




City of Manassas Police Department

General Duty Manual



Effective Date: 7-28-2022	GENERAL ORDER	Number: 02-03
Subject: Uniform Regulations		
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PURPOSE:

To promote and enhance the professional image of the Department by defining the manner in which uniforms and business attire are worn and maintained, and to define the standards of personal grooming for sworn and non-sworn members.

POLICY:

Uniform Regulations pertain to the overall physical appearance of all members of the Department while on duty. The regulations contained in this General Order offer little or no flexibility. This General Order and Section 3.18 of the City Employee Handbook govern the physical appearance of all members of the Department. It is the policy of the Department that all members obey Uniform Regulations.

The Commander of Administrative Services administers the Uniforms and Equipment Program. Uniforms are worn in their entirety as described in this General Order. No one piece of the uniform shall be worn without the other applicable parts while the member is on duty or providing uniform services. In addition, no part of issued uniforms shall be worn with non-issued clothing (with the exception of those items specified in Section XI of this General Order). When working extra-duty assignments in uniform, members shall wear either the Class A or Class B uniform.

The Chief of Police may grant written exceptions to this General Order for specific positions or assignments in the Department, specific events and for specified time periods. Any member whose current assignment requires deviation from standards imposed by this General Order may make a written request to the Chief of Police for an exception. Any approval for an exception will automatically expire upon change of assignment. Members assigned to the Vice & Narcotics Section or other duties involving undercover assignments are granted an exemption to the provisions of this General Order.

DISCUSSION:

Any change in Uniform Regulations should be accomplished by constructive suggestion through the appropriate chain of command rather than by custom, lack of enforcement, or selective or discriminatory enforcement.

DEFINITIONS:

For the purposes of this General Order, the following definitions apply:

BASIC UNIFORM: Those items (uniforms and equipment) to be worn by all sworn and selected non-sworn members that are not engaged in task specific activities. All basic uniform items are those approved by, or issued by the authority of the Chief of Police.

BODY PART: In reference to tattoos is defined in the following manner: wrist to elbow; elbow to shoulder; ankle to knee; and knee to upper thigh.

OPERATIONAL: On-duty and engaged in any patrol or field operations.

TASK SPECIFIC ACTIVITIES: Those specific activities that require other approved uniforms and equipment in lieu of the basic uniform. When members are not directly involved in task specific activities, they shall wear the basic uniform.

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UNIFORM OF THE DAY: The uniform specified by a supervisor for regular duty, court appearance, specific assignment, event or other appearance.

CLASS A UNIFORM: The winter uniform.

CLASS B UNIFORM: The summer uniform.

CLASS C UNIFORM: The task specific uniform.

VISIBLE TO THE PUBLIC: A member's physical appearance while on duty that is clearly visible to any person.

PROCEDURE:

I. Grooming Standards, Female Members

A. Hairstyles, sworn members.

1. Head hair must be clean, natural in color and styled / arranged so it does not interfere with job functions.
2. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid. If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One braid or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes.
3. Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail or equivalent, it must be a single ponytail or equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.
4. If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunches will not exceed two-inches in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins)
5. Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color (similar to the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one braid or a single ponytail. Hair must not exceed length and bulk standard.
6. A braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards above. Exception: Micro-braids or twists are not required to continue to the end of the hair.
7. Hairstyles must not interfere with issued headwear.
8. Locs, twists and braids shall be kept clean, neat and off the collar.
9. Beaded braids are prohibited.
10. Mohawk, mullet or etched designs are prohibited.
11. Pigtales are prohibited.
12. Unnatural hair colors (i.e., green, purple, pink, etc.) are not permitted.
13. Longer hair may be pinned up against the head in a businesslike style or French braid.
14. Wigs are permitted, provided that they conform to the above standards.

B. Hairstyles, non-sworn members.

1. Hairstyles for non-uniformed members shall be consistent with those worn by general City workers in a business office environment.
2. Hairstyles for uniformed members shall be consistent with regulations for sworn members in Section A, above.

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3. Hair shall be kept neat, clean, and appropriately arranged.
4. Pigtales, and the shaving of designs into the hair or scalp of the head are not permitted.
5. Hairstyles for non-uniformed members may extend below the collar.
6. Unnatural hair colors (i.e., green, purple, pink, etc.) are not permitted.
7. Wigs are permitted, provided that they conform to the above standards.
- C. Makeup, sworn and non-sworn members.
 1. Cosmetics shall be applied conservatively.
 2. Exaggerated, faddish or unnatural cosmetic styles or colors are not permitted.
- D. Jewelry, sworn and non-sworn members.
 1. Earrings.
 - a. Sworn and non-sworn members in uniform may display no more than three (3) small, plain, button, post or hoop type earrings of gold, silver, single stone or like material, no larger than ¼ inch in diameter, in each ear.
 - b. Earring display for non-sworn members who are not in uniform shall be consistent with earring display standards for general City workers in a business office environment.
 - c. Piercing of the ears to accommodate earrings as described above is permitted and does not constitute "body piercing" as noted in Section E.
 - d. Final determination as to the appropriateness of any earring is at the discretion of the Chief of Police or their designee.
 2. Finger rings.
 - a. Members may wear a total of 3 (three) finger rings.
 - b. A wedding / engagement set shall be considered as one ring.
 - c. With the exception of the wedding / engagement set, those rings bearing sharp surfaces likely to cause injury to others are not permitted.
 3. Exposed jewelry, sworn members and non-sworn members who are in uniform.
 - a. Exposed jewelry shall consist of all jewelry that is visible to the public.
 - b. Approved exposed jewelry includes earrings, finger rings, and wristwatches (or one bracelet in lieu of the wristwatch) and the portion of a necklace that is exposed on the neck (with the remainder of the necklace worn inside the undershirt) when the Class B uniform is worn. Unless specified above, all other exposed jewelry is not permitted.
 - c. Jewelry that contains religious themes or symbols is permitted, if the religious theme or symbol itself is worn inside the uniform shirt.
 4. Exposed jewelry, non-sworn members who are in business attire.
 - a. Exposed jewelry shall consist of all jewelry that is visible to the public, with the exception of earrings, finger rings, and wristwatches.
 - b. Exposed jewelry of a moderate amount and conservative design is permitted, such as, but not limited to:
 - (1) One necklace. Multi-necklaces are not permitted.
 - (2) One bracelet in lieu of a wristwatch.
 5. Medic alert bracelets or other medic alert devices are permitted.
 6. One wristwatch is permitted (or one similar bracelet worn in lieu of a wristwatch).
- E. Body piercing and miscellaneous body jewelry display, sworn and non-sworn members.
 1. Body piercing and miscellaneous body jewelry display shall consist of any piercing of the body with jewelry display that is visible to the public, except earrings as noted in Section D, above.
 2. Body piercing is not permitted.
- F. Tattoos, sworn and non-sworn members.
 1. "Excessive" shall be defined as any single tattoo or combination of multiple tattoos visible on any one body part that exceeds one-fourth (1/4) of any exposed body part.
 2. Tattoos shall consist of permanent or temporary, intentional body markings or brands made at the option of the member that are visible to the public.
 3. Tattoos shall not display obscene, offensive, sexually suggestive, demeaning or violent images or messages.
 4. Tattoos visible above the neckline or on the hands are prohibited.
 5. Excessive tattoos shall be covered in a manner approved by the Chief of Police or the member may elect to have such tattoos removed. Members may choose to cover excessive tattoos by

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wearing issued long-sleeved uniform shirts/pants year round or an approved sleeve that closely matches the member's own skin tone, black, or dark blue consistent with issued uniform.

6. Final determination as to the appropriateness of any tattoo is at the discretion of the Chief of Police.
- G. Fingernails and nail polish, sworn and non-sworn members.
 1. Fingernails that are excessive in length are not permitted.
 - a. Excessive shall mean anything that would obstruct a member's performance of their duty.
 - b. Nail accessories or adornments are prohibited while in uniform.
 2. Fluorescent nail polish colors (i.e., green, purple, etc.) are not permitted.
- H. Eyewear, sworn and non-sworn members. See Attachment "B."
 1. Members may wear prescription eyewear and / or sunglasses at their option.
 2. Sunglasses may contain green, gray, brown or other conservative tint lenses, and shall have undecorated frames and impact resistant lenses.
 3. Prescription eyewear must consist of impact-resistant lenses, soft lens contacts, or poly carbon coated glass, and shall have undecorated frames.
 4. A strap used to hold eye wear in place is permitted, and must consist of a plain, undecorated fabric or similar material that is black in color.

II. Grooming Standards, Male Members

- A. Hairstyles, sworn members. See Attachment "C."
 1. Hair shall be kept neat, clean, and appropriately arranged.
 2. Pigtales and the shaving of designs into the hair and scalp are not permitted. A traditional military short hairstyle does not constitute "shaving".
 3. Bangs shall not protrude below the band of the headgear onto the forehead.
 4. Styling shall be moderate, and shall not interfere with proper positioning of the issued headgear.
 5. Hair shall not extend below the highest point of the uniform collar.
 6. Hair shall be kept neat, clean, and appropriately arranged.
 7. Hair shall not extend over the top of the ear.
 8. Hair shall not protrude more than 1 (one) inch from the side of the head.
 9. Unnatural hair colors (i.e., green, purple, pink, etc.) are not permitted.
 10. Mohawks, mullets, man buns, or etched designs are prohibited.
 11. Wigs are permitted, provided that they conform to the above standards.
- B. Hairstyles, non-sworn members. See Attachment "C."
 1. Hairstyles for non-uniformed members shall be consistent with those worn by general City workers in a business office environment.
 2. Hairstyles for uniformed members shall be consistent with regulations for sworn members, as noted in Section A, above.
 3. Hair shall be kept neat, clean, and appropriately arranged.
 4. Pigtales and the shaving of designs into the hair and scalp are not permitted. Bangs shall not protrude below the band of the headgear onto the forehead.
 5. Unnatural hair colors (i.e., green, purple, pink, etc.) are not permitted.
 6. Mohawk, mullet or etched designs are prohibited.
 7. Wigs are permitted, provided that they conform to the above standards.
- C. Sideburns, sworn members. See Attachment "C."
 1. Sideburns shall be neatly trimmed and rectangular in shape.
 2. Sideburns will be of even width (not flared) and will end with a clean-shaven horizontal line.
 3. Sideburns will be neatly trimmed and tapered in the same manner as the haircut.
 4. Sideburns shall not extend below the opening of the ear.
- D. Facial Hair, Sworn Members. See attachment "C". Male employees are permitted to maintain the following approved styles of facial hair, in uniform, with the following conditions (Clean shaven, Mustache, Beard) as described below:
 1. Clean Shaven: no facial hair.
 2. Mustache:
 - a. Handlebar mustaches are not permitted.
 - b. The mustache may not extend more than ½ inch below the lower lip line, and ½ inch in length beyond the edge of the mouth.

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- c. When tinted, the mustache shall be of approximate tint to the natural hair color of the head.
 3. Beard: naturally-growing, full beards (ear to ear/within the area that the ear attaches to the skull) are permitted. Natural beards must meet the following conditions:
 - a. Shall be worn natural and complete.
 - b. The beard shall not be less than 1/8 inch, nor greater than 1/2 inch.
 - c. Shall be neatly groomed.
 - d. Shall be shaved at or above the cheekbone. Facial hair may be trimmed lower to allow for a neat and uniform appearance, however, facial hair must be trimmed well above the jawline and based upon the individual's natural growth line.
 - e. There shall be no unnatural design or style in the growth line.
 - f. Shall maintain a neatly-groomed neckline above the Adam's apple, and shall be cleanly-shaven below the groomed neckline (i.e. no neck beards).
 - g. No portion of the beard may be noticeably longer than the rest.
 4. Restrictions on when a beard may be grown:
Members are to begin their beard growth at only three regular intervals throughout the calendar year. Upon 30 days of their initial hiring, the month of May (1st-30th) and November (1st-30th) may exclusively be utilized as the starting point of beard growth, and the beard must reach minimum standard during this time. Members may elect to shave their beard at any time, but may only begin to grow beards in the appointed months unless otherwise directed to shave due to a mission (gas mask).
 5. The following shall be prohibited:
 - a. Sculpted lines, styling, or any modification that results in an unnatural look.
 - b. Any facial hair that has the appearance of being unshaven, regardless of length.
 6. Gas Mask Fit Test: Under no circumstance shall facial hair interfere with the employee's ability to pass fit testing with issued equipment. Employees with facial hair shall have shaving equipment readily available at work should an emergency situation dictate immediate remove or trimming of facial hair.
 7. Supervisors shall ensure compliance with the policy and shall be held responsible for subordinates' adherence to the guidelines of the facial hair policy. Supervisors will be subject to disciplinary action for the failure of a subordinate to maintain the specifications within the facial hair policy. The Chief of Police, or designee, reserves final determination of what is and is not in compliance with the policy. Immediate supervisors reserve the authority to revoke the privilege of members to grow facial hair if the member(s) are unwilling or unable to comply with the regulations or abuse the privilege.
- E. Facial hair, Public Safety Communications Center (PSCC) personnel.
 1. Facial hair for PSCC personnel is permitted within certain guidelines.
 - a. Full beard or goatee is permitted but must be no longer than 1/2 inch in length.
 - b. All facial hair must be neatly trimmed and conform to accepted business standards.
 - c. Facial hair must not interfere with the performance or use of communications equipment
 - d. Final approval of facial hair will be made by the Chief of Police or their designee.
- F. Makeup, sworn and non-sworn members.
 1. The display of cosmetics of any type is not permitted.
- G. Jewelry, sworn and non-sworn members.
 1. Earrings of any kind are not permitted.
 2. Exposed jewelry.
 - a. Approved exposed jewelry includes earrings, finger rings, and wristwatches (or one bracelet in lieu of the wristwatch) and the portion of a necklace that is exposed on the neck (with the remainder of the necklace worn inside the undershirt) when the Class B uniform is worn. Unless specified above, all other exposed jewelry is not permitted.
 - b. Exposed jewelry of any kind is not permitted.
 - c. Jewelry that contains religious themes or symbols is permitted, if the religious theme or symbol itself is worn inside the uniform shirt.
 3. Finger rings.
 - a. Members may wear a total of 3 (three) finger rings.
 - b. A wedding / engagement set shall be considered as one ring.

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- c. With the exception of the wedding / engagement set, those rings bearing sharp surfaces likely to cause injury to others are not permitted.
 - 4. Medic alert bracelets and other medic alert devices are permitted.
 - 5. One wristwatch is permitted (or one similar bracelet worn in lieu of the wristwatch).
- H. Body piercing and miscellaneous body jewelry display, sworn and non-sworn members.
 - 1. Body piercing and miscellaneous body jewelry display shall consist of any piercing of the body with jewelry display that is visible to the public.
 - 2. Body piercing is not permitted.
- I. Tattoos, sworn and non-sworn members.
 - 1. "Excessive" shall be defined as any single tattoo or combination of multiple tattoos visible on any one body part that exceeds one-fourth (1/4) of any exposed body part.
 - 2. Tattoos shall consist of permanent or temporary, intentional body markings or brands made at the option of the member, which are visible to the public.
 - 3. Tattoos shall not display obscene, offensive, sexually suggestive, demeaning or violent images or messages.
 - 4. Tattoos visible above the neckline or on the hands are prohibited.
 - 5. Excessive tattoos shall be covered in a manner approved by the Chief of Police or the member may elect to have such tattoos removed. Members may choose to cover excessive tattoos by wearing issued long-sleeved uniform shirts/pants year round or an approved sleeve that closely matches the member's own skin tone, black, or dark blue consistent with issued uniform.
 - 6. Final determination as to the appropriateness of any tattoo is at the discretion of the Chief of Police.
- J. Finger nails and nail polish, sworn and non-sworn members.
 - 1. Fingernails that are excessive in length are not permitted.
 - 2. Nail polish colors, with the exception of clear, are not permitted.
- K. Eyewear, sworn and non-sworn members. See Attachment "B."
 - 1. Members may wear prescription eyewear and sunglasses at their option.
 - 2. Prescription eyewear shall consist of impact-resistant lenses, soft lens contacts, or poly carbon coated glass, and shall have undecorated frames.
 - 3. A strap used to hold eye wear in place is permitted, and shall consist of a plain, undecorated fabric or similar material that is black in color.

III. Basic Uniform Issue, Sworn and Non-Sworn Members

- A. Sworn and non-sworn members are issued a minimum allotment of basic uniforms and equipment to perform their duties.
- B. Sworn members, minimum basic issue:
 - 1. 2 uniform metal Badges of Office, displaying "Police" designation and the appropriate rank.
 - 2. 2 Department identification cards.
 - 3. 1 headgear badge, with "Police" logo.
 - 4. 1 credential case.
 - 5. 2 nameplates.
 - 6. 2 rank insignia set, as required.
 - 7. 1 headgear with appropriate trim band.
 - 8. 1 severe weather headgear.
 - 9. 1 baseball hat.
 - 10. 1 winter coat, with Department arm patches.
 - 11. 1 raincoat or rainsuit.
 - 12. 1 headgear rain cover.
 - 13. 2 long sleeved blue uniform shirts with Department arm patches.
 - 14. 2 short sleeved blue uniform shirts with Department arm patches.
 - 15. 2 long sleeved Core Flex shirt with Department arm patches.
 - 16. 2 short sleeved Core Flex shirt with Department arm patches.
 - 17. 1 long sleeved white uniform shirt, Sergeant and above, with Department arm patches.
 - 18. 1 short sleeved white uniform shirt, Sergeant and above, with Department arm patches.
 - 19. 1 dress blouse, Lieutenant and above, with Department arm patches.
 - 20. 4 pairs of uniform slacks.

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21. 1 pair of footwear upon completion of Field Training Program.
22. 1 uniform ties.
23. 1 duty belt and buckle.
24. 4 duty belt keepers.
25. 1 duty holster.
26. 1 magazine pouch, double or single style.
27. 1 portable radio with re-charger kit, remote microphone and ear piece.
28. 1 portable radio case.
29. 1 ASP baton with holder.
30. 1 handcuff case.
31. 1 pair of handcuffs and 2 handcuff keys.
32. 1 surgical glove pouch with gloves.
33. 1 chemical agent case.
34. 1 aerosol can of chemical agent.
35. 1 flashlight with re-charger kit.
36. 1 flashlight belt holder.
37. 1 traffic safety vest.
38. 1 body armor panel.
39. 1 outer vest cover.
40. 1 sidearm with 3 loaded magazines.
41. Whistle.
42. Knit Winter Hat.
43. Other uniform attachments as awarded.
- C. Non-sworn Public Safety Communications Specialists, minimum basic issue:
 1. 2 Department identification cards.
 2. 3 pairs BDU pants
 3. 4 pairs of Polo Shirt
 4. 1 casual uniform jacket.
 5. Other uniform attachments as awarded.
 6. 1 rank insignia set, as required for the position of PSCC Supervisor.
- D. Other non-sworn uniformed member, minimum basic issue:
 1. 1 headgear badge with task specific logo.
 2. 2 Department identification cards.
 3. 2 nameplates.
 4. 5 long sleeved uniform shirts, with task specific arm patches.
 5. 5 short sleeved uniform shirts, with task specific arm patches.
 6. 2 uniform ties.
 7. 1 headgear.
 8. 1 headgear rain cover.
 9. 1 severe weather headgear.
 10. 1 winter coat with task specific arm patches.
 11. 1 raincoat.
 12. 1 portable radio with re-charger kit.
 13. 1 portable radio case.
 14. Whistle with holder and lanyard.
 15. Other uniform attachments as awarded.
- D. Non-sworn, non-uniformed member, minimum basic issue:
 1. Department identification cards.

IV. Class A Uniform, Generally

- A. The Class A Uniform shall consist of the winter dress uniform. See Attachment "D."
- B. Components:
 1. Long sleeved uniform shirt, as issued.
 - a. Task specific alternate issue.
 - b. The sleeves shall be extended and buttoned at all times.

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- c. The collar shall be worn buttoned, with the uniform tie (except for task specific alternate, worn with collar open and without a tie).
 - 2. Uniform tie.
 - a. Approved tie bars, clasps, pins or other decorations are permitted.
 - 3. Uniform pants, as issued.
 - a. Task specific alternate issue.
 - 4. Footwear, as issued.
 - a. Task specific alternate issue.
 - 5. Socks, as authorized.
 - 6. Winter coat, as issued.
 - a. Task specific alternate issue.
 - 7. Headgear, as issued.
 - a. Task specific alternate issue.
 - b. Sworn personnel are permitted to wear the knit winter hat when conditions warrant. The knit winter hat will be worn pulled down fully over the crown of the skull, covering the top portion of the ears, with a fold over top of the eyebrows. The knit winter hat may not be worn inside the Courthouse.
 - 8. Duty belt and accessories, as issued.
 - a. Task specific alternate issue.
 - 9. Uniform attachments, as issued or authorized.
 - a. Task specific alternate issue.
- C. The task specific uniform shall consist of those uniform and equipment items that are specific to:
 - 1. Motorcycle Officers.
 - 2. Truck Safety Officers.
 - 3. Honor Guard members.
 - 4. Other members, as authorized by the Chief of Police.
- D. Uniform options, as noted in Section XIII, are not part of the Class A Uniform.

V. Class B Uniform, Generally

- A. The Class B Uniform shall consist of the summer dress uniform. See Attachment "E."
- B. Components:
 - 1. Short sleeved uniform shirt, as issued.
 - a. Task specific alternate issue.
 - b. The collar shall be worn open. Ties are not permitted to be worn with the Class B Uniform.
 - 2. White, black, or navy-blue crew neck undershirt, as authorized.
 - 3. Pants, as issued.
 - a. Task specific alternate issue.
 - 4. Footwear, as issued.
 - a. Task specific alternate issue.
 - 5. Socks, as authorized.
 - 6. Headgear, as issued.
 - a. Task specific alternate issue.
 - 7. Duty belt and accessories, as issued.
 - a. Task specific alternate issue.
 - 8. Uniform attachments, as issued or authorized.
 - a. Task specific alternate issue.
- C. The task specific uniform shall consist of those uniform and equipment items that are specific to:
 - 1. Motorcycle Officers.
 - 2. Other members, as authorized by the Chief of Police.
- D. Uniform options, as noted in Section XIII, are not part of the Class B Uniform.

VI. Class C Uniform, Generally

- A. The Class C Uniform shall consist of the Utility Uniform. See Attachment "F."
- B. The utility uniform contains those uniform and equipment items that are specific to:
 - 1. K-9 Officers on regular duty or training assignments.

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2. Truck Safety Officers on assignment.
 3. ESU members on assignment.
 4. CDU Team members on assignment.
 5. CNT members on assignment.
 6. Police Recruits at the law enforcement academy.
 7. Vice / Narcotics members on assignment.
 8. Training functions, such as firearms and law enforcement academy assignments.
 9. Other members, as authorized by the appropriate Division Commander.
- C. Class C Uniform components are authorized by the commander of the respective section, team or unit.

VII. Casual Uniform / Light Duty Wear

- A. The casual uniform shall consist of issued uniforms and equipment authorized for everyday or certain duty assignment wear for specified sections, teams, units or members. See Attachment "G."
- B. The casual uniform contains those uniform and equipment items that are specific to:
 1. Emergency Communications Specialists.
 2. Specified members of the Administrative Services Division.
 3. Other members, as authorized by the appropriate Division Commander.
- C. Use of the casual uniform should be authorized for those situations where visibility by the public is limited.
- D. Casual uniform components are authorized by the commander of the respective Division, section, team or unit.
- E. **In cases of light duty or temporary desk duty the proper attire will be as follows:**
Sworn staff will wear business casual clothing, adhering to Section 3.19 of the City of Manassas Employee Handbook. Business casual may include docker or khakis style pants and polo or dress style shirts and tops. Specific items not allowed to be worn include:

Jeans (of any kind or color), skorts, shorts, sundresses, sneakers, sweat-suits, flip flops, baseball hats, tee-shirts, halter tops, tank tops, thong shoes, leggings, knee or ankle length tights, or stretch pants. Caps are not to be worn inside the building during working hours.

The Administrative Division Commander or the Division Commander where the sworn member is assigned will be responsible for enforcing the light duty wear should a violation be noted by a supervisor.

VIII. Civilian Employees

- A. All civilian employees (non-sworn members) will adhere to the following dress policy:
Civilian employees will wear business casual clothing, adhering to Section 3.19 of the City of Manassas Employee Handbook. Business casual may include docker or khakis style pants and polo or dress style shirts and tops. Specific items not allowed to be worn include:

Jeans (of any kind or color), skorts, shorts, sundresses, sneakers, sweat-suits, flip flops, baseball hats, tee-shirts, halter tops, tank tops, thong shoes, leggings, knee or ankle length tights, or stretch pants. Caps are not to be worn inside the building during working hours.

IX. Uniforms and Equipment, Issue, Replacement and Maintenance Procedures

- A. The Commander of Administrative Services administers the uniforms and equipment program.
- B. The Commander of Administrative Services causes all members of the Department to document the uniforms and equipment issued to them. The member completes the Issued Equipment Inventory form (see Attachment "R"), and forwards it through the appropriate chain of command to the Commander of Administrative Services in the following instances:
 1. Upon initial appointment and uniforms / equipment issue, as a member of the Department.
 2. Upon periodic inspections, as governed by General Order 1-8.
 3. Other inspection as determined by the Commander of Administrative Services.
- C. Damaged or otherwise unserviceable uniforms and equipment shall be reported to the Commander of Administrative Services. A memorandum documenting the occurrence may be required.
- D. The member completes the Uniform / Equipment Replacement form (see Attachment "S"), and forwards it through the appropriate chain of command to the Commander of Administrative Services for a review.

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- E. The Commander of Administrative Services causes the appropriate item to be issued by the Property and Evidence Section.
- F. The Department reimburses members for expenses incurred in the repair or tailoring of uniforms and equipment through the following procedure:
 - 1. The member reports the need in memorandum form, through the appropriate chain of command to the Commander of Administrative Services for a review.
 - 2. The Commander of Administrative Services authorizes the repair, and directs the member to the appropriate source for service. The member delivers the item to the contractor.
 - 3. The member pays the contractor with their own funds, and submits the receipt with their memorandum to the Commander of Administrative Services. The package is forwarded to the Director of Finance for a review.
 - 4. Upon approval, the member receives a reimbursement check from the City Treasurer.
- G. Normal Maintenance Procedures.
 - 1. The care, normal maintenance and safekeeping of issued uniforms and equipment is the responsibility of the member to whom such items are issued.
 - 2. Members shall provide for the routine cleaning and pressing of uniform garments.
 - 3. Members shall provide for the routine cleaning and polishing of issued equipment and footwear.

X. Uniform Attachments, Class A, B or C Uniform

- A. Badge of Office. The badge of office is specific to the member's rank or assignment, and shall be displayed on the left upper chest area of the outermost uniform garment. See Attachment "H."
 - 1. Class A, B or C Uniform, Dress Blouse and raincoat. The gold or silver badge is displayed in the garment manufacturer's pre-determined position, on the left upper chest, centered above the pocket flap.
 - 2. Winter coat, sweater or Utility Uniform. The gold or silver cloth badge is displayed on the left upper chest area, as noted above.
 - 3. The Department utilizes nine forms of the Badge of Office.
 - a. Sworn Members
 - (1) Chief of Police.
 - (2) Captain.
 - (3) Lieutenant.
 - (4) Sergeant.
 - (5) Officer.
 - (6) Animal Control Officer.
- B. The Department arm patch is task specific, and is displayed on all appropriate outer garments. See Attachment "I."
 - 1. The appropriate Department arm patch shall be positioned on both arms of all appropriate garments, centered on the arm, and 1/2 inch below the epaulet or the top of the arm seam.
 - 2. The Department utilizes 4 forms of the arm patch.
 - a. All sworn members display the "Manassas City Police" patch.
 - b. Non-sworn School Crossing Guards display the "Manassas School Guard" patch.
 - c. Non-sworn EOC members display the "Emergency Communications Dispatcher" patch.
 - d. Non-sworn Parking Enforcement Officers display the "Manassas Parking Enforcement" patch.
- C. Rank insignia. Rank insignia are displayed by sworn members holding the rank of Senior Police Officer and above. See Attachment "J."
 - 1. Class A, Class B and Class C Uniforms. See Attachment "K."
 - a. Sworn members holding the rank of Chief of Police Captain or Sergeant shall position the appropriate rank insignia pin (small style) centered on both collar flaps, so that the bottom of the insignia touches both seams of the flap.
 - b. Sworn members holding the rank of Lieutenant shall position the appropriate rank insignia pin (small style) centered on both collar flaps, so that the inner edge of the insignia touches the innermost seam of the flap.
 - 2. Dress blouse, winter coat or sweater.
 - a. Sworn supervisors holding the rank of Chief of Police, Captain, Lieutenant, or Sergeant shall position the appropriate rank insignia pin (large style) centered on both epaulets, so

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that the outermost edge of the insignia touches the outermost edge of the epaulet, and centered over the Department arm patch.

- D. Marksmanship Proficiency and Firearms Instructor pins shall be displayed as awarded. See Attachment "L."
 1. The marksmanship pin shall be displayed on the left chest pocket flap, with the top edge of the pin even with the top seam of the flap.
 2. The Firearms Instructor pin may be displayed 1/8 inch below the marksmanship pin, centered.
 3. Marksmanship and Firearms Instructor pins shall not be displayed on the Utility Uniform.
- E. Nameplate. The nameplate shall be positioned centered 1/8" above the right chest pocket. See Attachment "M."
 1. The nameplate shall not be displayed on the Utility Uniform.
- F. Other uniform attachments. The Department awards pins for certain sworn assignments, sections, special units, and achievement awards. See Attachment "N."
 1. On the Left Badge Side of the uniform, one of the following bar pins are approved for display on the left-side pocket lapel, centered 1/8" below the top seam of lapel:
 - a. Medal of Valor pin.
 - b. Honorable Service Medal pin.
 - c. Merit Medal pin.
 - d. Marksmanship Proficiency pin.
 - e. Firearms Instructor pins.
 - f. Military Veterans pin.
 - g. Stars and Stripes pin.
 - h. 911 pin.
 2. On the Right Name Plate Side of the uniform, no more than two of the following pins will be displayed at one time. The first pin will be centered 1/8" above the top seam of the pocket lapel. The second will be centered 1/8" above the first. Bar pins shall be affixed below non-bar pins. In the event of two bar pins or two non-bar pins, the larger of the two shall be affixed first with the second above.
 - a. Field Training Officer pin.
 - b. Motor Officer pin.
 - c. Emergency Service Unit (ESU) pin.
 - d. Civil Disturbance Unit (CDU) pin.
 - e. Crisis Negotiation Team pin.
 - f. Crisis Intervention Team pin.
 - g. School Resource Officer pin.
 - h. IPMBA Police Cyclist or Instructor pin.
 - i. Honor Guard pin.
 - j. FBI National Academy pin.
 - k. Professional Executive Leadership School (PELS) pin.
 - l. Attorney General Distinguished Service Award in Community Policing pin.
 - m. MADD Award pin.
 - n. Forensic Academy pin.
 - o. Crime Prevention Specialist pin.
 - p. Any other pins, as approved by the Chief.
 3. Other uniform attachments shall not be displayed on the Utility Uniform or sweater.
- I. Whistle, holder and lanyard.
 1. The whistle, holder and lanyard may be displayed on the Class A or B uniform or the winter coat, by Motorcycle Officers, Parking Enforcement Officers, and School Crossing Guards only.
- J. Headgear badges are task specific and color-coded by rank or assignment.
 1. Sworn members holding the rank of Sergeant or above shall display the gold headgear badge and gold trim band.
 2. All other members shall display the silver headgear badge, and black trim band.
 3. The Motorcycle Officer headgear badge is displayed on the motorcycle helmet only, centered and 1" above the brim.
 4. The headgear badge shall be displayed in the manufacturer's pre-determined location, on the

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- headgear and the severe weather headgear.
- M. High-Visibility Armbands.
1. In an effort to increase the safety of officers involved in emergency or high-risk law enforcement situations while in a plain clothes assignment or when off-duty and not in uniform, the Department has issued a high-visibility armband to further aid in officer identification. The high-visibility armband is part of every sworn member's basic uniform issue and shall be carried in a manner which will allow immediate access should it be needed.
 2. The high-visibility armband shall be worn on either arm, between the shoulder and the elbow, when on the scene of any emergency or high-risk situation where the member is NOT in a standard issue patrol or Operations uniform.
 3. On-duty members, not in a standard patrol or Operations uniform, shall have the issued armband accessible for use when needed. Members who are off-duty, not in a standard patrol or Operations uniform and operating a Department vehicle shall have the issued armband accessible for use at all times.
- N. Protective Vests/Body Armor
1. Per General Order 06-02, protective vests/body armor is required during an operational on-duty assignment.
 2. Outer Vest Carrier are permitted to be worn with class B or C uniforms.
 3. Outer Vest Carriers are not permitted for ceremonial events or formal recognition. See restriction for court appearances in section XIV.I.3.
 4. In addition to the Body-worn Camera and radio mic, up to four of the following attachments are allowed on the outer vest carrier:
 - a. Handcuff Pouch.
 - b. O/C Spray Holder.
 - c. Radio Holder.
 - d. Cellphone Holder.
 - e. Tourniquet
 - f. Narcan
 - g. Guardian Light
 - h. Small Tactical Flashlight
 - i. Taser

XI. Inclement Weather Uniform

- A. The following uniform items may be worn during inclement weather only: See Attachment "P."
1. Raincoat or rainsuit. The badge of office shall be displayed in the manufacturer's pre-determined location.
 2. Headgear cover. The headgear cover shall not obscure the headgear badge.
 3. Severe weather headgear may be worn at the member's option in the event of extremely windy or cold conditions.

XII. Non-Issued, Authorized Uniform Items, Sworn and Non-Sworn Members.

- A. The member shall provide himself with the following uniform items:
1. Solid white, navy blue, or black crew-neck undershirts, as approved by the Chief of Police.
 2. Solid color, black or navy blue socks, as approved by the Chief of Police.
 3. Solid black belt with velcro closure.
 4. Tactical Gloves (Black in Color)
- B. The member, at their option, may provide themselves with the following items. See Attachment "Q."
1. Navy blue, crew neck, long sleeved winter sweater, as approved by the Chief of Police.
 - a. The Department provides shoulder patches, badge of office patch, nameplate, and rank chevrons for the winter sweater.
 - b. Such attachments as issued shall be worn with the winter sweater at all times.
 - c. The sleeves of the winter sweater shall be extended at all times.
 2. Solid black, turtleneck shirt, as approved by the Chief of Police.
 3. Solid black gloves, as approved by the Chief of Police.
 4. Solid black or navy blue scarf, as approved by the Chief of Police.

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5. Pens and pencils, when displayed on the Class A or B Uniform, shall be of a solid black or navy blue plastic or metal, or of a combination of blue or black plastic, in combination with silver or gold metal as appropriate with the member's rank.

XIII. Color Coding of Uniform Attachments

- A. The member's rank or assignment determines the color coding of uniform attachments.
 1. Sworn members holding the rank of Chief of Police, Captain, Lieutenant, and Sergeant display the following:
 - a. Gold badge of office (metal or cloth) with the appropriate title.
 - b. Gold name plate.
 - c. The following items are of brass:
 - (1) Exposed buttons on dress blouse and winter coat.
 - (2) Headgear badge with task specific logo.
 2. Sworn members holding the rank of Officer display the following:
 - a. Silver badge of office (metal or cloth) with the appropriate rank or task specific assignment.
 - b. Silver nameplate.
 - c. The following items are of silver:
 - (1) Winter coat.
 - (2) Headgear badge with task specific logo.

XIV. Uniform Provisions

- A. Class A Uniform.

The Class A uniform consists of the long sleeve shirt with a tie or black turtleneck. It may be worn at anytime for duty related activity at the discretion of the officer. The Class A uniform may be mandated to be worn for special events including court as determined by the supervisor or other competent authority.
- B. Class B Uniform.

The Class B uniform consists of the short sleeve uniform shirt. It may be worn at anytime for duty related activity at the discretion of the officer. The Class B uniform may be mandated to be worn for special events including court as determined by the supervisor or other competent authority.
- C. Uniform of the Day.
 1. The Chief of Police or their designee may specify a Uniform of the Day for the Department, any component of the Department, or any member.
 2. A Division Commander or their designee may specify a Uniform of the Day for their Division, any component of their Division, or any member.
 3. A Lieutenant or Sergeant may specify a Uniform of the Day for their section or unit.
- D. Any officer may opt to wear the Class A or the Class B Uniform at any time except those circumstances where the supervisor or other competent authority has specified the uniform to be worn.
- E. The Chief of Police, Division Commanders and Lieutenants may opt to wear the white uniform shirt for Class A or Class B Uniform duty.
 1. As a safety issue, white uniform shirts should be reserved for administrative duty, special appearances or events.
- F. The dress blouse shall be worn by sworn members holding the rank of Lieutenants or above, and selected other officers, as the Uniform of the Day, or for special appearances or events. The dress blouse is worn with the Class A Uniform in the following mode:
 1. White, long sleeved uniform shirt and tie.
 2. White gloves (for special functions such as parades, funerals and other events).
 3. All buttons on the blouse are buttoned.
 4. Uniform attachments, as issued or authorized.
- G. Headgear, generally.
 1. The headgear shall be worn at official functions, public appearances or events, as appropriate.
 2. The headgear shall be worn squarely on the head.
 3. When the rain cover is used, the headgear badge shall be visible.
 4. The appropriate headgear badge and trim band shall be displayed.

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5. In the event that the severe weather headgear is worn, the appropriate headgear badge shall be displayed.
 - a. The earflaps shall be worn with both flaps up and fastened or with both flaps down and fastened under the chin, as required by weather conditions.
- H. Rendering of military honors.
 1. Uniformed members are encouraged to render military honors whenever appropriate.
 2. Uniformed members shall render military honors in the following instances:
 - a. When the flag of the United States of America is carried or otherwise displayed.
 - b. As directed by a superior officer.
 3. The rendering of military honors shall consist of:
 - a. Uniformed members shall stand at attention, and perform a standard military hand salute; the right hand is brought to the right edge of the headgear brim. For members who are not wearing headgear, the right hand is brought to the outer edge of the right eyebrow.
 - b. Non-uniformed members shall stand at attention, and place the right hand over the area of the heart.
- I. Court appearances, sworn and non-sworn members.
 1. Uniformed members shall wear the Class A or B Uniform for court appearances. All members from the same squad will wear the uniform specified by the squad supervisor at least 24 hours in advance.
 2. Members who are not in uniform shall wear appropriate business dress attire.
 - a. Male members shall wear sport coat and slacks (or suit), with dress shirt and tie.
 - b. Female members shall wear appropriate business dress attire.
 - c. Casual clothing is not permitted. Hats should not be worn.
 3. The Patrol outer vest cover is not permitted to be worn in court, except when a court date occurs within the normally-scheduled work hours of a member working in an operational capacity.
 4. Core Flex shirts are not permitted for court appearances, except when a court date occurs within the normally-scheduled work hours of a member working in an operational capacity.
 5. Members, sworn and non-sworn, will comply with the facial hair policy outlined in II.D.1 of this General Order.
- J. Uniform options. The following uniform options are authorized as noted. Uniform options are not authorized for court appearances, special events, and public appearances or in lieu of the Uniform of the Day. See Attachment "Q."
 1. The winter coat may be worn when conditions require.
 - a. The zipper is fastened, and raised to a level even with or above the top of pocket flaps.
 - b. In the event that a winter coat has outer buttons in addition to or in lieu of a zipper, only the top button may be unfastened.
 2. The winter sweater may be worn in either of the following modes:
 - a. Over the black turtleneck shirt.
 - b. Over the long-sleeved uniform shirt and tie.
 3. The turtleneck shirt may be worn in either of the following modes:
 - a. Under the winter sweater.
 - b. Under the long-sleeved uniform shirt with open collar, without tie.
 4. The baseball hat, as issued, may be worn in the following modes:
 - a. By Traffic Services Section members, while on enforcement details.
 - b. By sworn members, while on duty.
 - c. By sworn and non-sworn members, while outdoors in training assignments.
 5. The casual uniform as issued to sworn and non-sworn members of the Public Safety Communications Center, the Administrative Services Division and other selected sworn and non-sworn members.
 - a. For official duties where the Class A Uniform is not required.
 - b. For training assignments, or assignments where the Class A Uniform is likely to be damaged.
 - c. For duty or assignments where visibility by the public is limited.

Attachments: "A" Hairstyles, female.
"B" Eyewear.

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"C" Hairstyles and facial hair, male.
 "D" Class A Uniform.
 "E" Class B Uniform.
 "F" Class C Uniform.
 "G" Casual Uniform.
 "H" Badge of Office.
 "I" Department Arm Patches.
 "J" Rank Insignia.
 "K" Display of Rank Insignia.
 "L" Marksmanship Proficiency and Firearms Instructor pins.
 "M" Nameplates, Career Development Program pin, Manassas Employee Longevity pin.
 "N" Other Uniform Attachments.
 "O" Headgear Badge and Trim.
 "P" Inclement Weather Uniform.
 "Q" Uniform Options.
 "R" Issued Equipment Inventory Form.
 "S" Uniform / Equipment Replacement form.
 "T" Application for a Variance from the Personal Appearance Standards (Facial Hair) Based on a Health Condition

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 Grooming.
 Specialty Pins
 Uniform Attachments
 Issued Equipment
 Tattoos

References: N/A