




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

<i>Chapter: 5</i> Procedures	<i>Effective Date:</i> May 4, 2017	<i>Amends/Supersedes:</i> January 25, 2007 March 1, 2005	By Authority of the Chief of Police  Charles A. Penn
<i>Accreditation Standard(s):</i> PER.03.04			

518.02 Clothing Standards (Civilian Attire)

I. Policy

Non-uniformed personnel officially represent the Department in their contacts with the public and with other professionals in the criminal justice community. It is imperative, therefore, that these personnel present a neat, clean, and professional appearance, in order that the public's confidence in the Department will remain high and other criminal justice workers may discharge their duties in an environment that is conducive to effective performance.

Accordingly, non-uniformed personnel shall dress and groom themselves in a fashion that does not diminish public respect for the Department, and does not distract fellow workers or otherwise disrupt the workplace.

II. Procedure

A. Departmental Standards

1. All clothing worn in the workplace shall be clean, neat in appearance, properly fitting, and worn in a manner consistent with normal usage. Shorts are prohibited, as are t-shirts and tank tops when worn as an outer garment.
2. When not dressed in uniform, male personnel appearing in court, participating in government hearings, or attending formal ceremonies, etc., shall wear a dress shirt and trousers, a business or sports jacket, and a necktie. Non-uniformed female personnel engaged in the above activities shall wear appropriate business attire (e.g., dress, business suit, etc.).
3. Except when working undercover or engaged in athletic activities, all personnel (sworn and civilian) shall carry their departmental identification. Sworn personnel shall also carry their issued badge, and when outside the secure areas of the police facility shall carry handcuffs, a handcuff key, and an issued or authorized firearm (see directive 538.01 for weaponry and holstering requirements).
4. Firearms and handcuffs shall be concealed from view when worn among the general public unless a police badge or other clearly recognizable departmental identification is worn.
5. Sworn personnel working in civilian attire shall have a uniform, including duty gear and other designated uniform items, immediately available to them at the worksite (see directive 518.01 for uniform requirements).

6. A supervisor may require an improperly attired employee to leave the workplace to secure proper clothing, and may place the employee in an appropriate leave status (e.g., vacation, compensatory, LWOP) during the employee's resulting absence.

B. Unit-level Standards

Commanders of divisions, sections, districts, and units are authorized to establish more restrictive civilian clothing standards for their personnel when, in their opinion, the operational and/or public relations needs of their respective commands so require.

The aforementioned standards shall be published in the SOP of the affected command, or via memorandum in cases where no SOP exists.