

<b>YORK-POQUOSON SHERIFF'S OFFICE</b>	<b>RULES AND REGULATIONS</b>
<b>SUBJECT: Uniforms and Equipment</b>	<b>NUMBER: RR 1-27</b>
<b>EFFECTIVE DATE: August 8, 2025</b>	<b>LAST MODIFIED DATE: January 1, 2023</b>
<b>AMENDS/SUPERSEDES: RR 1-27, March 16, 2015</b>	<b>APPROVED:</b> <u>                    <i>R.G. M. M. M. M.</i>                    </u> Sheriff
<b>VLEPSC: OPR.01.05, PER.03.04</b>	

1    **INDEX WORDS**

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16   **POLICY**

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18   It is the policy of the York-Poquoson Sheriff's Office to provide its personnel with wearing

19   apparel and other related equipment as required for their job assignments. All members of the

20   Sheriff's Office are responsible for conforming with the standards related to the wearing of

21   uniforms and equipment described herein. Personnel shall not wear or carry apparel/equipment

22   not issued by the Sheriff's Office. The Sheriff or his designee may authorize exceptions to

23   apparel/equipment requirements contained in this policy.

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25   **PURPOSE**

26

27   To promote professionalism and uniformity in appearance, establish procedures for the issuance,

28   and replacement of uniforms/equipment, and to establish guidelines for the Sheriff's Office

29   personal awards program.

30

31   **PROCEDURES**

- 32
- 33   • General
    - 34   ○ Employees shall have access to a copy of the rules and regulations and general orders
    - 35   manual through Power DMS.
    - 36   ○ Employees shall be responsible for the proper care and use of department property
    - 37   and equipment assigned to or used by them and shall promptly report to their
    - 38   supervisors any loss, damage, destruction, or defect therein.

- 39 ○ Deputy Sheriffs shall keep their uniforms clean and pressed, their shoes and other  
40 leather equipment polished and shined, and badges and nameplates clean and bright.  
41 Shoes and socks shall be black in color and of an approved type.
- 42 ○ Deputy Sheriffs and/ or employees wearing civilian clothing on duty shall present a  
43 neat and clean appearance.
- 44 ○ Employees shall wear clothing that is appropriate to the type of duties and citizen  
45 contacts that are expected, (e.g., coat and tie for men and equivalent skirt, blouse, or  
46 pants outfit for women that are appropriate for business contacts; more informal  
47 sports clothing may be appropriate for specific instances as approved by the  
48 individual's supervisor.
- 49 ○ Civilian dress should not be a source of negative comment from the community.  
50
- 51 ● Court Attire
  - 52 ○ Uniforms or civilian business attire (coat and tie for men or equivalent for women)  
53 shall be worn for all court appearances.
- 54
- 55 ● End of Employment Equipment Turn In
  - 56 ○ When an employee terminates employment, all issued equipment shall be returned no  
57 later than on the day that the termination is effective.
  - 58 ○ Failure to return all items of county property will result taking legal action, civil or  
59 criminal.
- 60
- 61 ● Equipment and Uniform Issue
  - 62 ○ Deputies in the patrol and courts/civil division are normally issued the following  
63 uniform and equipment items:
    - 64 ▪ (4) Summer shirts
    - 65 ▪ (4) Winter shirts
    - 66 ▪ (4) Pants, year-round material
    - 67 ▪ Winter coat
    - 68 ▪ Ballistic vest
    - 69 ▪ Service Pistol
    - 70 ▪ (3) Magazines
    - 71 ▪ Magazine belt pouch
    - 72 ▪ Holster
    - 73 ▪ (50) Rounds of ammunition
    - 74 ▪ Weapon mounted light (patrol/investigation)
    - 75 ▪ OC spray or foam (depend upon assignment)
    - 76 ▪ OC spray belt holder
    - 77 ▪ Portable radio
    - 78 ▪ AC radio charger
    - 79 ▪ Radio belt holder
    - 80 ▪ Shoulder mic
    - 81 ▪ Earpiece
    - 82 ▪ NARCAN/Naloxone
    - 83 ▪ Gun belt
    - 84 ▪ (4) Belt Keepers

- 85           ▪ Handcuffs
- 86           ▪ Handcuff belt pouch
- 87           ▪ Glove pouch
- 88           ▪ ASP baton
- 89           ▪ ASP baton belt scabbard
- 90           ▪ Badges
- 91           ▪ Name plate
- 92           ▪ Tie
- 93           ▪ Whistle with whistle chain
- 94           ▪ Traffic control vest
- 95           ▪ Stratton hat (Optional)
- 96           ▪ Outer Vest Carrier includes 2 each Long & Short Sleeve undershirts and
- 97           suspension system. (Optional)
- 98           ▪ Sweater (Optional)
- 99           ▪ Ball Cap (Optional)
- 100          ▪ Knit winter hat (Optional)
- 101          ▪ Polo Shirt
- 102          ▪ Uniform Shorts (Optional)
- 103          ▪ Uniform footwear (Optional)
- 104
- 105          ○ Items below are dependent upon division assignment and/or may be issued in
- 106          conjunction with the issuance of Sheriff's Office vehicle:
- 107            ▪ Body worn camera with cables
- 108            ▪ Digital camera w/ (2) memory devices (if available)
- 109            ▪ TASER
- 110            ▪ TASER belt holster
- 111            ▪ TASER air cartridge
- 112            ▪ Rain coat
- 113            ▪ Rain Pants
- 114            ▪ Inclement Weather Clothing BDU style
- 115            ▪ Mobile In Car video/audio recorder (Assigned to vehicle)
- 116            ▪ RADAR/LIDAR
- 117            ▪ Mobile Data Terminal
- 118            ▪ Preliminary breath test device (issued once requested by supervisor)
- 119            ▪ First aid kit
- 120            ▪ Flashlight
- 121            ▪ Orange flashlight cone
- 122            ▪ Flashlight belt holder
- 123            ▪ Flashlight charger (charger may be issued or come with a YPSO vehicle)
- 124            ▪ OSHA kit
- 125            ▪ Fire extinguisher
- 126            ▪ Fingerprint kit
- 127            ▪ Patrol Digital Camera (If available)
- 128            ▪ 35MM DSLR Photography kit (Investigations only)
- 129            ▪ Automatic External Defibrillator

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- Other specialized equipment, if applicable, (Investigations, Bike Patrol, ERT, Crisis Negotiations Team, etc.)
  - Uniform Collar devices
    - Collar devices are authorized for the following ranks or positions:
      - Sheriff
        - ❖ Gold “Eagle” device
      - Major
        - ❖ Gold oak leaf device
      - Captain
        - ❖ (2) Gold bars
      - Lieutenant
        - ❖ Gold bar
      - Field training officer (Active)
        - ❖ Silver FTO device
      - School resource officer (Active)
        - ❖ Silver SRO device
    - All devices shall be worn parallel to the front side of the collar and centered.
  - Upper shirt insignia
    - Upper shirt insignia will be worn with the standard uniform short sleeve shirt, long sleeve shirt.
    - Upper Shirt Sleeve insignias:
      - Sergeant
        - ❖ (3) Gold stripes
      - Master Deputy
        - ❖ (2) Gold stripes with star
      - Deputy 1st Class
        - ❖ Gold stripe with star
  - Officer sleeve cuff insignia (dress coat)
    - Sheriff
      - Five gold stripes
    - Major
      - Three gold stripes
    - Captain

- 176                   ▪ Two gold stripes
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- 178           ○ Lieutenant
- 179                   ▪ One gold stripe
- 180
- 181       • Body armor
- 182           ○ Body armor shall be issued to all deputies assigned to routine field duty (patrol and
- 183                   investigative) and to other deputies as available.
- 184           ○ Deputies working a patrol function are required to wear body armor while on duty.
- 185                   ▪ Patrol functions are defined as any assignment where a deputy is providing some
- 186                   type of patrol or security.
- 187
- 188       • Clothing Allowance
- 189           ○ Investigators receive a monthly clothing maintenance allowance.
- 190
- 191       • Uniform Regulations
- 192           ○ Sheriff's Office uniforms consist of Class A, Class B, Class C and specialized
- 193                   uniforms.
- 194
- 195       • Class A uniform
- 196           ○ The class "A" uniform may be worn for the following:
- 197                   ▪ Normal duty.
- 198                   ▪ Formal functions where a dress uniform is appropriate.
- 199
- 200           ○ The Class A uniform will consist of the following:
- 201                   ▪ Dress coat, if issued (optional)
- 202                   ▪ Long sleeve uniform shirt.
- 203                       ➤ Long sleeve shirt with outer vest carriers are not considered Class A uniform.
- 204
- 205                   ▪ Uniform pants with or without matching stripe.
- 206                       ➤ BDU style pants are not considered Class A uniform.
- 207
- 208                   ▪ Tie
- 209                   ▪ Black dress shoes or polished boots.
- 210                   ▪ Dress hat (Optional)
- 211                   ▪ Ribbons (optional)
- 212
- 213       • Class B Uniform
- 214           ○ The class B uniform may be worn for the following:
- 215                   ▪ Normal duty.
- 216                   ▪ Any Sheriff's Office activity where another class of uniform is not specified.
- 217
- 218           ○ The Class B uniform will consist of the following:
- 219                   ▪ Uniform shirt long sleeve or short sleeve or outer vest carrier with undershirt.
- 220                   ▪ Uniform pants with or without pocket (Cargo Pant)
- 221                   ▪ Sweater or approved turtleneck/dickie (Optional)

- 222           ▪ Approved black uniform shoes or boots.
- 223           ▪ Stratton hat. (optional)
- 224           ▪ Sheriff's Office Ball cap. (Optional)
- 225           ▪ Knit winter cap. (Optional)
- 226
- 227       • Class C Uniform
- 228           ○ The class C uniform may be worn for the following:
- 229               ▪ Beach duty or other water front events when a class A or B uniform is not
- 230                specified.
- 231               ▪ Extra duty assignments when authorized.
- 232               ▪ Any other Sheriff's Office duty when specifically authorized by a division
- 233                commander or higher.
- 234
- 235           ○ The Class C uniform will consist of the following:
- 236               ▪ Uniform pant with pocket (cargo pant).
- 237               ▪ 5.11 Cargo Short when approved for wear.
- 238               ▪ Department issue Polo shirt with embroidered star on left front.
- 239               ▪ Approved black shoes or boots.
- 240               ▪ Sheriff's Office Ball cap. (optional)
- 241
- 242       • Specialized uniforms
- 243           ○ Specialized uniforms are issued to the following:
- 244               ▪ Honor Guard
- 245               ▪ ERT
- 246               ▪ Bike Patrol
- 247               ▪ DARE
- 248               ▪ Crime Prevention
- 249
- 250           ○ Specialized uniforms may be worn for the following:
- 251               ▪ When authorized by Sheriff and as directed by the commander or supervisor of
- 252                the specialized unit.
- 253
- 254       • Method of wear
- 255           ○ Either the long sleeve shirt or the short sleeve shirt may be worn year around for
- 256            normal duty.
- 257           ○ The long sleeve shirt with tie shall be worn when formal occasions dictate
- 258           ○ During non-formal occasions, a long sleeve shirt may be worn with a tie or a navy or
- 259            black crew neck t-shirt or navy or optional black mock turtleneck
- 260           ○ When wearing a short sleeve shirt, a navy blue or black crew neck T-shirt is required
- 261            for both male and female employees.
- 262           ○ Hats are optional, unless special occasions dictate their use.
- 263           ○ All uniforms worn shall be blue with black basket weave leather gear.
- 264           ○ Uniform shirts and coats shall display the Sheriff's Office patch on each shoulder.
- 265           ○ White uniform shirts will be worn by command staff at the discretion of the Sheriff.
- 266           ○ Name plates shall be worn with the Class A and Class B uniform.

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- Name plates shall have at a minimum the deputy's first and middle name initial and last name.
  - Name plates shall be worn centered on the right pocket, aligned with the pocket seam, approximately ¼ inch below the top of the pocket
  - Approved shoes/boots shall be the following style:
    - Patent leather/high gloss style.
    - Leather or synthetic material that can be polished.
    - Boots may have a limited amount of nylon along the tongue and sides along with minimal rubber toe protection.
  - Sheriff's Office polo shirts are approved for bicycle patrol deputies and other employees at the discretion of the Sheriff.
  - Class C and/or specialized uniforms are approved for specialized personnel (ERT members, training instructors, DARE officers, crime prevention, etc.) at the discretion of the Sheriff for special events.
  - Uniforms will not be worn or used off duty with the exception of extra duty assignments for the York-Poquoson Sheriff's Office and Court.
  - No assigned uniform apparel is to be worn while off duty.
  - Uniform and equipment replacement
    - When uniform or equipment items are lost, damaged or worn out and are in need of replacement, deputies shall request replacement or repair in writing to their supervisor.
    - Each supervisor will approve or disapprove the request and forward it to the supply officer, giving reasons why the items are in need of replacement.
    - No replacement will be made without a like item to be turned in unless with approval from a supervisor if no like item is available to be turned in.
  - Severance procedures
    - Employees leaving service with the Sheriff's Office through retirement, resignation or termination shall turn in all issued uniforms and equipment.
    - All employees who are severing employment with the Sheriff's Office and who has been assigned uniforms and equipment will be assigned to the Administrative Services Division for the last workday for exit processing.
    - It shall be the responsibility of the employee's immediate supervisor to ensure that the employee has accounted for all uniforms and equipment prior to being assigned to the Administrative Services Division.
    - Each employee will turn in his or her issued firearm, ammunition, magazines to the Sheriff's Office armorer.
    - Any employee terminating his or her employment, who fails to turn in all issued uniforms and equipment, will be subject to legal action to obtain the items in question or pay the monetary equivalent.
    - The Sheriff's Office or York County shall be compensated for lost or damaged equipment in excess of normal wear.
      - Compensation must be in the form of a money order or a check made payable to the County of York.

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- Jewelry
  - The following jewelry items may be worn while in uniform:
    - Wristwatches.
    - Watches worn on chains or pinned to the uniform are not permitted.
    - One additional bracelet of a conservative nature other than the watch may be worn on the wrists.
    - Rings shall be limited to a total of three rings on both hands.
    - Neck chains and necklaces, if worn, will not be visible.
    - The wearing of earrings by women is authorized.
      - Women may wear (1) one pair of conservative style earrings with a diameter of no more than 1/4”.
      - Hoops or hanging earrings are prohibited.
    - Deputies assigned to narcotics or undercover duties may wear earrings or other grooming styles, as approved by the investigations division commander, at the discretion of the Sheriff.
    - The jewelry and grooming standards contained in this policy shall apply when wearing a Sheriff’s office Uniform.
    - Due to potential safety considerations, arising from deputies engaged in physical confrontation or the constraint of arrestees, body piercing, except as authorized above, and nose rings are prohibited
  
- Tattoos
  - Members shall not appear on duty or in uniform with any visible tattoo that is:
    - Profane
    - Derogatory
    - Suggestive,
    - That displays nudity.
  
  - Extremist tattoos are forbidden.
  - Extremist tattoos are those affiliated with, depicting, or symbolizing:
    - Extremist philosophies, organizations, or activities.
      - ❖ Extremist philosophies, organizations, and activities are those that advocate racial, gender, or ethnic hatred or intolerance, advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin.
  
  - Branding or scarification marks must be covered while on duty or in uniform.
  - No tattoos shall be visible on the front of the body above the collar bones
    - Any tattoo above the collar bones shall be behind the earlobes
      - This type of tattoo will need to be behind a straight line down from the earlobe with the neck fully erect and eyes facing horizontal to the ground
  
  - Hand tattoos

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- Tattoos on the hands are limited to the space from the wrist to the first joint of the finger
    - No tattoos are permitted to extend onto the fingers
    - No tattoos are permitted to extend on the palm of the hand or underside of the fingers
      - Tattoos on the underside of the arm will not extend below the crease of the wrist
  - When judging the appropriateness of tattoos, the opinion will be more conservative than liberal.
  - Tattoos that do not meet the criteria above must be covered while on duty or in uniform.
  - Deputies wishing to appear in uniform with visible tattoos should approach a supervisor for approval.
  - When questionable tattoos exist, the decisions on the appropriateness of the tattoo will be made by the command staff with guidance and approval from the Sheriff.
  - Grooming Standards
    - Male
      - Hair shall be kept neat and clean.
      - Hair on the back of the head shall not extend below the top of the shirt collar.
      - Hair shall not cover any portion of the outside of the ear.
      - Hair shall not be worn in any eccentric style such as, but not limited to:
        - ❖ Unconventional design
        - ❖ Unconventional coloring
          - Coloring of the hair shall be limited to any color that is naturally occurring in human hair
        - ❖ When judging the appropriateness of hair styles, the opinion will be more conservative than liberal.
        - ❖ When questionable hair styles exist, the decisions on the appropriateness of the hair style will be made by the command staff with guidance and approval from the Sheriff.
      - Personnel are permitted to grow facial hair to include beards; however, they must comply with the following standards:
        - ❖ Facial hair should be conservative and in a style that would be acceptable in a business environment.
        - ❖ Beards will be kept neatly groomed to no longer than ½ of an inch in length.
        - ❖ Facial hair must not interfere with the ability of the breathing apparatus to seal.
    - Personnel shall notify their supervisor of their intent to grow facial hair and are highly encouraged to follow the guidelines listed below in an effort to minimize poor appearance. Personnel intending on growing a beard must understand they will only have two opportunities to grow a beard per calendar year.

- 402 ❖ Uniform Patrol deputies encouraged to start on midnight shift or their  
 403 three day break.
- 404 ❖ Investigations, Community Services, Administrative Services and  
 405 Courthouse Security / Civil deputies are encouraged to start on a  
 406 Friday.
- 407 ▪ When judging the appropriateness of beards, the opinion will be more  
 408 conservative than liberal.
- 409 ▪ Growing of facial hair as a means of not shaving will not be tolerated.
- 410 ▪ Sideburns, without the growth of a beard, shall not extend below the  
 411 bottom of the earlobe and shall be of an even width.
- 412 ▪ The bottom of the sideburn shall be trimmed with a clean shaved  
 413 horizontal line.
- 414 ▪ Mustaches shall be groomed
- 415 ▪ Fingernails shall be kept clean and neatly trimmed and shall not extend  
 416 beyond the tips of the fingers or thumbs.
- 417
- 418 ● Grooming Standards
- 419 ○ Female
- 420 ▪ Hair shall be kept neat and clean.
- 421 ▪ Hair shall not be styled in any fashion that hinders wearing of the uniform  
 422 hat in the prescribed manner, when required.
- 423 ▪ No decorations shall be worn in the hair except clips or pins that closely  
 424 match the hair color, or are conservative and modest in nature.
- 425 ▪ Hair shall not be worn in any eccentric style such as, but not limited to:
- 426 ❖ Unconventional design
- 427 ❖ Unconventional coloring
- 428 ○ Coloring of the hair shall be limited to any color that is  
 429 naturally occurring in human hair
- 430 ❖ When judging the appropriateness of hair styles, the opinion will be more  
 431 conservative than liberal.
- 432 ❖ When questionable hair styles exist, the decisions on the appropriateness of  
 433 the hair style will be made by the command staff with guidance and approval  
 434 from the Sheriff.
- 435 ▪ False eyelashes, which are exaggerated or readily identifiable, shall not be  
 436 permitted or worn.
- 437 ▪ Cosmetics shall be subdued and match the natural color of the skin.
- 438 ▪ Fingernails shall be kept clean and neatly trimmed and shall not extend  
 439 beyond the tips of the fingers or thumbs.
- 440 ▪ Fingernails may be polished with a conservative color.
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- 442 ● Court attire
- 443 ○ On duty personnel.
- 444 ▪ If on-duty, uniform patrol deputies will appear for court in an approved  
 445 Class A or B uniform.
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- Off Duty personnel.
    - If off duty or if working in a special status and authorized to wear civilian clothing, employees shall wear either the approved uniform or appear suitably dressed in civilian business attire.
    - Appropriate civilian business attire shall be:
      - ❖ For men, civilian business attire is defined as tie, dress shirt, dress/semi-dress trousers and sport coat or men's suit.
      - ❖ For women, civilian business attire is defined as a dress; combination of skirt, blouse, and blazer; business suit or pants suit.
    - Personnel assigned to the Investigations Division will appear for court in civilian business attire.
    - Personnel immediately called to court without prior notification may appear in a manner of dress less than specified above, after making notification to their supervisor.

### Ribbons, Medals, Service Stripes, and Mourning Bands

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- The following list of ribbons may be awarded by the Sheriff for varying degrees of meritorious service.
    - The hierarchy of ribbons is as follows:
      - **Patriot Ribbon (Requirements)**
        - ❖ Employed by the YPSO on 9/11/2001 and on duty.
          - Ribbon with bronze oak leaf.
        - ❖ Employed by the YPSO on 9/11/2001.
          - Ribbon with bronze star.
        - ❖ Employed by the YPSO for 1 year.
          - Ribbon only.
      - **Medal of Honor Ribbon – Posthumously (Requirements)**
        - ❖ This award will be given to the family of a deceased deputy for the loss of life while in the line of duty and who:
          - Displayed outstanding heroism in the line of duty;
          - At great personal risk and with the full knowledge of risk;
          - In the highest tradition of law enforcement.
        - ❖ All of the above criteria listed must be met.
        - ❖ The Sheriff will personally present this honor to the family.
      - **Medal of Honor Ribbon (Requirements)**
        - ❖ This award is presented to a deputy who distinguishes him or herself by:
          - Gallantry and action, above and beyond the call of duty, while serving as a deputy in the Sheriff's Office and displays:

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- Outstanding heroism in the line of duty;
  - Action(s) beyond the call of duty;
  - With the full knowledge of risk;
  - The deputy must have displayed unselfish commitment to law enforcement and to the life of another, with great personal risk to his or her own life, or by sustaining serious injury.
- ❖ This award is given at the discretion of the Sheriff and will be worn immediately below the deputy's badge.
- **Purple Heart Ribbon (Requirements)**
- ❖ This award is presented to a deputy who sustains serious injury in the line of duty, while actively engaged in a law enforcement action, resulting from:
- An assault,
  - Fire,
  - Explosion, or
  - Other law enforcement related action while meeting the following criteria:
    - ✓ The deputy must have been actively engaged in a law enforcement action, in the line of duty.
    - ✓ The deputy must sustain serious injury, from assault, fire explosion, or other law enforcement related action.
    - ✓ The deputy exercised all responsible safety precautions possible
    - ✓ And the deputy's actions were consistent with Sheriff's Office policies and procedures.
    - ✓ The Purple Heart will not be awarded for injuries sustained in
    - ✓ Training accidents.
    - ✓ Motor vehicle accidents except in case where clear evidence indicates that the deputy exercised all responsible safety precautions and had no reasonable control over the circumstances, and the deputy's actions were consistent with Sheriff's Office policies and/or procedures.
- **Combat Cross Ribbon (Requirements)**
- ❖ This award is presented to a deputy who, during the course of their duties, was actively engaged in a law enforcement related combat action when:
- The perpetrator would have actually applied a dangerous weapon toward or at the deputy, or another person with the intent to seriously injure or kill the deputy or other person and,
  - The deputy must have met this threat with deadly force.
    - ✓ The mere pointing of a firearm, knife or other weapon toward a deputy does not constitute combat.

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- ❖ The deputy must have been involved in combat with an armed adversary during the course of the deputy’s duties with a suspect who by their actions posed a serious threat of death or serious injury to the deputy or others by applying the weapon at or toward the deputy.
  - The mere pointing of a firearm, knife or other weapon is insufficient for combat requirement

▪ **Life Saving Ribbon (Requirements)**

- ❖ This award is presented to a deputy who prevents death or grave injury to a third party, while in the line of duty, through direct medical intervention using their training and available resources. Examples of qualifying interventions include, but are not limited to:
  - CPR
  - AED deployment
  - NARCAN administration
  - Chest seal application
  - Tourniquet application
  - **Note:** If the life-saving action involves substantial personal peril to the deputy or other meritorious circumstances beyond medical intervention, consider submitting for the Sheriff’s Special Commendation.

▪ **Sheriff’s Special Commendation Ribbon (Requirements)**

- ❖ This award is presented to any Sheriff’s Office employee who exhibits outstanding performance of duty under unusual or difficult conditions.
- ❖ The action need not involve exposure to physical danger, but must involve:
  - ❖ Unusual thoroughness or conscientiousness, determination and initiative or,
  - ❖ Consists of a meritorious action of a nature which would not be eligible for a higher award or,
  - ❖ By the employee’s continuing performance and display of devotion to the Sheriff’s Office and the County of York.
  - ❖ Outstanding performance of duty under unusual or difficult conditions.
  - ❖ A letter of commendation from the Sheriff does not suffice for this award

▪ **Deputy of the Year Ribbon (Requirements)**

- ❖ This award is presented to any deputy who has been recognized for his or her level of service, commitment, dedication, integrity, or who acted as a standard for other employees to follow and who brings acclaim to the York Poquoson Sheriff’s Office.
- ❖ A deputy must be selected by the County or one of the recognized civic or community groups who routinely present a Deputy of the Year award.

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- ❖ Must be an employee with the York-Poquoson Sheriff’s Office, and
  - Who during the year exemplifies themselves for service, commitment, dedication and integrity, and
  - By doing so, sets a standard for other employees to follow and brings acclaim to the York-Poquoson Sheriff’s Office.
  - Must be selected by the YPSO, County, a civic group, or community group as Deputy of the Year.
  
- **Sheriff’s Office Commendation Ribbon (Requirements)**
  - ❖ This award is presented to any sworn members of the Sheriff’s Office or to any sworn member of another law enforcement agency who, while serving in any capacity, distinguishes themselves by heroism, meritorious achievement, or meritorious service.
  
- **Sheriff’s Office Achievement Ribbon (Requirements)**
  - ❖ This award is presented to any member of the Sheriff’s Office or to any member of another law enforcement agency, who distinguishes themselves by meritorious service or achievement of a lesser degree than required for award of the Sheriff’s Office Commendation Medal.
  
- **Military Veteran Ribbon (Requirements)**
  - ❖ The award is presented to deputies who currently or have served, either active duty, National Guard or Reserves, and were honorably discharged, with either:
    - The United States Army or,
    - The United States Navy or,
    - The United States Air Force or,
    - The United States Marine Corp or,
    - The United States Coast Guard.
  
- **Past Law Enforcement Service Ribbon (Requirements)**
- The award is presented to deputies who have:
  - ❖ Served with a certified law enforcement agency for at least 3 years, and
  - ❖ Have left prior service in good standing.
  
- **Career Ladder Ribbon (Requirements)**
  - ❖ The award is presented to deputies who meet the requirements under Policy [RR 1-12A, Deputy Sheriff Career Ladder Program](#) and:
    - Achieve the status of Deputy First Class.
      - ✓ Career ladder ribbon only.
  
    - Achieve the status of Master Deputy.
      - ✓ Career ladder ribbon with oak leaf cluster.
  
- **Education Achievement Ribbon (Requirements)**

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- ❖ This award is presented to an employee of the York-Poquoson Sheriff's Office who consistently strives for educational achievement and has enhanced the level of service rendered to this office and public, through the benefit of their education and training and:
  - Earned at least an Associate's Degree in the Criminal Justice field from an accredited college or university.
    - ✓ Educational achievement ribbon only.
  - Earned a Bachelor's Degree from an accredited college or university
    - ✓ Educational achievement ribbon with 1 star.
  - Earned a Master's Degree from an accredited college or university.
    - ✓ Educational achievement ribbon with 2 stars.
  - Earned a PhD from an accredited college or university.
    - ✓ Educational achievement ribbon with 3 stars.
- **FBI National Academy Ribbon (Requirements)**
  - ❖ This ribbon is presented to deputies who have:
    - ✓ Successfully completed the FBI National Academy.
- **Forensic Science Academy Graduate Ribbon (Requirements)**
  - ❖ This ribbon is presented to deputies who have:
    - ✓ Successfully completed the Virginia Forensic Science Academy.
- **Pistol Achievement Ribbon and Medal (Requirements)**
  - ❖ This ribbon and pin is awarded to deputies who achieve the qualifying scores with their issued duty weapon (Pistol).
  - ❖ This ribbon or medal may be worn during the year following the qualifying score.
  - ❖ Deputies achieving a qualifying score three consecutive years are permanently awarded the associated ribbon and medal unless a higher qualifying score is achieved.
  - ❖ Deputies awarded a ribbon or pin for a higher qualifying score, after receiving a permanent award may wear the ribbon or medal associated with the higher qualifying score for the year following the achievement.
  - ❖ If a deputy fails to maintain the higher qualifying score in either of the two years following the higher award, they shall revert back to the previously awarded permanent ribbon or medal.
  - ❖ Deputies who achieve the higher qualifying score 3 consecutive shall be awarded the higher ribbon and medal for permanent wear.
  - ❖ Awarded permanent wear ribbons or medals may be worn regardless of subsequent qualifying scores.
  - ❖ Qualifying scores and ribbons and medals awarded are as follows:

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- Score of 93-97% on the initial daytime annual qualification.
    - ✓ Ribbon and medal only.
  - Score of 98-100% on the initial daytime annual qualification.
    - ✓ Ribbon with a single bronze star and medal.
  - Score of 93-97% on the initial daytime annual qualification for 3 consecutive years.
    - ✓ Ribbon with 2 bronze stars and medal. (Permanent wear)
  - Score of 98-100% on the initial daytime annual qualification for 3 consecutive years.
    - ✓ Ribbon with 3 bronze stars and medal. (Permanent wear)
  - **Rifle Achievement Ribbon (Requirements)**
    - ❖ This ribbon is awarded to deputies who achieve the qualifying scores with their issued duty weapon (Patrol Rifle).
    - ❖ The qualifying scores required for award of this ribbon shall be the same criteria as the qualifying scores for award of the Pistol Achievement Ribbon above.
  - **Crime Prevention Specialist Ribbon (Requirements)**
    - ❖ A deputy must obtain or previously obtained DCJS certification as a crime prevention specialist
  - **DARE Mentor Ribbon (Requirements)**
    - ❖ A deputy must obtain or previously obtained DARE America certification as a DARE Mentor.
  - **Field Training Officer Ribbon (Requirements)**
    - ❖ To be awarded this ribbon a deputy must:
      - Be a current agency approved FTO.
        - ✓ FTO ribbon and collar brass.
      - Be a former YPSO approved FTO.
        - ✓ FTO ribbon only.
    - ❖ Completion of the DCJS FTO course does not qualify a deputy for this ribbon. To qualify for this ribbon, the deputy must be or have been a Sheriff's Office approved FTO.
  - **Traffic Enforcement Specialist Ribbon (Requirements)**
    - ❖ To be awarded this ribbon a deputy must have certification in, attended and completed formal training in or be a part of any 5 of the following:
      - Police motorcycle operator.
      - Accident reconstruction basic.

- 722                   ➤ Accident reconstruction advanced.  
723                   ➤ Accident reconstruction motorcycle.  
724                   ➤ RADAR/LIDAR operator.  
725                   ➤ Breath alcohol operator.  
726                   ➤ DUI Task Force Member.  
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728                   ▪ **Emergency Response Team Ribbon (Requirements)**  
729                   ❖ To be awarded this ribbon a deputy must:  
730                   ➤ Serve for at least three (3) years as an ERT member.  
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732                   ▪ **Sniper Team Ribbon (Requirements)**  
733                   ❖ To be awarded this ribbon a deputy must:  
734                   ➤ Serve for at least three (3) years as a Sniper Team member.  
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736                   ▪ **Breacher Team Ribbon (Requirements)**  
737                   ❖ To be awarded this ribbon a deputy must:  
738                   ➤ Serve for at least three (3) years as a Breacher Team member.  
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740                   ▪ **Crisis Negotiation Team Ribbon (Requirements)**  
741                   ❖ To be awarded this ribbon a deputy must:  
742                   ➤ Serve for at least three (3) years as a Crisis Negotiations Team  
743                   member.  
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745                   ▪ **ROVER Team Ribbon (Requirements)**  
746                   ❖ To be awarded this ribbon a deputy must:  
747                   ➤ Serve for at least three (3) years as a ROVER Team member.  
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749                   ▪ **DUI Task Force Ribbon (Requirements)**  
750                   ❖ To be awarded this ribbon a deputy must:  
751                   ➤ Serve for at least three (3) years as a member of the DUI Task  
752                   Force.  
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754                   ▪ **Bicycle Patrol Team Ribbon (Requirements)**  
755                   ❖ To be awarded this ribbon a deputy must:  
756                   ➤ Serve for at least three (3) years as a member of the Bicycle Patrol  
757                   Team.  
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759                   ▪ **Dive Team Ribbon (Requirements)**  
760                   ❖ To be awarded this ribbon a deputy must:  
761                   ➤ Serve for at least three (3) years as a member of the York County  
762                   Dive Team.  
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764                   ▪ **Honor Guard Ribbon (Requirements)**  
765                   ❖ To be awarded this ribbon a deputy must:  
766                   ➤ Serve for at least three (3) years as a member of the Honor Guard.  
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- **Canine Handler (Requirements)**
    - ❖ To be awarded this ribbon a deputy must:
      - Serve for at least three (3) years as a member of the York County Canine Team.
  
  - **Instructor Ribbon (Requirements)**
    - ❖ To be awarded this ribbon a deputy must:
      - Obtain and maintain an instructor certification from DCJS, other governing body or manufacturer instructor certification as a:
        - ✓ General Instructor
        - ✓ Firearms Instructor
        - ✓ Driving Instructor
        - ✓ Defensive Tactics Instructor
        - ✓ RADAR/LIDAR Instructor
        - ✓ SFST Instructor
        - ✓ CPR/AED/NARCAN Instructor
        - ✓ RAD Instructor
        - ✓ ASP Instructor
        - ✓ TASER Instructor
        - ✓ Bike Patrol Instructor
        - ✓ Chemical/Impact Munitions
        - ✓ Others as approved by command staff
  
    - ❖ Upon initial instructor certification the deputy will be awarded the ribbon only.
    - ❖ A bronze star will be awarded for each additional instructor certification.
    - ❖ A bronze oak leaf will be awarded to deputies with four (4) or more certifications.
  
  - **Crisis Intervention Officer Ribbon (Requirements)**
    - ❖ To be awarded this ribbon a deputy must:
      - Successfully complete the CIT Basic training course.
      - Upon successful completion the deputy will be awarded the ribbon only.
      - Successful Completion of the CIT Instructor course.
      - Upon successful completion the deputy will be awarded the CIT ribbon with a bronze star.
  
  - **School Resource Officer Ribbon (Requirements)**
    - ❖ To be awarded this ribbon a deputy must:
      - Successfully Complete basic SRO training and
      - Be assigned to a York County school as a SRO for 1 full school year.
  
  - **Public Information Officer Ribbon (Requirements)**

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- ❖ To be awarded this ribbon a deputy must:
    - Be assigned or designated as a YPSO PIO for a minimum of 3 years.
  - **DARE Officer Ribbon (Requirements)**
    - ❖ To be awarded this ribbon a deputy must:
      - Successfully complete the DARE training course, and
      - Be assigned as a YPSO DARE officer for a minimum of 3 years
  - **Crime Prevention Officer Ribbon (Requirements)**
    - ❖ To be awarded this ribbon a deputy must:
      - Be assigned as a YPSO Crime Prevention officer for a minimum of 3 years.
  - **Breath Test Operator Ribbon (Requirements)**
    - ❖ To be awarded this ribbon a deputy must:
      - Successfully complete DCJS breath test operator training.
  - **Division Assignment Ribbon (Requirements)**
    - ❖ To be awarded this ribbon a deputy must:
      - Be assigned full time to a division for a minimum of 1 year
  - Letters of Commendation
    - Letters of commendation may be issued by division commanders to recognize professional performance, effective execution of duties under difficult circumstances, or other actions that merit formal acknowledgment but do not rise to the level of a ribbon or medal. Letters of commendation will be placed in the employee's personnel file and serve as formal recognition of their performance.
  - Medals
    - The following medals are authorized for wear in lieu of the full complement of ribbons listed above on class A and class B uniforms.
      - **Weapons Qualification medal**
        - ❖ A pistol weapons qualification medal may be worn consistent with the awarded Weapons Qualification ribbon.
          - The pistol weapons qualification medal shall be worn no more than ¼” above and centered along the top of the right breast pocket.
      - **Patriot Medal**
        - ❖ A Patriot medal may be worn consistent with the awarded Patriot ribbon.
          - The Patriot ribbon shall always be worn in a place of prominence no more than ¼” directly above the Weapons Qualification medal.

858                   ➤ If no weapons qualification medal is worn the Patriot medal shall  
859                   be worn no more than ¼” centered along the top of the right breast  
860                   pocket.

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▪ **Combat Cross Medal**

- ❖ Deputies who have earned the Combat Cross ribbon may wear the Combat Cross Medal.
  - The Combat Cross Medal shall be worn centered on the left breast pocket flap with the top of the medal along the upper seam of the pocket flap.

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▪ **Sheriff’s Special Commendation Medal**

- ❖ Deputies who have earned the Sheriff’s Special Commendation ribbon may wear the Sheriff’s Special Commendations Medal.
  - The Sheriff’s Special Commendation medal shall be worn centered on the left breast pocket flap with the top of the medal along the upper seam of the pocket flap.
  - Deputies who have earned both the Combat Cross and the Sheriff’s Special Commendation ribbon may wear both medals side by side centered on the left breast pocket flap with the top of the medals along the upper seam of the pocket flap. The two medals shall be worn, when looking at the pocket flap, left to right with the Combat Cross then the Sheriff’s Special Commendation medal.

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▪ **Military Service Pin**

- ❖ Deputies who have earned the Military Veteran ribbon may also wear a Military Service pin.
- ❖ Deputies who served in multiple branches of the military must choose which service pin they wish to receive.
- ❖ Deputies who served in multiple branched of the military may only wear one (1) military service pin.
- ❖ The Military Service pin shall be issued by the Sheriff’s Office.
- ❖ The Military Service pin shall be worn on the right breast pocket flap centered between the left edge of the name tag and left edge if the pockets flap.
- ❖ The Military Service pin will denote the following:
  - ❖ Branch of Service.

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- The deputy receiving the Military Service pin may request the following denoted on the pin:
  - ❖ Branch of Service only, or
  - ❖ Branch of Service and Veteran, or
  - ❖ Branch of Service and Retired.

902                   • **Wearing of ribbons**

- 903           ○ There is a [Ribbon Chart](#) in the Forms folder in PowerDMS that displays the  
904 hierarchy and an image of each ribbon  
905           ○ The precedence of wear shall be the order the medal requirements are listed  
906 above.  
907           ○ Ribbons shall be worn left to right, top to bottom in hierarchy.  
908           ○ The Patriot Ribbon shall be worn as the highest precedent ribbon on the top  
909 left side, since it represents the flag of the United States of America.  
910           ○ Ribbons shall only be worn during special occasions and only with the Class  
911 “A” Uniform.  
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913       ● Authorization to wear ribbons  
914           ○ Only the ribbons and appliances approved in this directive shall be worn while  
915 in uniform  
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917           ○ **Years of service stripes**  
918           ▪ Years of Service stripes are presented to employees of the York-Poquoson  
919 Sheriff’s Office for years of commitment, dedication, and service with the  
920 York-Poquoson Sheriff’s Office and are awarded as follows:  
921           ❖ Sworn employee (career or auxiliary) with the York-Poquoson  
922 Sheriff’s Office, and  
923           ❖ Served continuously for five years or more.  
924           ➤ One stripe will be awarded for each five (5) years of service  
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926           ❖ Years of Service stripes will be worn on the outside of the lower left  
927 sleeve only on long sleeve shirts and dress coats.  
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929           ○ **Black Mourning Bands**  
930           ▪ Black mourning bands worn over badges are to show respect for fallen law  
931 enforcement officers who die in the line of duty.  
932           ▪ Mourning Bands will only be worn at the direction of the Sheriff or his  
933 designee.  
934           ▪ Mourning bands may either be:  
935           ❖ Solid black, or  
936           ❖ Black with thin blue line.