



WRITTEN DIRECTIVE	No.	PD24-2002	Page:	1 of 15
	Subject:	Effective Date: 11-7-24		
	EMPLOYEE EQUIPMENT, APPAREL, AND GROOMING	Supersedes/ Amends: PD21(2)-2002		
		Reference: 22.2.8, 26.1.1, 41.3.4, 41.3.5, 41.3.6		



22.2.8, 26.1.1, 41.3.4

I. Purpose

The purpose of this directive is to establish employee guidelines regarding personal grooming and appearance, wearing of the issued uniform, and maintenance of issued equipment.

II. Policy

It shall be the policy of the Lynchburg Police Department (LPD) that the personal appearance of each employee project a professional image. All employees shall comply with applicable dress code and personal appearance requirements set by the City of Lynchburg and the LPD.

Every sworn employee, regardless of assignment, shall present themselves in such a manner that renders them capable of performing the duties and functions of a police officer safely.

III. Procedure

A. GENERAL

1. Uniforms and equipment will be issued to appropriate employees by criteria established by the Chief of Police.
2. The Equipment and Supply Coordinator will oversee and control the procurement, stocking, and issuing of equipment and apparel, subject to the direction of the Administrative Manager and the Chief of Police.
3. The Chief of Police, or his designee, will serve as the determining authority on matters set forth within this directive.
4. Failure to comply with the policies and guidelines set forth within this directive will render an employee subject to disciplinary action up to and including termination of employment.
5. Nothing in this policy shall prohibit employees from wearing items of dress that are of religious significance that are firmly established in an employee's religion so long as the items do not interfere with safety or performance.

B. GENERAL UNIFORM REQUIREMENTS

1. Sworn and professional staff uniforms will be kept neat, clean, and in good repair at all times. All officers will maintain a uniform in ready-to-wear condition.

- a. Leather gear worn with the uniform will be kept clean and in good repair.
 - b. Shoes or boots worn with the uniform will be polished.
 - c. Items will not be carried in the uniform shirt pockets which cause the pockets to bulge excessively.
 - d. Uniform trousers should be worn so as to break very slightly at the instep.
2. No ornaments, equipment, etc. will be worn on any part of the uniform unless issued by the department and/or authorized by the Chief of Police.
3. Employees will not wear hands-free cellular telephone receivers or any type of earbuds on duty or while representing the department unless prior approval is granted by the appropriate Deputy Chief. This does not apply to department-issued earpieces used with portable radios.
4. Off-duty officers will not wear the uniform unless:
 - a. Appearing in court;
 - b. Representing the department at special ceremonies or events;
 - c. Working department-approved special off-duty jobs;
 - d. Traveling to or from work; or
 - e. Under special circumstances as authorized by the Chief of Police.
5. The following uniform items will not be worn in combination with civilian clothing:
 - a. Uniform shirt;
 - b. Uniform pants;
 - c. Uniform headgear; and
 - d. Uniform Sam Browne belt or web equipment belt (except as authorized during department-sanctioned training).

C. UNIFORMS

1. The Chief of Police, Deputy Chiefs, Captains and other department personnel designated by the Chief of Police will have the following uniform options available to them:
 - a. The uniform blouse coat may be worn during any season.
 - 1) A white uniform shirt and tie will be worn with the blouse coat.
 - 2) The issued handgun will be worn on the issued or approved trouser belt beneath the blouse coat.
 - b. The issued handgun and holster may be worn with the uniform on the issued trouser belt or on an approved garrison belt (not issued) in place of the Sam Browne belt.

2. The class A uniform will consist of:
 - a. The long-sleeved shirt with badge, collar insignia, tie and issued tie pin;
 - 1) Award ribbons will be worn centered above the right pocket.
 - 2) The nameplate will be affixed below the ribbons on the pocket flap and centered immediately below the line at the top of the pocket.
 - 3) Service stripes will be displayed on the left sleeve.
 - a) Each service stripe will represent 4 years of sworn law enforcement service.
 - b) Service stripes will be obtained from and sewn on by the current vendor.
 - 4) Beneath the badge, one proficiency or unit service award of the officer's choice can be affixed on the pocket flap and centered immediately below the line at the top of the pocket.
 - 5) The Crisis Intervention Team (CIT) pin will be worn on the right shirt pocket next to the nameplate, closest to the center of the body.
 - 6) No other medals or decorations will be placed on the uniform shirt.
 - b. The issued trousers with the issued belt;
 - c. The issued uniform hat;
 - d. The personal body armor (depending on officer assignment);
 - e. Black socks (not issued);
 - f. Black, plain-toe, shoes or boots (not issued); and
 - g. The leather gear and related items as listed in this directive.
3. The class B long-sleeved uniform will be the same as the class A uniform, except:
 - a. The approved black mock turtleneck shirt or a black T-shirt may be worn with the uniform shirt without the tie;
 - b. The wearing of authorized ribbons and proficiency or unit service award is optional with the Class B uniform;
 - c. The issued class A/B uniform jacket is optional;
 - d. An approved black leather jacket (not issued) may be worn;
 - e. Issued arctic style hat and or approved watch cap is optional;
 - f. An approved sweater (not issued) may be worn over the uniform shirt. The tie will not be worn with the sweater; and

- g. The issued baseball-style cap is not approved to be worn with this uniform.
- 4. The class B short-sleeved uniform will be the same as the class A uniform, except:
 - a. The short-sleeved shirt is worn with badge, nameplate and collar insignia;
 - b. The tie is not worn;
 - c. T-shirts, if worn, must be black;
 - d. The wearing of authorized ribbons and proficiency or unit service award is optional;
 - e. The issued class A /B uniform jacket is optional; and
 - f. The issued baseball-style cap is not approved to be worn with this uniform.
- 5. The class C uniform:
 - a. The class C (utility) uniform may be worn during training exercises, special assignments or other activities as authorized by the appropriate Deputy Chief.
 - b. The shirt will have muted shoulder patches and a muted breast patch bearing a cloth badge.
 - c. Muted collar insignia may be worn on the Class C uniform. Such muted insignia will match the style and size of issued insignia.
 - d. The badge, nameplate, class A and B insignia, etc. will not be worn on the utility uniform.
 - e. The approved mock turtle neck shirt with muted "LPD" letters may be worn with the class C uniform.
 - f. T-shirts, if worn, must be black.
 - g. Black socks are required (not issued).
 - h. The issued baseball-style cap or approved watch cap is optional.
 - i. Personnel assigned to tactical, crisis negotiations, traffic safety, and canine handler functions will wear a muted patch designating those assignments on their class C uniforms.
 - j. Officers carrying out certain assignments may be granted permission by their Deputy Chief to wear approved web gear as a substitute for department issued leather gear with the class C uniform.

6. Uniforms worn during special assignments will be set and communicated by the Deputy Chief overseeing that assignment.

D. LEATHER GEAR AND RELATED ITEMS

1. The leather gear and related items referenced within this directive will include the following issued equipment:
 - a. Sam Browne belt;
 - b. Handgun holster;
 - c. Belt keepers (4);
 - d. Issued service handgun;
 - e. Key keeper (optional);
 - f. Issued handcuffs (2) and case;
 - g. Issued chemical spray and case;
 - h. Magazine case with issued magazines and ammunition;
 - i. Issued expandable baton and holder;
 - j. Issued flashlight and flashlight carrier;
 - k. Disposable glove carrier with disposable gloves (optional);
 - l. Issued portable radio and radio holder (wearing of the radio shoulder microphone and earpiece are optional); and
 - m. Issued Taser with holster.
2. Any other accessories worn on the duty belt must be:
 - a. Of good quality and consistent in appearance with issued items; and
 - b. Approved by the officer's Deputy Chief.

E. COLLAR INSIGNIA

1. Officer collar insignia will be worn in the same position on the winter and summer uniform shirts.
2. LPD, POII, POIII, and Sergeant insignia will be aligned with the lower points of the insignia touching the stitching of the shirt collar, and with an imaginary line intersecting the point of the collar and the peak of the insignia.
3. Lieutenant, Captain, Deputy Chief, and Chief of Police insignia will be aligned one-half inch from the front seam of the collar and centered evenly between the top and bottom of the collar.
4. Muted collar insignia may be worn on the Class C Uniform. Such muted insignia will match the style and size of issued insignia.

F. PATCHES

1. Uniform patches will be affixed in the same position on the long sleeve and short sleeve uniform shirts, with the exception of the hash marks, indicating years of service.
2. The hash marks, indicating years of service, will only be affixed to the long sleeve uniform shirt. They will be affixed on the left sleeve, with the left, bottom point approximately 1.5" from the cuff, and the right edge of the patch in line with the front of the crease of the sleeve.
3. The LPD patch comes pre-affixed to the uniform shirt from the vendor. It is affixed 1" from the shoulder seam of both the long sleeve, and short sleeve shirt, and should not be altered.
4. The sergeant chevrons should be affixed to the sleeves of both the long sleeve and the short sleeve uniform shirts, with the point aligned to the point of the LPD patch. The chevrons should be in the middle of the sleeve, splitting the crease, 1" below the LPD patch.

G. HEADGEAR

1. The issued uniform hat will be a part of the class A uniform.
2. The issued uniform hat may be worn at the option of the individual officer with the class B uniform.
 - a. Wearing of the uniform hat with the class B uniform may be required at ceremonial events or special assignments.
 - b. All uniformed officers are required to have the uniform hat readily accessible while on regular duty assignment.
 - c. The uniform hat will be worn so as to rest squarely on the head, without hair protruding over the forehead beneath the brim.
 - d. The uniform hat will be worn with a rain cover during inclement weather.
3. The issued winter cap or the approved watch cap will be optional for wear with the class B winter uniform and the class C uniform during cold weather.
4. The issued baseball style cap is only approved to be worn with the class C uniform.

H. UNIFORM JACKET

1. The issued uniform jacket may be worn during periods of inclement weather.
2. The nameplate and other uniform decorations are not required to be worn on the jacket.

3. Should any uniform jacket or raincoat being worn cover the officer's uniform badge, he/she must ensure a cloth or metal badge is affixed to the outside of the coat, being clearly visible.
4. As practical, portable radios will be kept beneath the uniform jacket, for protection from water damage.

I. GLOVES

1. Issued gloves may be worn at the option of the individual officer or warden.
2. Other black gloves (non-issued) of plain style and conventional design may be worn.
3. The wearing of gloves may be regulated or prohibited during certain ceremonial occasions.

J. SUNGLASSES/PRESCRIPTION GLASSES

1. All eyeglasses worn by uniformed officers must be conservative in style.
2. Sunglasses having lenses that are not dark in color and conservative in appearance will not be worn with the uniform.
3. The wearing of sunglasses may be prohibited during certain occasions.
4. Unless prohibited due to officer safety, when interacting with citizens, employees should remove sunglasses.
5. Sunglasses may be carried on a lanyard that is not permanently attached to the glasses. This arrangement would allow the sunglasses to be separated from the lanyard to prevent choking if grabbed. The lanyard shall be of a color that closely matches the uniform, such as black, gray or blue. Sunglasses may also be temporarily worn on the epaulet of the uniform shirt or jacket, hung from a shirt or jacket pocket, or propped upon the top of the head temporarily.

K. BODY ARMOR

41.3.5 / 41.3.6

1. The wearing of department-issued body armor will be **required** for officers assigned to first-responder and special enforcement roles, to include:
 - a. Patrol officers, canine handlers, traffic safety officers and their respective supervisors, school resource officers, and animal wardens;
 - b. Officers engaged in off-duty employment in which the police uniform is worn or which involves law enforcement functions;
 - c. Planned enforcement activities including, but not limited to, execution of arrest or search warrants and staffing of traffic checkpoints; and
 - d. Uniformed officers working department-sanctioned special events such as festivals, parades, etc.

2. Officers assigned to administrative and investigations functions will not be required to wear body armor except:
 - a. in situations as detailed in III.K.1; or
 - b. when directed to do so by a supervisor.
3. Officers who are not required to wear personal body armor while performing regularly assigned functions must have their body armor available for immediate utilization at all times while on duty.
4. Care and cleaning of body armor:
 - a. The carrier should be machine-washed and dried.
 - b. The inserts are *not* to be immersed in water but should be wiped with a damp cloth and dried.
 - c. The carrier and the inserts should be inspected weekly with any damage or needed repairs being reported to the Equipment & Supply Coordinator.

L. CIVIL DISTURBANCE GEAR

1. All officers are required to have the issued civil disturbance gear (including gas mask, riot helmet, protective suits, and carrier) readily accessible while on duty.
2. Patrol officers will maintain civil disturbance gear in their vehicle during the shift and in their assigned locker or other designated area at the police department when off duty. The Tac Commander Riot Suit will be kept in the storage location designated by the Training Unit.
3. All other officers will have their assigned civil disturbance gear accessible at the police department whether on or off duty.

M. REFLECTIVE VEST

1. All officers are required to have the issued reflective vest readily accessible while on duty.
2. Professional staff will be issued reflective vests when assigned to assist with functions where such vests might be needed.
3. All employees will wear the reflective vest when directing traffic or in other situations where high visibility will enhance employee safety.

N. ANIMAL CONTROL OFFICER

1. The long-sleeved uniform will consist of:
 - a. The long-sleeved shirt with badge and nameplate;
 - b. The issued trousers with issued belt;
 - c. Black T-shirt;
 - d. The issued baseball-style cap or winter cap (optional);

- e. Black socks (not issued);
 - f. Black, plain-toed boots, black low-quarter shoes, or black athletic shoes (not issued); and
 - g. The issued uniform jacket.
2. The short sleeved uniform will consist of:
- a. The short sleeved shirt with badge and nameplate;
 - b. Black T-shirt;
 - c. The issued trousers with issued belt;
 - d. The issued baseball-style cap (optional);
 - e. Black socks (not issued);
 - f. Black, plain-toe boots, black low quarter shoes, or black athletic shoes (not issued); and
 - g. The issued uniform jacket.

26.1.1**O. PERSONAL APPEARANCE AND GROOMING STANDARDS FOR OFFICERS**

1. To promote public confidence, officer safety, and a positive and professional department image, officers will maintain a professional appearance while on duty and while representing the department in any manner.
- a. Officers will appear neat and well-groomed.
 - b. Officers will be expected to maintain a suitable level of physical fitness.
 - c. Officers will be expected to present an appearance that does not interfere with officer safety or performance and will be mindful of public perception.
2. Hair standards will be as follows:
- a. When combed, the hair may extend 1/4 inch below the top of the ears and may not touch the shirt collar in back. An Afro hairstyle will be worn no more than 1 1/2 inches thick at any point on the head.
 - b. In all cases, officers will keep their hair clean and styled in a manner that does not interfere with their assigned duties.
 - c. The length or bulk of the hair shall not be excessive or present a ragged, unclean, unkempt, or extreme appearance.
 - d. Hair that extends below the base of the uniform collar will be gathered and secured at the back of the head in a bun, ponytail, braid, etc., and will extend no more than two inches below the base of the uniform collar.

- e. Wigs and hairpieces are permitted so long as they meet the prescribed requirements for hairstyles.
- f. The length or bulk of the hair shall not interfere with the normal wear of the uniform headgear and specialized equipment and shall not interfere with the officer's safety and effectiveness.
- g. Hair shall not protrude over the top of the eyebrows.
- h. Hairstyles allowed include, but are not limited to: afro, locks, twists, and dreads provided they meet all other requirements of this policy.
- i. Facial hair standards will be as follows:
 - 1) Sideburns will not extend beyond the lowest part of the ear.
 - a) The sideburns will be neatly trimmed, and will be no wider at any point than their natural width at top.
 - b) The base of each sideburn will present a clean-shaven horizontal line.
 - 2) Mustaches will be neatly trimmed and will not extend below the lowest part of the lower lip.
 - 3) Beards or goatees are permitted, and if worn, shall be consistent with the individual's regular hair color.
 - a. Facial hair must not be patchy in appearance and will not have designs.
 - b. When worn with an adjoining mustache the lips must remain visible.
 - c. Maximum length of 1/2 inch. Minimum length 1/8 inch.
 - d. The cheeks and neck shall be clean-shaven and the beard will extend no more than one inch below the jawline.
 - e. Officers are required to shave yearly in order to pass a FIT test in accordance with Virginia Occupational Safety and Health (VOSH) regulations.
 - f. Sworn employees will have shaving equipment readily available at work should an emergency require the immediate removal or trimming of facial hair.
 - g. Beards grown for religious or medical reasons with the proper documentation shall not be prohibited.
 - h. See Appendix A for acceptable facial hair styles.

3. Jewelry standards will be as follows:

- a. Wearing of jewelry by employees will be regulated at such times that employees are on duty or are engaged in representing the department in any manner.
- b. Personal jewelry worn by employees will be conservative in style and must not interfere with job responsibilities or personal safety.
- c. Visible jewelry (other than earrings/ear studs) that pierces any part of the body will not be worn while on duty or while representing the department in any manner.

4. Tattoos and body art:

- a. Tattoos and body art will be regulated in the interests of promoting a professional police department image and fostering public confidence.
- b. For the purposes of this directive, "body art" will include any type of decorative skin marking made by means of ink or other marking agent, branding, scarring, etc.
- c. The following types of tattoos and body art visible while officers are wearing any type of department uniform, or visible while officers are representing the department in any manner, will be regulated as follows:
 - 1) Tattoos or body art having extremist, indecent, sexist, or racist connotations will not be permitted. (See the *City of Lynchburg Employee Handbook* for definitions of these terms.)
 - 2) Tattoos or body art deemed by the chain of command to be excessive or unprofessional in appearance will not be permitted and/or may be ordered to be covered.
 - 3) Tattoos or body art visible on the face or head will not be permitted, with the following exceptions:
 - a) Officers may have the following forms of cosmetic tattooing - permanent eyeliner and eyebrow marking. Such cosmetic tattooing will be subdued and natural in appearance.
 - b) Skin marking necessitated by medical treatment procedures will not be considered a violation of department policy.
 - 4) Officers employed before September 1, 2009, will be allowed to cover existing, unacceptable tattoos and body art by means deemed appropriate by the Chief of Police.
 - 5) Tattoos above the neck/collar line (including neck, behind ears, etc.) may be covered with makeup if deemed excessive by the chain of command. Makeup shall match the skin color of the wearer, and the purchase of any makeup shall be at the employee's expense.

- d. The presence of tattoos or body art having extremist, indecent, sexist, or racist connotations – even if such images are not visible to the public while on duty – will constitute grounds to initiate an employee fitness for duty evaluation (see PD-1601: *Internal Investigations*).
- 5. Personal appearance and grooming standards may be modified for officers engaged in specialized plain clothes assignments (such as Vice/Narcotics and Intel Unit detectives).
 - a. Suitable grooming standards will be set and communicated to affected personnel by the respective Deputy Chief.
 - b. In no case will the hairstyle interfere with the wearing of the gas mask or riot helmet.
 - c. Such officers will be required to comply fully with uniform appearance and grooming standards in the following circumstances when such officers:
 - 1) Are temporarily assigned to special duty which requires wearing of the uniform, and which will extend three or more days in duration; or
 - 2) Wish to work an off-duty job in uniform, in which case compliance with uniform grooming standards is required before approval of the off-duty work request.
- 6. The Chief of Police will be the final ruling authority on what is considered to violate this policy.

P. PERSONAL APPEARANCE AND GROOMING STANDARDS FOR PROFESSIONAL STAFF

26.1.1

- 1. To promote public confidence as well as a positive and professional department image, professional staff will maintain a professional appearance while on duty and while representing the department in any manner.
- 2. The Deputy Chief will determine appropriate attire for the professional staff under their command, subject to guidance from the Chief of Police.
- 3. All employees will appear neat and well-groomed while on duty.
- 4. Hairstyle and grooming standards:
 - a. Employees will keep hair neatly groomed. The hair (including any facial hair) will not present a ragged, unkempt or extreme appearance.
- 5. Wearing of jewelry:
 - a. Wearing of jewelry by employees will be regulated at such times that employees are on duty or are engaged in representing the department in any manner.
 - b. Personal jewelry worn by employees will be conservative in style and will not interfere with job responsibilities or personal safety.

- c. Visible jewelry (other than earrings/ear studs) that pierces any part of the body will not be worn while on duty or while representing the department in any manner.
6. Tattoos and body art:
- a. Tattoos and body art will be regulated in the interests of promoting a professional police department image and fostering public confidence.
 - b. For the purposes of this directive, "body art" will include any type of decorative skin marking made by means of ink or other marking agent, branding, scarring, etc.
 - c. The following types of tattoos and body art visible while officers are wearing any type of department uniform, or visible while employees are representing the department in any manner, will be regulated as follows:
 - 1) Tattoos or body art having extremist, indecent, sexist or racist connotations will not be permitted. (See the *City of Lynchburg Employee Handbook* for definitions of these terms.)
 - 2) Tattoos or body art deemed by the chain of command to be excessive or unprofessional in appearance will not be permitted and/or may be ordered to be covered.
 - 3) Tattoos or body art visible on the face or head will not be permitted, with the following exceptions:
 - a) Employees may have the following forms of cosmetic tattooing - permanent eye-liner and eyebrow marking. Such cosmetic tattooing will be subdued and natural in appearance.
 - b) Skin marking necessitated by medical treatment procedures will not be considered a violation of department policy.
 - 4) Professional staff employed before September 1, 2009 will be allowed to cover existing, unacceptable tattoos and body art by means deemed appropriate by the Chief of Police.
 - 5) Tattoos above the neck/collar line (including neck, behind ears, etc.) may be covered with makeup if deemed excessive by the chain of command. Makeup shall match the skin color of the wearer, and the purchase of any makeup shall be at the employee's expense.
 - d. The presence of tattoos or body art having extremist, indecent, sexist, or racist connotations – even if such images are not visible to the public while on duty – will constitute grounds to initiate an employee fitness for duty evaluation (see PD-1601: *Internal Investigations*).
7. The Chief of Police will be the final ruling authority on what is considered to be in violation of this policy.

Q. CIVILIAN ATTIRE FOR OFFICERS

1. Sworn officers will wear the prescribed uniform when on duty, unless otherwise authorized by their Deputy Chief.
2. Officers authorized to perform normal duties in civilian apparel will wear clothing which projects a professional image, or as authorized by their Deputy Chief.
3. Civilian clothing standards may be modified for officers:
 - a. Engaged in specialized plain clothes assignments (such as Vice/Narcotics and Intel Unit detectives); or
 - b. Engaged in certain types of special assignment or temporary duty.
 - c. In all such cases, suitable dress and grooming standards will be set and communicated to affected personnel by their Deputy Chief.
4. Handguns carried by police officers in civilian clothing (on-duty or off-duty) should be concealed from public view when outside LPD facilities.
 - a. For the purposes of this directive, officers wearing department-approved shirts bearing a printed or embroidered image of the LPD badge and wording identifying the wearer as a police officer will be considered to be in uniform, and will not be required to conceal their handguns.
 - b. Approval for this uniform option will be at the discretion of the workgroup's Deputy Chief.

R. LOST OR DAMAGED EQUIPMENT OR APPAREL

1. Damage to departmental equipment or apparel in arrest situations will be reported in accordance with departmental procedure.
2. Employees losing or damaging departmental equipment or apparel will promptly notify their supervisor.
3. The supervisor will direct what form of documentation will be completed in these situations.
 - a. Employees will complete a memorandum documenting the circumstances under which any item of issued equipment or apparel is lost.
 - b. Employees will complete a memorandum documenting the circumstances under which:
 - 1) Any equipment of significant value is damaged;
 - 2) Any equipment or apparel is damaged as result of a suspect's or arrestee's actions during the course of enforcement activities (see also PD-2008: *Restitution*); or
 - 3) Any equipment or apparel is damaged as result of officer misconduct.

- c. In cases that do not meet the criteria specified above, the supervisor may authorize equipment or apparel replacement with no documentation beyond completing an *Equipment and Uniform Request*.
4. In cases where equipment loss or damage documentation is required, the supervisor will:
 - a. Complete the memorandum should the employee be injured and unable to do so;
 - b. Attach supervisory comments to the memorandum; and
 - c. Forward the memorandum through the chain of command to the Bureau Deputy Chief.

Original Signed

Ryan M. Zuidema
Chief of Police

November 7, 2024

Date



APPENDIX A	No.	PD24-2002	Page:	1 of 1
	Subject:			
	Employee Equipment, Apparel and Grooming			
	Effective Date: 11/7/24			
		Supercedes/Amends:		New Appendix
		Reference:		PD24-2002



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5

- Figure 1: Clean Shaven
- Figure 2: Mustache
- Figure 3: Goatee with adjoining mustache
- Figures 4 and 5: Beard with adjoining mustache