80.00 once every 2 years.
 2. Reimbursement may be requested once every 24 months; supervisors will inspect new boots prior to the officers requesting reimbursement. The Precinct/Bureau Commanding Officer must approve reimbursement.
 3. Officers assigned to Special Operations (Exclusively Bomb Squad/K9/SWAT/Motor Carrier) may be reimbursed up to \$125.00 every two years. During the alternate of the 2 years, these officers may be issued boots through Uniform and Supply after receiving a signed requisition from the Commanding Officer of Special Operations or his designee.
 4. Officers assigned to the Firearms Range shall be issued appropriate boots or will be reimbursed annually due to the increased exposure to inclement weather. A winter and summer boot is authorized annually- \$125.00 per-pair reimbursement.
- C. Personnel in specialized assignment shall wear the boot prescribed for that assignment as specified below.
1. Personnel assigned to the Mounted Patrol, K9, Helicopter, Motor Carrier Safety, and Motorcycle Units shall wear boots with their standard daily work uniforms of a type approved by their respective Precinct/Bureau Commanding Officer.
 - a. If attending court during their regular tour of duty in their normal work uniform, officers of the Mounted Patrol Unit, Motorcycle Unit and K9 Units shall wear the appropriate boots.
 - b. Motorcycle officers may wear their normal work boots to court anytime they are utilizing their motorcycles, on or off duty.
 2. Personnel assigned to the Marine Patrol Unit shall wear Department authorized deck shoes with their regular summer uniform and boots or deck shoes with their regular winter uniform.
- D. Deck shoes and other special footwear shall not be worn by any personnel with any uniform except as noted above without the express permission of the Operations Division Commanding Officer.
- E. Issued shoes shall not be worn with any civilian clothes, nor shall they be worn while off-duty.
- F. Black laces will be worn with all black boots.
- G. The issue black uniform boot, or authorized alternative boots will be worn with the Class B Uniform.

VI. OUTERWEAR

A. General

1. No outerwear except as specified in these regulations shall be worn, including vests, sweaters and scarves.

2. Black watch caps with the VBPD logo are available and issued through Uniform and Supply. The watch cap embroidered in silver will be issued to MPO's and below. The watch cap embroidered in gold will be issued to all supervisors. Black wool watch caps with or without the "VBPD" logo and black military style earmuffs/covers may be worn in appropriate weather conditions. The wool watch cap and military style earmuffs/covers may be individually purchased at a local retailer, they will not be issued by Uniform and Supply.
3. Personnel needing additional protection from extreme weather conditions may wear other articles of clothing, such as insulated underwear, under their clothing and not visible from the outside.

B. Types of Outerwear

1. Three in one coat

- a. Standard issue 2 piece black coat (inner and outer shell) with appropriate patches, cloth badges and rank insignia, on both the inner and outer shell, worn together is the winter coat. The shell only is the rain coat, and the inner layer is the light-weight coat. (shells may be worn separately or together as appropriate for weather conditions).
 1. To be worn with the Class A Uniform, Class B Uniform, and Dress Uniform
 2. The cloth nametag shall be worn above the right breast pocket.
 3. The cloth badge shall be worn on the left breast of the coat.

2. Alternative Light Weight Jackets (approved for use but no longer issued)

- a. The black light weight "Members Only" jacket with appropriate patches, cloth badge and nametag.
- b. The black bicycle jacket with appropriate patches, cloth badge and nametag.
- c. Previously issued winter jacket with appropriate patches, cloth badge and nametag.
- d. The previously issued raincoat shall be reversible. The exterior shall be black and the interior shall be High-visibility Yellow with reflective striping. The black side out will be worn when performing routine uniform patrol duties during inclement weather. The High-Visibility Yellow side out shall be worn when directing traffic or working in the roadway during inclement weather.

3. Sweater

- a. Sweaters are not issued equipment, but may be purchased for wear by uniform personnel.
- b. Sweaters may be worn with the Class A Summer or Winter Uniform. The lightweight issue or alternative jacket may be worn with the short sleeve shirt and sweater. The Winter Coat may be worn with the long sleeve shirt and sweater.
- c. Only a military style V-neck, black sweater may be worn. Manufacturer and model will be specified by Uniform and Supply. The sweater must be equipped with epaulets.

- d. Sweaters will have Departmental patches attached. These will be shoulder patches, cloth badge and cloth nametag. Sergeants will attach stripes on the sleeves. The cloth badge will be placed 4 ½ inches from the bottom center of the “V” and 2 inches below the cloth shoulder patch. The cloth nametag will be centered on the right side even with the middle of the badge.

7. Leather Jacket

- a. A waist length black leather jacket with appropriate patches may be worn by officers of the K9 Unit, Motorcycle Unit, Bomb Squad, Helicopter Unit, and Mounted Unit. The leather flight jacket may be worn by officers of the Helicopter Unit. Only those officers who were issued the leather jacket may continue to wear it. Uniform and Supply no longer issues the leather jacket.
- b. Specifications for this jacket shall be established by the respective Precinct/Bureau Commanding Officer.

8. Sweatshirt

A black crew neck sweatshirt with no patches may be worn only with the Class B Summer or Winter Uniform during training by recruits only

9. Blouse

- a. The dark blue blouse with the appropriate gold sleeve insignia shall be worn with the Dress Uniform by Officers assigned to the Chief’s Staff and Captains and above. Rank insignia shall be displayed on the epaulets, and the Department issued badge, and nametag will be positioned accordingly. The American Flag pin shall be worn, centered with the bottom tip of the badge and the button, and aligned along the lower row of stitching on the pocket flap. Additionally, Officers assigned to the Media Relations Office will be issued the blouse, which will have a silver stripe on each sleeve.
- b. Members of the Honor Guard shall wear the dark blue blouse with the Dress Uniform.

VII. Headgear

A. Hats

1. Standard issue Class A uniform hat – dark blue cloth with high gloss brim with appropriate hatband and badge. Hats for Captains and above shall have additional gold braid on the brim. No other device or insignia shall be worn on the uniform hat.
 - a. This hat is to be worn with the Class A Summer or Winter Uniform and the Dress Uniform.
 - b. All Officers are expected to have their Class A hat available to wear as directed by a supervisor.
 - c. Only the Class A hat will be worn as part of the formal uniform for ceremonies, funerals or other specified events.

2. Ball cap – **standard issue** dark blue ball cap with VBPD embroidered in block letters, in silver for officers and in gold for Sergeant and above. No other types or variation of ball caps will be authorized. The only exception to this will be for Specialty Units which will be permitted to wear an approved Ball Cap that will designate the officer as a Specialty Unit unit.
 - a. The wearing of the standard issue ball cap with the class A uniform during normal duty hours or part-time employment is permitted with the following restrictions:
 1. The ball cap shall not be worn during ceremonies, funerals or other specified events.
 2. The ball cap shall not be worn for identification purposes at major crime scenes.
 3. The ball cap shall not be worn off-duty, as it is part of the official uniform
 4. The ball cap shall not be worn when wearing a tie.
 5. The ball cap shall not be worn in any court building.
 6. The ball cap shall not be altered in any manner (e.g. adding pins, assignment, rank, etc.).
 7. The ball cap shall be free from fading, obvious wear and any bending of the cap or bill.
 8. The ball cap shall be worn with the bill straight forward.
 - d. The ball cap is the designated hat to be worn by any officer while wearing the Class B utility uniform.
 - e. The wearing of the ball cap is optional and not required.
3. Black winter skull caps - With or without the "VBPD" logo and black military style earmuffs/covers may be worn in appropriate weather conditions. The embroidered watch caps are available for issue or purchase at Uniform and Supply.
4. Trooper hat . This hat may be worn only in extreme cold weather with the Class A Winter Uniform or Class B Winter Uniform. It is normally worn with the earflaps up and the chinstrap snapped on top of the hat except in the most extreme weather. Officer electing to purchase the Trooper hat may place the Class A hat badge on the front

B. Helmets

1. Motorcycle / Mounted – standard motorcycle helmet to be worn only by officers of the Motorcycle and Mounted Units. The Commanding Officer of Special Operations shall approve the type of helmet. The helmet shall meet DOT standards.
2. Riot – standard issue riot helmet of a type approved by the Special Operations Commanding Officer. This helmet shall be issued to all sworn and auxiliary personnel. It is to be worn when specifically directed.
3. Flight – standard issue flight helmet to be worn by helicopter crews while flying. The Special Operations Commanding Officer shall approve this helmet. The helmet shall meet FAA standards.
4. Bicycle helmet – standard issue white bicycle helmet. This helmet shall be worn by bicycle officers when operating the bicycle. The type of helmet shall be approved by the Deputy Chief, Operations Division. The helmet shall meet ANSI/Snell specifications.

VIII. Gun Belts

- A. Gun belts with buckle shall be worn at all times by personnel while wearing the Class A Summer or Winter Uniform with the following exceptions:
1. Lieutenants and above and persons assigned to administrative positions may elect to wear the uniform belt as described in Section X (Accessories) A.1 with holster and weapon in lieu of gun belt. These officers will also carry one intermediate force weapon on the belt.
 2. Personnel temporarily assigned to administrative positions may request approval to wear a uniform belt as described in A.1 above, with holster and weapon and intermediate force weapon in lieu of a gun belt. Approval will be contingent upon the length and nature of the assignment, and the availability of plain belts and holsters.
- B. Gun belts shall be worn with specialty assignment uniforms unless otherwise specified in this manual.
- C. Gun belts shall be worn with the Class B Uniform with the exceptions of Lieutenant and above who may elect to wear a uniform belt as in A.1 above.
- D. Only issued equipment or that listed below may be worn on the gun belt.
- E. Officer may elect to be issued the standard black leather belt or the light-weight back supporting belt.
1. Firearms, Tasers, and holsters approved in compliance with General Order 5.02 (Weapons)
 2. Small black metal or plastic flashlight with leather or plastic carrier
 3. One or two identical handcuff cases (All handcuffs will be contained in either a handcuff case or other device designed to secure the handcuffs to the duty belt)
 4. A black double magazine pouch
 5. Glove Pouch
 6. Riot baton ring
 7. ASP and carrier
 8. OC canister and carrier
 9. Leather or plastic radio carrier (Flex-cuffs will not be used to secure the radio to the gun belt)
 10. Cell phone - No outlandish colors
 11. Ring for flashlight
 12. Leatherman tool or similar device / folding knife
 13. Combat Applied Tourniquet (CAT) in a department approved carrier or holster (optional –may be carried within or attached to the protective vest carrier).
- F. Officers may wear their own gun belt and other leather gear, which is plain black in appearance, provided that in its outward appearance the gun belt is identical to the issued belt to include 4 rows of parallel stitching and a buckle. Basket weave style belts are not approved.

IX. Body Armor

- A. All personnel will be issued a protective vest, which meets NIJ standards for Level II or Level IIIA armor. The vest issue shall consist of the ballistic panels and carrier. Officers will be given a choice of Level II or Level IIIA upon being issued their new vest.

- B. Personnel shall adhere to the care and use instructions provided by the manufacturer of their issued protective vest.
- C. Use of body armor is outlined in GO 11.06, which states that with few exceptions, all officers assigned to a uniform patrol function are required to wear body armor both on duty and during off duty employment.
- D. Personnel shall wear their protective vest as instructed while attending firearms training or qualifications.
- E. If body armor is worn over the uniform or civilian clothes, the badge and other identification as a police officer must be visible.
- F. The external/outer vest (Class A) version is to be worn only over the Class A uniform shirt, no other wear is permitted except in emergency. Those with special medical conditions will be issued the external/outer vest carrier through requests supported by a doctor's note, and confirmed by Occupational Health Services (OHS), OHS will notify the support Division Manager of the requirement and Uniform and Supply will issue the appropriate cover. . Those officers without such conditions may purchase this vest carrier at their own expense from Uniform and Supply. Officers who wear the external/outer vest carriers shall ensure that all straps, Velcro flaps and zippers are properly fastened and sealed while in contact with the general public, during training events, and at other times deemed appropriate by supervisors, to maintain officer safety and a professional appearance. External/outer vest carriers must be free from fading and/or unserviceability.
- G. Officers will be issued a CAT (combat applied) tourniquet. Officers may choose to carry the tourniquet inside their body armor vest carrier or within a special pouch attached to the carrier or in the designated CAT carrier to be applied to the duty belt

X. Accessories

A. Uniform Belts

- 1. Belts worn in lieu of a gun belt by those personnel authorized to do so must be the Department issued, plain black belt with the standard buckle.
- 2. Belts worn under the gun belt must be plain black if the gun belt is to be removed for any reason.

B. Rank Insignia

- 1. Chief's insignia – consists of gold, silver or eagles to be worn in a manner prescribed by the Chief.
- 2. Deputy Chief's insignia – consists of silver oak leaves to be worn in the same manner as the Lieutenant's insignia.
- 3. Captain's Insignia – consists of two gold bars to be worn in the same manner as the Lieutenant's insignia.
- 4. Lieutenant's Insignia –
 - a. Lieutenant's bars may be large metal, small metal or cloth. They shall be gold in color.

- b. The small metal bars shall be worn on the Class A Summer and Winter uniform shirts and on the lightweight jacket.
 1. On the shirts, the bars shall be located on the inside edge of the collar, flush with the stitching of the collar and centered between the tip of the collar and the neck.
 2. On the lightweight jacket, the bars shall be located on the epaulets.
- c. Large metal bars shall be worn on the winter coat, raincoat and the dress blouse in the same manner as on the lightweight jacket, b. (2) above.
- d. Cloth bars shall be worn on the Class B Uniform shirt. They shall be sewn to the collar with the edge of the cloth patch along the inside edge stitching and the bar parallel to the inside edge.

5. Sergeant's Insignia

- a. Sergeant's stripes shall be sewn on both sleeves, centered, one half inch below the Police Department patch, on all uniform shirts, light weight jackets, sweaters and winter coats.
- b. Stripes are gold on a dark blue background.

6. Career Development Insignia

- a. Officers who participate in the Career Development Program are authorized to wear the collar device, which denotes their level of achievement in the program. General Order 3.06 designates the collar device for each level in the program.
- b. These collar devices shall be worn on the collars of the Class A Summer and Winter shirts. These collar devices shall be worn on the collar in the same manner as the Lieutenant's insignia.

C. Departmental Patches

1. Placement of the Departmental and Unit patches is described in the section on the Class A Summer and Winter Uniforms (Section I. A. 2. b.).
2. No more than one special unit patch may be worn at any time.
3. Only those personnel currently assigned to a unit may wear that unit's special unit patch or wear equipment specifically authorized for use by that unit.

D. Nametags

1. Types of Nametags

a. Standard

1. Police Officer/Auxiliary – Department issued silver, metal tag, bearing engraved, blue letters consisting of the officer's initials and last name.
2. Master Police Officer – Department issued silver, metal tag, bearing engraved, blue letters consisting of the officer's initials and last name above the words "Master Police Officer."

3. Supervisor – Department issued gold, metal tag, bearing engraved, blue letters consisting of the officer's initials and last name and the supervisor's rank.
- b. Special
1. Cloth – sewn on nametag bearing the officer's initials and last name. The background material shall be dark blue with silver embroidery for Recruits, Officers and MPO's and gold for Supervisors
 2. Leather – flight suit nametag of a design specified by the Special Operations Commanding Officer.
2. Wearing of Nametags (see photograph below depicting various pin configurations)
- a. All personnel shall wear the appropriate standard nametag on the Class A Summer and Winter Uniform shirts and dress blouse.
1. The nametag shall be worn on the right pocket flap, aligned along the lower row of stitching and centered above the button.
 2. The optional years of service tag shall be worn immediately below the nametag.
 3. The specified nametag shall be worn on the Class A shirt or Dress Blouse.
- b. All personnel shall wear the cloth nametag on the Class B Summer and Winter Uniform.
- The cloth nametag shall be sewn directly above the right shirt pocket, aligned and centered along the top of the pocket on class B shirts
- c. Nametags on outerwear
1. The cloth nametag shall be sewn on the winter coat. The nametag shall be sewn on the right breast, 3 inches above, parallel with and centered on the right pocket.
 2. The cloth nametag shall be sewn on the lightweight jacket. The nametag shall be sewn on the right breast, centered in the right side of the jacket and parallel with the center of the cloth badge on the left side of the jacket.
 3. The cloth nametag shall be worn on the sweater. The nametag shall be sewn on as prescribed in Section VI.B.3.d above.
- d. Personnel assigned to the Helicopter and Airplane Units shall wear the leather nametag on the flight suit and flight jackets. The nametag shall be sewn on in the same manner as for the light weight jacket as described by c. (2) above.
- e. Under no circumstances is the nametag to be removed or concealed (unless covered by approved raincoat or winter coat).
- f. If an officer is designated as a Patrol Training Officer, the Patrol Training Officer nametag shall be worn on the right pocket flap, aligned with the lower edge of the stitching and centered. The nametag shall be worn with the lower edge of the nametag along the top edge of the pocket stitching and center.

E. Authorized Pins / Tie Tacks (see photographs below depicting various pin configurations)

1. Members shall wear on their Class A Summer or Winter Uniform the below listed Department approved pins.

a. American Flag:

1. Issued American Flag bar (the flag bar will be centered with the bottom tip of the badge and the button, and aligned along the lower row of stitching on the pocket flap).
2. Those officers who are veterans of a military service and are either currently serving in a reserve or National Guard unit, or who have been honorably discharged, are authorized to wear an American flag pin crossed with a flag pin representing the branch in which they served, in place of the American Flag bar. Members who have served in more than one military branch may only wear one branch pin at a time.

b. CIT pin:

The CIT pin serves a special purpose: to identify officers who are specially trained and experienced to assist those suffering from mental illness or a mental health crisis. For this reason, active C.I.T. members shall wear this pin at all times while in Class A uniform. Only active CIT members may wear the CIT pin.

c. Assigned Precinct Pin

2. United Way pin is to be worn only during the United Way campaign by personnel who have contributed to the United Way Campaign (wearing of pin is optional) and shall be worn centered beneath the American Flag pin.
3. Blood donor pin to be worn by blood donors on the day blood is donated (wearing of pin is optional) and shall be worn centered beneath the American Flag pin.
4. Specialty Pins – May be worn by personnel to reflect specific command accomplishments achieved while attached to a specialty unit within our Department. Only one pin may be worn. While patches reflecting the specialty unit must be removed pursuant to a transfer, the continued wearing of the pin will be at the discretion of the officer. When worn in conjunction with a Departmental Award, the specialty pin will be worn centered above the Award Ribbon.
 - a. Bomb Disposal Unit - E.O.D. pin.
 - b. SWAT pin
 - c. Divers pin
 - d. Aviation Unit pin
 - e. Mounted Unit pin
 - f. Motor Unit
 - g. K-9 Unit
 - h. Crisis Intervention Team (CIT) pin
 - i. Crime Prevention Specialist Pin
 - j. Traffic Safety Pin
 - k. Rapid Response Team Pin
 - l. SRO Pin

m. Honor Guard Pin

- 7. No other pin or insignia may be worn on any uniform item.
- 8. Tie Tacks - The only authorized tie tacks are the City’s years of service pin, the Accreditation Pin, the American Flag, the Department police patch pin or the miniature VBPD badge.

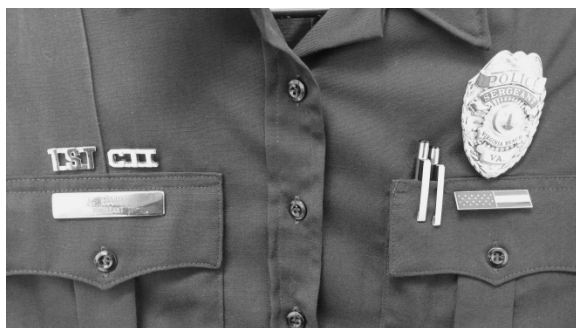
Below is a summary of these uniform requirements.



Flag/Nametag Only

The flag pin shall be worn on the shirt left pocket flap, aligned along the lower row of stitching and centered below your badge above the button.

The nametag shall be worn on the shirt right pocket flap, aligned along the lower row of stitching and centered above the button.

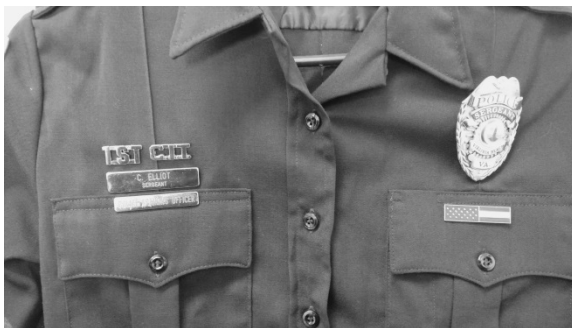


PCT and CIT Pins

The precinct designator pin shall be worn above the nametag and centered above the shirt button.

Together, the precinct and the CIT pins shall be worn placed together, above the nametag and centered above the shirt button.

The precinct pin shall be positioned to the left of the CIT pin.



Award Medal

The Award medal(s) will be worn above the right pocket flap aligned with the top stitching centered directly above the nametag.

The precinct designator/CIT pins shall be worn above the Award medal and centered above the button.

PTO, CIT and Precinct Pins

The nametag shall be worn with the lower edge of the pin along the top edge of the pocket stitching and centered above the button.

The PTO pin will be worn centered below the nametag.

The CIT pin shall be worn centered above the nametag. (In this example it is shown with the Precinct pin.)

F. Other Accessories

1. Prescription or Sunglasses – Lenses must be of a conservative style with a clear or tinted subdued color. Mirrored lenses are not permitted. Frames may be gold, silver, black, or brown metal or plastic. Glasses will not be hung from any part of the uniform. .
2. Gloves – Gloves are permitted in cold weather with the long-sleeved winter uniform or when wearing the short-sleeved shirt provided the arms are covered with an approved sweater or jacket. Except in the specialty units listed below, gloves will not be worn when the arms are bared. Gloves must be black in color, and may be made of leather or cloth. Weighted “sap” gloves are not permitted. Only personnel assigned to the Mounted Patrol, Motor Patrol or Bicycles will be permitted to wear fingerless gloves or full-fingered gloves with the short-sleeved shirt.
3. Rubber boots or galoshes may be worn in extreme wet conditions. They must be black in color.
4. Pens – no more than two should be visible in the Class A or Class B Summer or Winter Uniform shirts. Pens should be conservative in appearance (no bright colors or designs). Pens may not be displayed with the Dress Uniform.

G. Jewelry

1. Conspicuous jewelry is not permitted with any uniform.
2. Permissible jewelry includes watches, rings and medic alert and approved bracelets.
 - a. Watches should be conservative – no bright colors or flashy bands.
 - b. Rings should be kept to a minimum – no more than two per hand. A wedding ring and engagement ring set shall be considered one ring.
 - c. Only one of the approved bracelets may be worn at a time. Approved bracelets include:
 1. Medic alert
 2. POW/MIA
 3. Officers killed in the line of duty/Officer memorial
 4. LIVE STRONG
 5. Fitness Bands
3. Necklaces, chains, medallions or religious medals must be worn under the uniform and out of sight.

For additional guidelines pertaining to the wearing of jewelry, refer to General Order 1.06 (Grooming Policy)

XI. Non-Sworn Departmental members

- A. Precinct Desk Officers: PDO uniform shall be comprised of the following items:
 1. Polo shirts “Medium-Grey Color” with embroidered left breast “Precinct Desk Officer” and City Seal. No Patches on Sleeves.
 2. Police Class B pants w/nylon belt
 3. Black boots

4. Fleece jacket “Black” with embroidered left breast VBPD logo and the words Precinct Desk Officer embroidered under the logo.

B. Precinct Automotive Aide: the AMO uniform shall be comprised of the following items:

1. Khaki Class B shirt and Class B pants
2. Black Boots
3. Three-in-One coat with no patches or insignia
4. Inclement weather pants

C. Community Service Officer: The CSO uniform shall consist of the following items:

1. Light blue uniform shirt with patches
2. Class B utility pants
3. Black boots
4. Three-in-One coat with CSO patches
5. Inclement weather pants

D. Crossing Guards: Crossing guard uniform will consist of:

1. Blue 4-pocket pants
2. Light blue polo shirt
3. Three-in-one coat
4. Inclement weather pants

E. Precinct Volunteers: Precinct volunteers uniform will be the same as the Automotive Aides

F. Property and evidence Custodian – Civilian Staff uniform will consist of:

1. Issued Utility pants
2. Polo shirt with the embroidered left breast VBPD Police logo and the words Property and Evidence embroidered under the logo.
3. Black boots
4. Issued 3 in one winter/rain jacket, no patches
5. Fleece jacket with the embroidered left breast VBPD Police logo and the words Property and Evidence embroidered under the logo.

CALEA 41.3.4 : Addressed throughout document

Equipment approved but not issued listed in this Field Guide are:

1. Socks (black in color is worn with footwear that allows them to be seen during normal activity)
2. Approved Turtleneck Sweater (no markings or trademark logos or embossed with VBPD)
3. Leatherman tool or folding knife
4. Cell phones (no outlandish colors)
5. Gloves
6. Black military earmuff/covers
7. Wool caps
8. Black Tennis Shoe or Sneaker (Bicycle only)