




## ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

<b>Chapter: 5</b> Procedures	<b>Effective Date:</b> July 1, 2020	<b>Amends/Supersedes:</b> September 28, 2018 SO 2015-04 May 4, 2017 August 1, 2016 May 14, 2015 January 9, 2013 June 1, 2011 January 3, 2012 May 3, 2010 January 1, 2008	<b>By Authority of the</b> <b>Chief of Police</b>  Charles A. Penn
<b>Accreditation Standard(s):</b> PER.03.04, OPR.01.05,			

### 518.01 Uniforms

#### I. Policy

It is important that the public be able to easily recognize Arlington County Police Department (ACPD) personnel who are assigned to patrol, traffic direction, and emergency intervention services. Therefore, a distinctive uniform that is unique to the department is mandated for patrol officers, auxiliary officers, public service aides, and crossing guards. These employees will wear, use, or display only uniform or equipment authorized in this directive. Deviations from the standard uniform are not permitted, except as specified by this directive or authorized in writing by the Chief of Police. Sworn personnel assigned to non-uniformed duties shall maintain a uniform in readiness at their work site or inside their vehicle in order that they may be quickly redeployed to uniformed duties in the event of an emergency.

#### II. Procedures

##### A. Types of Uniforms

1. Standard Duty Uniform - The standard duty uniform is considered the basic uniform of the department and shall be worn by sworn officers assigned to patrol, general public service, and police/county-related secondary employment. The standard duty uniform consists of:
  - a. Badge and nametag - See subsection II.D
  - b. Ballistic vest - Personnel will only wear ballistic vests issued by the department. All body armor issued by the department is required to comply with current [National Institute of Justice \(NIJ\) body armor performance standards](#). A ballistic vest may be worn beneath the uniform shirt or sweater, or in an outside carrier specifically manufactured for the particular model of vest in question.

- 1) Uniformed officers will wear body armor at all times when conducting operations, patrol, or enforcement activities in the field. Officers wearing the standard issue outer vest carriers with molle are required to display their metal badge or polymer / rubber badge, Velcro name tag, and a "POLICE" patch, with an American flag patch centered directly above it, on the rear of their vest. 1 ½ x 1 ½ Velcro rank tabs shall be worn on the right side of the ballistic vest above the name.
  - 2) Certain officers may be issued and wear the Class A outer carrier. This carrier resembles the Class A shirt and is to be utilized in conjunction with the standard issue ballistic panels and is intended for non-operations, non-patrol and sworn not engaged in enforcement activities. The metal badge, metal name plate shall be worn on this garment. Department awards and pins may be worn.
  - 3) Non-uniformed officers will wear body armor when engaged in operations patrol, or enforcement activities in the field.
  - 4) The Chief of Police or designee may authorize exceptions to the mandatory-wear requirement under the following circumstances:
    - a) A medical condition certified by a physician that precludes wear.
    - b) Undercover operations that could be compromised.
    - c) Officers engaged in purely administrative work and not in the field.
  - 5) Rifle plates will be issued to officers assigned to the Operations Division who request them, and others as directed by the Chief of Police or designee. Rifle plates and carriers shall be:
    - a) Worn at all times when wearing the ballistic vest.
    - b) Visually inspected monthly for general wear and will be x-rayed yearly or if dropped from a significant distance.
- c. Belt, Duty - A platform to attach and carry a uniformed officer's duty gear including the holster and pouches for other essential law enforcement equipment. For duty belts that have a metal buckle, nickel is the standard issue for a non-supervisor and brass is the standard issue for a supervisor.
  - d. Belt, Trouser - Black leather or synthetic leather-like material; corresponding in width to the belt loops appearing on the uniform trousers; detachable buckles are permitted, if they are of a plain design (nickel for non-supervisory officers, brass for supervisors); required at all times; procured privately by the officer
  - e. Blauer Street Shirt – Worn underneath the exterior ballistic vest or under the department sweater when a ballistic vest is worn beneath; worn with BDU trousers; not permitted with the "Class A" uniform,

unless assigned to the Special Operations Section; optional, with no seasonal restrictions. No rank designation is to be worn on this shirt.

- f. Dickey or Turtleneck (including mock turtlenecks) - Navy blue or black; with or without "ACPD" lettering (gold letters for supervisors, white for non-supervisors); worn beneath long-sleeve shirt or sweater; optional, with no seasonal restrictions; procured privately by the officer.
- g. Duty gear (utility belt, holster, handcuffs, etc.) - See subsection II.B
- h. Earmuffs - Navy blue or black with no logos or designs; optional during cold weather; procured privately by the officer.
- i. Gloves – Black; full-finger style only; no metal inserts or fill materials; optional, with no seasonal restrictions; procured privately by the officer.
- j. Hat or Cap - Optional, with no seasonal restrictions; standard dress hat; baseball cap; navy blue knit cap (watch cap) with the badge patch sewn on its front; all three items issued by the department, with privately procured knit hats (with the patch subsequently applied) are also permitted.
- k. Jacket, Gore-Tex - Navy blue with ACPD shoulder patches on sleeves; optional, with no seasonal restrictions; issued by the department.
- l. Jump Suit - Worn only with supervisory approval, and only for specific tasks; issued by the department.
- m. Necktie - Black clip-on variety only; secured with a department-issued tie clasp; not permitted with short-sleeve shirt; required with class "A" uniform issued by the department.
- n. Raingear - Reversible orange-black rain coat; black rain boots; optional; All items issued by the department.
- o. Scarf - Navy blue or black with no logos or designs; ends must be tucked inside the jacket; optional during cold weather; procured privately by the officer.
- p. Shirt, Uniform – Navy blue with ACPD shoulder patches; long or short sleeve-length at the officer's discretion, regardless of season; necktie required with class "A" uniform, issued by the department.
- q. Shoes or Boots - Solid black with no writing, logos, or designs; oxford or standard military-uniform styling; genuine or simulated leather in the basic shoe area, with canvas or similar synthetic material permitted at or above the ankle only; appearing solid black in color; black laces; required at all times; procured privately by the officer.
- r. Socks - Opaque navy blue or black with no writing, artwork, or designs; other colors permissible with boots only, provided they are not visible to the public; required at all times; procured privately by the officer.

- s. Sunglasses - Solid black, gray, or brown frames (bright or unusual colors and designs not permitted); optional, with no seasonal restrictions; procured privately by the officer.
  - t. Sweater – Navy blue with department shoulder patches; optional, with no seasonal restrictions; issued by the department; requires a long sleeve uniform shirt, dickey or turtleneck underneath.
  - u. Undershirt – Optional wearing of white or navy-blue t-shirt; crew neck or V-neck; procured privately by the officer.
  - v. Uniform trousers - Dark navy blue required at all times; dark navy blue BDU trousers in Operations/Patrol; issued by the department.
  - w. Windbreaker - Navy blue with ACPD shoulder patches on sleeves; optional, with no seasonal restrictions; issued by the department.
2. “Class A” Dress Uniform - The “Class A” uniform is worn by sworn officers to court, at funerals, formal ceremonies, and other special events selected by the Chief of Police or designee and consists of the following:
- a. Dark navy-blue uniform trousers.
  - b. Long sleeve shirt worn with a tie or a short sleeve worn without a tie.
  - c. The items worn on the “Class A” uniform are the same as those for the standard duty uniform.
  - d. The eight-point dress hat with hat badge.
  - e. The firearm shall be carried in a holster approved for use with the “Class A” uniform.
  - f. The dress blouse shall be worn by Lieutenants and above and certain Training Staff, Honor Guard and others as directed by Chief of police or designee. Department awards are required to be displayed on the blouse or jacket (see subsection II.D). Motorcycle officers have the option to wear their leather jackets, if preferred.
  - g. In especially cold weather, the Chief of Police or designee may authorize the wearing of the Gore-tex jacket in lieu of the dress blouse.
  - h. Earmuffs are prohibited.
3. Auxiliary Officer’s Uniform - The items worn on the auxiliary officer’s uniform are the same as those for the standard duty uniform, with the following exceptions and modifications:
- a. The uniform shirt is the standard duty uniform shirt bearing the word “Auxiliary” sewn onto the shirt immediately above the shoulder patches.
  - b. No firearm or holster is worn on the auxiliary officer’s duty gear.

4. Specialty Uniforms - Certain types of specialty assignments require the employee to wear clothing items not included on the standard duty uniform. Therefore, Commanders of sections and units deploying specialty assignments may promulgate uniform regulations applicable solely to the specialty personnel under their commands. For purposes of this directive, public service aides and crossing guards are considered specialty assignments.
- B. Duty Gear (Weapons and Personal Equipment) - The wearing of duty gear around an officer's waist is normally required with the standard duty uniform. However, officers of any rank may decline to wear such gear while working in a staff function, provided that their full duty gear remains readily available. When the officer is on duty, in uniform, assigned to a non-operations position, and duty gear is declined, then the officer shall wear his firearm in an approved holster attached to the trouser belt (see Manual Directive 538.01 *Firearms* for additional firearm and holster requirements).

Officers shall select duty gear made of smooth black leather, smooth black simulated leather, or nylon. Generally, officers shall not mix differing textures (e.g., nylon holster with a leather belt. etc.). However, this requirement shall not apply if a particular item cannot be procured in the officer's normally selected texture.

1. Mandatory items to be carried on an officer's duty belt include:
  - a. The issued firearm in a department approved holster, or in a privately procured holster that has been approved by the range officer, and with which the officer has qualified on an approved course of fire.
  - b. Two pistol magazines, loaded with department issued ammunition, and carried in an approved magazine pouch.
  - c. At least one set of handcuffs carried in a handcuff case or secured by a handcuff strap. A handcuff key must also be carried somewhere in the officer's possession.
  - d. Officers shall carry a minimum of one less lethal device on their duty belt. Officers issued a department Taser shall carry the device in an approved holster and/or approved drop-leg holster on their support side
2. Officers are authorized to attach the following items on their outer carrier vest, but are not required to do so if they prefer to carry items on their duty belt:
  - a. Two additional pistol magazines, one rifle magazine or shotgun shell carrier in a pouch authorized by Armory staff, that is placed on the officer's support side in a vertical configuration. Rifle and pistol magazine pouches shall not be stacked or attached to one another.
  - b. A department issued ASP baton and OC spray attached by their holders, on the officer's support side. A tourniquet - positioned so that it may be accessed by either hand. A backup pair of handcuffs carried in a handcuff case, tactical flashlight, in-car camera microphone, E-

Collar controller for Canine Officers, and a police radio. Additionally, a small utility knife or similar multi-purpose tool with a folding blade no greater than 4 inches in length and concealed from view is permitted – the pocket clip is permitted to be exposed.

- c. TASERs shall **not** be attached to the outer vest carrier.
  - d. The above procedures shall not apply to the SWAT outer carrier vest.
3. Optional items authorized for inclusion among an officer's duty belt include:
- a. PR-24 and holder.
  - b. Flashlight and holder (standard size or mini-flashlight).
  - c. Small utility knife or similar multi-purpose tool a folding blade no greater than 4 inches in length, carried in a holder designed for that purpose.
  - d. Cell phone clipped to the duty belt or carried in a pouch/holder.
  - e. Items of duty gear that are privately procured shall be subject to supervisory approval on a case-by-case basis.
- C. Trauma Kit - The department issued trauma kit has been designed to enable any officer to initiate stabilizing care to her/himself or to another officer injured in the line of duty. It contains medical supplies, that when utilized properly, will allow for immediate first aid during the critical moments before the arrival of medical assistance. Guidelines and training shall be as follows:
- 1. The trauma kit may be worn but will always be kept readily available for emergencies.
  - 2. All trauma kits, when not worn, shall be affixed to the passenger side headrest of the assigned police vehicle, or, in the left saddlebag (rear) for motor officers.
  - 3. The contents of the trauma kit shall not be altered in any way.
  - 4. All trauma kits will be standard in their configuration.
  - 5. Officers may, at their discretion, carry the tourniquet from the trauma kit on their outer vest carrier or their left BDU pant pocket in the approved tourniquet pouch. Tourniquets will not be carried in other pouches or pockets.
  - 6. Tourniquets are a one-time use item. If used, this must be replaced. Do not use the issued tourniquet for training.
  - 7. Officers will receive training on the appropriate use of components of in the trauma kit prior to issuance.
  - 8. To carry a trauma kit, officers must pass the department's training course and complete the hands-on block of instruction.
  - 9. Annual refresher training will be provided for skills and knowledge maintenance.

10. Officers shall document the use of trauma kit items in an IBR and provide a copy of the report to the Tactical Training Unit (TTU) supervisor. The TTU will replace items, as needed.

D. Badges, Pins, and Awards

1. Badge and Identification Card

- a. An officer's metal badge, an embroidered badge, polymer/rubber badge or a sewn badge patch shall, at all times, be affixed to the officer's outermost garment. Only the metal badge is permitted upon the dress blouse and Class A shirts.
- b. When the outer garment displays an embroidered badge, polymer/rubber badge or sewn badge patch, the officer's metal badge shall be affixed to the officer's shirt.
- c. The badge shall be placed in alignment with pre-existing spike holes or Velcro if such spike holes and/or Velcro exist on the garment.
- d. Officers shall carry their issued identification cards with them at all times while on-duty and at all times while off-duty inside Arlington County.

2. Nametags - Officers are issued two nametags. One shall be affixed to the jacket or other outer torso garment, while the second is affixed to the uniform shirt. Placement of the nametag shall be as follows:

- a. When a garment has pre-existing spike holes for the nametag, these holes shall be used.
- b. If spike holes are not present and the garment has a right pocket, the nametag shall be centered on the right pocket flap with its top edge parallel to, and immediately below, the pocket's top seam.
- c. If neither spike holes nor pocket exist, the nametag shall be placed where the top seam of the right pocket flap would otherwise be located.
- d. Only the officer's last name shall be displayed upon the nametag.
- e. Nametags are silver in color for non-supervisory officers, and gold for supervisors.

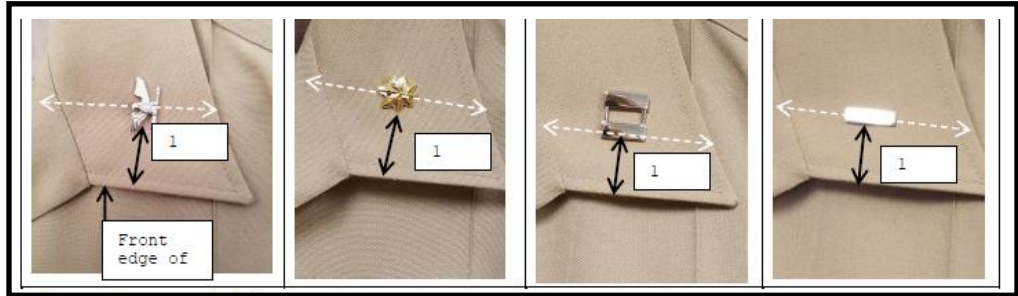
3. Rank designations are displayed in miniature metal, large miniature and Velcro on different garments.

- a. Miniature metal rank designations shall be worn on each collar of all Class A shirts.

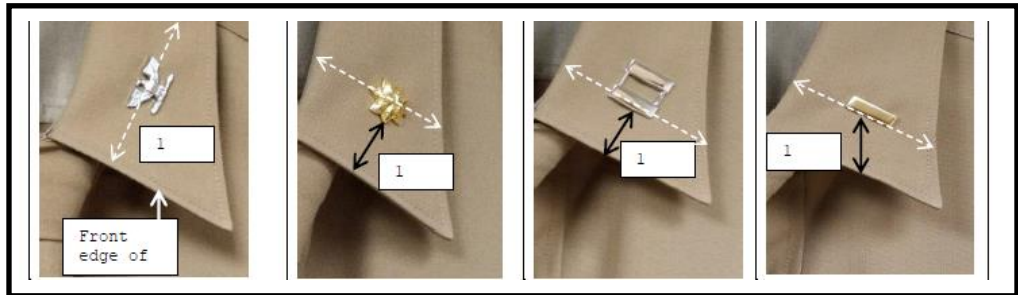
Ranks from P1 through First Sergeant will be worn facing the corner of the shirt collar with  $\frac{1}{2}$  inch from each side of the rank to the shirt collar.



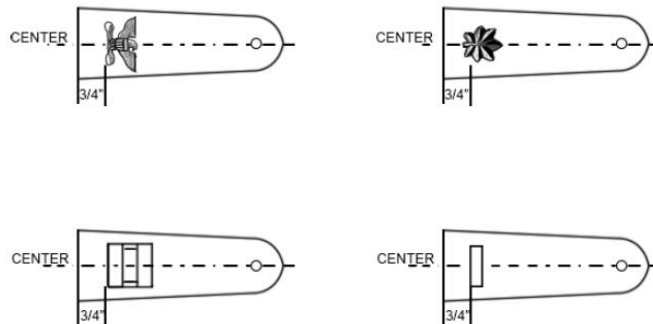
- b. Lieutenant through Chief will be worn as displayed below on short sleeve Class A shirt.



- c. Lieutenant through Chief will be worn as displayed below on long sleeve Class A shirt



- d. Large metal rank designations shall be worn on each epaulet of the dress blouse



- e. Large metal rank designations shall be worn on each epaulette of the sweater or older outer winter jackets same as Dress Blouse.
- f. 1 ½ x 1 ½ Velcro rank tabs shall be worn on the right side, above the name on the ballistic vest, solid black rain jacket and navy-blue fleece.
- g. The symbols used to designate various ranks include:

- Chief of Police – silver eagle
- Deputy Chief – silver oak leaf clusters
- Captain – double gold bars
- Lieutenant – single gold bar
- First Sergeant – three gold chevron stripes up, three gold rockers down and one gold diamond in the middle



- Sergeant – three gold chevron stripes
  - Corporal – two silver chevron stripes
  - Officer – one silver chevron stripe
  - FTO/MPO – diamond beneath the one-chevron or two-chevron stripes
  - Recruit – no rank designation until released from probationary status.
- h. In addition to the above designations, the ranks of supervisory officers shall be displayed on the sleeves of dress blouses by gold braid stripes, one-half inch in width, near the cuffs. The number of braided stripes shall reflect the officer's rank according to the following progression:
- Chief of Police – four braided stripes.
  - Deputy Chief – three braided stripes.
  - Captain – two braided stripes.
  - Lieutenant – one braided stripe.
- i. First Sergeant shall wear the large metal rank on the collars of the "Class A" shirts.
4. Department Awards - Award pins/ribbons shall be worn directly above the right pocket on the uniform shirt, or dress blouse. Awards shall be displayed in rows of two or three pins each. If an even number of awards are worn, the top row shall be the row displaying only one or two awards. Officers may arrange awards in any sequence they prefer. The display of departmental Awards is mandatory on the dress blouse and optional on the uniform shirt. The below-listed awards are authorized for display:
- a. Valor Award – awarded for heroic actions performed above and beyond the call of duty, generally involving exceptional bravery and exposure of the officer to the risk of death or serious injury.
  - b. Purple Star – awarded to employees who sustain a significant injury in the line of duty.
  - c. Life Saving Award – awarded to employees for actions taken to save the life of another officer or a citizen.
  - d. Meritorious Service Award – awarded to employees who demonstrate superior performance in response to a specific incident or situation.
  - e. Police Service Award – awarded to employees who provide exceptional long-term or general service to the Department and/or the County.
  - f. September 11 Pentagon Pin – awarded to employees for service during the Police Department's response to the terrorist attack upon the Pentagon on September 11, 2001.
  - g. Civil Disturbance Pin (previously known as the IMF Pin) – awarded for participation in the quelling of civil unrest and/or the containment of selected protest demonstrations, as identified by the Chief of Police.
  - h. Valor, lifesaving, and/or meritorious service awards received while previously employed at a former law enforcement agency.

- i. Other police-related and/or community-service awards given by an outside agency, for police-related actions or exceptional community service. Subsequent approval for display on the department uniform is required by the Deputy Chief of Operations.
  - j. United States Armed Forces veteran pins. Issued to officers who have served in one of the six (6) branches of the United States Military; Army, USMC, Air Force, Navy, Coast Guard, Space Command.
  - k. United States Armed Forces valor ribbons (bronze star and higher) and/or one combat campaign ribbon per conflict, provided that the employee served in-theatre for the combat campaign in question. These awards may be displayed only on Memorial Day, Veterans' Day, and Armed Forces Day.
- 5. Unit and Skill Pins - The following unit/skill pins are authorized for wear at the locations specified:
  - a. Pistol Expert Pin – authorized for wear by any officer whose most recent pistol qualification score was 93% or better (worn centered on the left pocket flap, with the top edge of the award immediately below the pocket's top seam).
  - b. Motor pin – authorized for wear by current members of SOS, and by former members who are still motor-certified and are periodically utilized in that capacity (worn above any departmental awards).
  - c. ERU pin – authorized for wear by current and former members of ERU (worn above any departmental awards).
  - d. Honor Guard pin – authorized for wear by current members of the Honor Guard (worn above any departmental awards).
  - e. CDU pin - authorized for wear by current members of the Civil Disturbance Unit (worn above any departmental awards).
- 6. Other Agency Pins - The following pins from outside agencies are authorized for wear at the locations specified:
  - a. SMIP - authorized for wear by graduates of the program (worn centered on the left pocket flap).
  - b. FBI NA - authorized for wear by graduates of the program (worn centered on the left pocket flap).
- E. Mourning Bands - Black or black/blue mourning bands shall be worn over the Virginia seal portion of all publicly displayed department badges:
  - 1. From the time an officer in the Tri-State area is killed in the line of duty, until midnight of the day of internment.
  - 2. From the time an officer, who is an immediate family member of an officer of the department, is killed in the line of duty until midnight of the day of internment.

3. During *National Police Week*, commencing at midnight on Sunday evening and concluding at midnight on Friday evening. In lieu of the mourning band, an officer may wear the Department authorized commemorative Police Week badge.
4. At any other time designated by the Chief of Police or designee.

For purposes of this subsection, line-of-duty deaths include any death resulting from the performance of a law enforcement function.

- F. Use and Availability of Uniforms - Every sworn officer is required to maintain at least one complete uniform readily available during work hours. This uniform shall be of a type which the officer is authorized to wear (e.g., standard duty or a specialty uniform, etc.).
  1. It may be worn, stored at the worksite, or kept in a vehicle.
  2. Uniforms shall be worn in a clean and neatly pressed condition and shall convey a professional appearance.
  3. They shall be worn only during work hours while attending court or other police-related functions, or while engaged in police/County-related secondary employment.
  4. They may be worn while travelling to and from the worksite.
  5. Any request by an officer for approval to wear their uniform or utilize a police vehicle for a ceremonial event or parade should be made in writing to the Chief of Police through their chain of command.
- G. Use and Availability of Name, Logo or Patch - The use of the name, logo, patch, seal, or badge of the Arlington County Police Department may be used only with the written permission of the Chief of Police. Employees may not download, use, disseminate, publish or copy the seal, markings, logo or badge displayed on any internet site for personal use without written permission from the Chief of Police, or designee.
- H. Issuance and Inventory of Uniforms - The Evidence & Inventory Management Unit (E&IMU) shall maintain stocks of uniform and equipment items. The E&IMU shall periodically inspect these stocks to ensure that they are stored in clean, serviceable condition, and that sufficient quantities of essential items remain on hand for immediate issuance to employees. The E&IMU shall issue uniform and equipment items directly to employees and shall replace these items when they become unserviceable. The supervisor of the E&IMU shall ensure that accurate records, including handwritten receipts and computerized database entries, are made for all such transactions.
- I. Care, Inspection, and Replacement of Uniforms - Employees are responsible for the proper care and maintenance of the uniform and equipment items that have been issued to them. Employees shall ensure that their issued equipment remains in good working condition and that their uniforms bear no significant tears, fraying, or discoloration, etc. Supervisors shall inspect their subordinates' uniforms and personal equipment to ensure compliance with the

above requirements. These inspections shall occur in all divisions of the department, and shall include:

1. Informal daily observation.
2. A formal monthly inspection of items actually worn and carried at the worksite on the date of the inspection.
3. An annual inspection of all issued items that are not used on a daily basis and are not part of a regularly issued uniform.

When items are no longer serviceable or no longer fit properly, the employee shall contact the E&IMU to arrange replacement. Items that become damaged or lost through no fault of the employee, or simply become unserviceable through normal wear, shall be replaced at the Department's expense. Items that become damaged or lost as a result of employee negligence shall be replaced at the employee's expense.

Upon an employee's retirement, resignation, or termination, all issued uniform and equipment items in the employee's possession shall be returned to the E&IMU prior to the employee's departure.

- J. Uniform & Equipment Committee - A uniform & equipment committee may be periodically convened to review uniform, equipment, and vehicle usage in order to recommend changes to the Chief of Police.