


# LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL

General Order Number: 120	Section: ADMINISTRATION	Effective Date: SEPTEMBER 2022
Title: <b>UNIFORMS, EQUIPMENT, ATTIRE, AND GENERAL APPEARANCE</b>		
Accreditation Standards: OPR.09.01; PER.03.04		
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## I. UNIFORMS, EQUIPMENT, ATTIRE, AND GENERAL APPEARANCE.

A Police Officer is constantly in the public view. Every aspect of their conduct and physical appearance is subject to scrutiny by the public. They represent the Town and the Leesburg Police Department. It is for these reasons that the officer shall adhere to the highest standards in their personal appearance and hygiene. The policy of the Leesburg Police Department, therefore, requires that all of its personnel, both sworn and non-sworn, be clean, neat and well-groomed at all times.

### A. Uniforms and Equipment.

#### 1. General.

Sworn and civilian personnel who act in a uniformed capacity are issued a minimum allotment of uniforms and equipment to perform their duties. Damaged, or otherwise inadequate equipment shall be immediately reported by memorandum to the appropriate Division commander through the employee's supervisor.

#### 2. Wearing the uniform.

- a. Regulation uniforms and equipment are those approved by or issued by authority of the Chief of Police. Only regulation uniforms and equipment may be worn or utilized by sworn or civilian personnel when in uniform.
- b. The designated uniform of the day for sworn and civilian uniformed employees is established by the shift supervisor or higher authority. The shift supervisor may designate any complement of uniforms necessary to address weather conditions and to further the mission of the Department. Supervisors/Command Staff may approve alternate attire for a particular assignment.

#### 3. Maintaining the Uniform and Assigned Equipment.

The care, maintenance, and safekeeping of assigned uniforms and equipment is the responsibility of the employee to whom such items are issued. Uniforms and equipment shall be subject to inspections in accordance with General Order 116 Inspection Services. Uniformed employees are provided dry cleaning services, as well as fitting and alteration services, to guarantee that uniforms are clean and well maintained.

### B. Uniforms and Equipment for Sworn Employees.

#### 1. Sworn employees may be issued equipment which includes but is not limited to:

<u>Quantity</u>	<u>Article</u>
2	Shirt-pin uniform badge
1	Police credential
1	Hat badge
1	Name bars
1	Class A uniform hat (dress)
1	Rain cover for dress uniform hat
1	Class B uniform hat (baseball cap style)
1	Whistle
5	Long sleeve uniform shirts
5	Short sleeve uniform shirts
2	Uniform ties

- 5 Uniform trouser
  - 2 Mock Turtlenecks
  - 1 Cold weather coat
  - 1 Lightweight coat
  - 1 Trouser belt (garrison belt)
  - 1 Duty belt and buckle (Sam Browne design)
  - 4 Belt keepers
  - 1 Duty holster
  - 1 Departmental service pistol
  - 1 Magazine pouch w/3 magazines
  - 1 Handcuff case
  - 1 Handcuffs
  - 1 Surgical glove pouch
  - 1 Chemical agent holder w/ canister of Oleoresin Capsicum
  - 1 Boots, pair and dress shoes, pair
  - 1 Traffic vest
  - 1 Protective ballistic vest w/2 covers
  - 1 Tie clip
  - 1 Set of rain gear
  - 1 Set of PPE Gear (gas mask w/ carrier, Tyvec suit, gloves, duct tape, haz-mat bags)
2. Badges and Uniform Accessories.
    - a. Badges and uniform accessories issued to sworn employees are either gold or silver, depending upon rank. Accessories include name bars, awards, metal rank insignia, uniform hats and belt buckles for uniform and duty belts. Proper display of uniform accessories will be in accordance with the illustrations at the end of this general order.
    - b. Gold badges and accessories are issued to those with the rank of sergeant or above; silver badges and accessories are issued to those below the rank of sergeant. The exceptions to this are blue rank insignia, which are standard for sergeants and below, and blue service stripes, which are standard for all eligible employees.
  3. Specialty Assignments.
 

Motorcycle officers are issued a leather jacket, breeches, motorcycle boots, gloves, and helmets. K9 handlers, motorcycle officers, and bicycle patrol officers are authorized a special duty uniform as determined by the Division commander.
  4. Dress Shoes.
 

Low-quarter uniform shoes are issued to sworn employees when necessitated by job assignment.
  5. Shirts/Pants.
 

Officers' uniform shirts shall be worn with the badge, and name bar. Uniform shirts shall be marked with the appropriate chevron or rank insignia. In addition to the required accessories for the uniform shirt, departmental awards may be worn. Long sleeve shirts shall be worn with the sleeves fully extended and the cuffs buttoned at all times. Long sleeve uniform shirts will be worn with a black or white t-shirt underneath. When wearing the short sleeve shirt, the tie will not be worn. A clean white or black undershirt shall be worn under the short sleeve uniform shirt. Sworn employees may also wear a whistle and whistle lanyard at the officer's discretion.
  6. Hats.
 

The hat shall be worn with the hat badge displayed. The hat may be covered with a plastic cover as weather conditions necessitate. The hat shall be readily accessible during the officer's uniformed tour of duty, and be worn during special functions, ceremonies, or when otherwise directed by the shift supervisor. A Department issued baseball style cap may be worn in lieu of the regular uniform hat with the approval of the shift/detail supervisor.
  7. Coat/Jacket/Raincoat/Traffic Vest.
 

A uniform coat or jacket may be worn as appropriate. Any coat or jacket shall be worn with the badge and name bar displayed. The traffic vest shall be worn while conducting traffic control or as directed by the shift supervisor. A high visibility reversible lining on the lightweight jacket may be substituted for the traffic vest.
  8. Duty Belt.
 

Officers assigned to uniform field operations duties shall wear the Sam Browne style belt. When attending court or when assigned to administrative duties, officers may wear the garrison trouser belt with an approved black holster and their firearm in lieu of the Sam Browne belt.

9. Flashlights.  
Officers may carry the issued flashlight or similar authorized flashlights while on duty. Only approved flashlights shall be carried.
10. Protective Vests. See General Order 127
11. Socks.  
Officers must provide socks to be worn with the uniform. When wearing the low-quarter shoe, only dark blue or black socks may be worn.
12. Holsters.  
Officers may only utilize holsters which have been approved in writing by the Department armorer.
13. Uniform for Surveillance or Stakeout.  
When a surveillance or stakeout operation is conducted for the apprehension of offenders for crimes in progress, sworn members shall be dressed in an issued police uniform, with the badge and shoulder emblem not covered. Such operations which do not involve an anticipated apprehension for a crime in progress, or which must be performed without officers being recognized as such, may be undertaken in appropriate clothing as determined by the Operations Division commander.
14. Any questions concerning uniforms or equipment should be brought to the attention of the employee's supervisor.
15. Maintaining the uniform and assigned equipment.  
It is the responsibility of the employee to ensure that a full complement of uniforms and equipment are maintained at police headquarters should the employee be called for duty. Because of the limited space afforded in the employee's locker, only a necessary supply of uniforms and equipment should be maintained there. It is the employee's responsibility to store items not worn during a particular season at the employee's home. The officer's duty belt, and all items worn on the belt, must be maintained in such a manner that ensures a uniform black color. Footwear shall be kept clean of dirt and grit and shall be polished. Uniforms worn for duty shall be clean and neatly pressed.

C. Uniforms and Equipment for Civilian Uniformed Employees.

1. Civilian uniformed employees may be issued the following which includes but is not limited to:

<u>Quantity</u>	<u>Article</u>
1	Employee identification card
1	Fleece pullover
1	Jacket
3	Long sleeve shirts
3	Short sleeve shirts

2. Fleece-Pullover/Sweaters.  
Civilian uniformed employees may wear an issued sweater or fleece pull-over over the uniform shirt.
3. Trousers.  
Civilian uniformed employees shall business/dress style, navy blue, khaki, or black trousers with the uniform shirt.
4. Shoes.  
Uniformed civilian employees shall wear non-open-toed shoes with the uniform.
5. Uniform Allowance.  
Civilian uniformed employees are provided a uniform allowance twice each year to be used to purchase uniform trousers and appropriate footwear.
6. Maintenance of uniform.  
Uniforms shall be clean and neatly pressed.

D. Civilian Non-Uniformed Employees.

Unless otherwise instructed by a supervisor or higher authority, civilian attire worn by all employees must be of a style and design which would be considered acceptable business attire. Attire shall be clean and in good taste. Supervisors may approve alternate attire for a particular assignment.

E. Attire for Detectives.

1. General.  
Attire for detectives shall be that as required for non-uniformed civilian employees in the above section with the exception of Special Investigations Unit detectives at the discretion of the Criminal Investigations Section Commander.

2. Clothing Allowance.

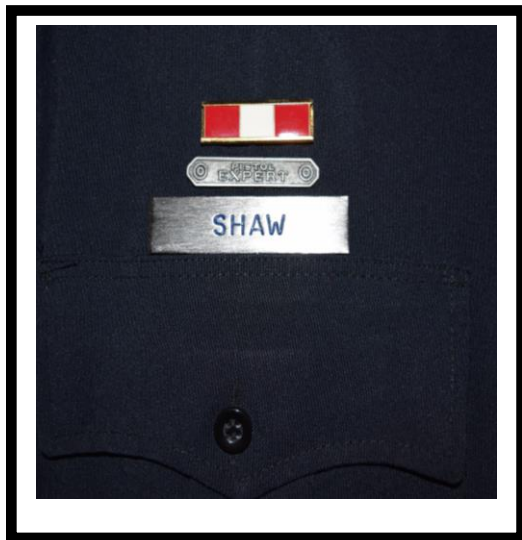
A clothing allowance will be provided twice each year to be used to purchase appropriate clothing and footwear.

F. Wearing of Mourning Bands.

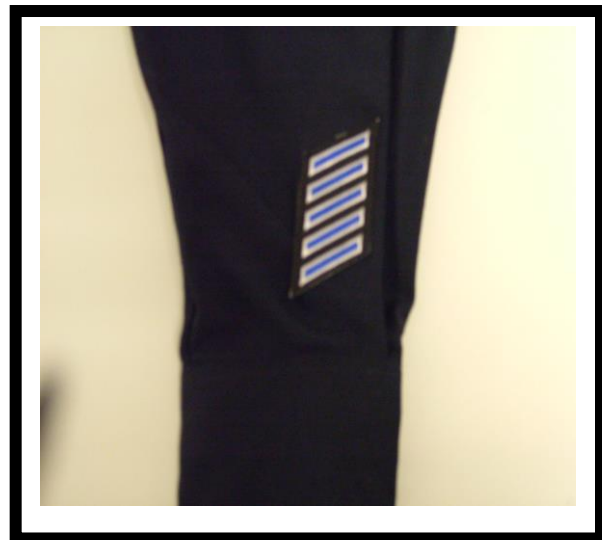
The following guidelines shall be adhered to regarding the wearing of mourning bands or badge shrouds.

1. Death within agency – The mourning band shall be worn from the time of death until midnight on the 14th day after the death.
2. Death within region – The mourning band shall be worn from the time of death until midnight on the day of the funeral.
3. The mourning band may be worn while attending a funeral while out of region.
4. National Peace Officers Memorial Day (May 15) – The mourning band shall be worn from 0001 hours until 2359 hours.

G. Placement of Uniform Accessories and Service Stripes.



The firearms proficiency award is worn centered above the name bar which is centered above the right breast shirt pocket. Award bars are worn centered above the name bar and above any proficiency award.



Service stripes are worn as depicted on the left sleeve of the long sleeve shirt. Each service stripe represents three years of service with the Leesburg Police Department.