

Fredericksburg Police Department

Employee Uniform, Attire, and Appearance Guide

Purpose

The purpose of this guide is to provide clear direction and illustration for Department employees for clothing and appearance standards.

Policy

It is the policy of the Fredericksburg Police Department that all personnel shall comply with the standards established in this guide and provide supervisors with the proper guidance to hold every employee accountable to the organizational standards for attire, to achieve a professional and organized workplace.

Authorized Uniform Styles

The following uniform styles are authorized:

- Regulation Uniform
- Bicycle Uniform
- Utility Uniform
- Special Duty Uniforms
- COMSEC/Services Uniform
- Parking Enforcement
- Honor Guard Uniform

Modification and Personalization of Uniform Items

Unless specifically authorized by this Guide, only uniform items obtained through the Support Services Division are to be worn and no modifications other than size tailoring are permitted. Modifications include personalizing uniform items with the addition of names, initials, title, unit numbers, logos, etc.

Uniform items are ordered to standard sizes according to the officer's request. Unless authorized by the Support Services Division to maintain an officer's professional appearance, further size tailoring is permitted at the officer's own expense.

Inventory – The Support Services Division Administrative Specialist maintains the standard issue list for assigned positions and an inventory of uniforms and equipment that are issued to each Department employee.

Presumption of Responsibility – Department equipment or property, which reflects evidence of damage not previously reported, shall be deemed the responsibility of the last person having use or custody of such property or equipment.

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Return of Property – Upon termination of employment, all department property and equipment shall be returned. Issued property and equipment that was previously placed in the care of an employee, when returned, shall not have any unusual wear or damage not consistent with its use. Failure to return non-expendable property may result in an assessment against any wages due the employee upon termination.

Uniform Recommendations and Wear Testing

Recommendations for uniform changes are to be directed to the chairperson of the Uniform & Equipment Committee. The committee will then make a recommendation to the Chief as to when the item should be adopted or wear tested first. The Support Services Division is not required to submit recommendations to the Uniform and Equipment Committee to obtain substantially similar uniform items from different vendors.

Uniform and Non-Uniform Apparel

Unless a specific exception is authorized by this Guide, patrol uniform items shall not be worn with civilian attire, nor shall civilian attire be worn with the uniform. With the authorization of the applicable Division Commander, the FPD patch, name, or logo may be affixed to civilian apparel worn by employees.

The duty belt may be worn with civilian attire during training when authorized.

Wearing Uniform Off-Duty

Except when travelling to and from work or participating in a Police Department sanctioned event, employees shall not wear uniform items while off duty. Employees are prohibited from purchasing or consuming alcoholic beverages while in uniform.

Regulation Sworn Uniform Exceptions – Normally, police officers will wear the required uniform while on duty. However, there are occasions when supervisory officers may allow other type of clothing as may be appropriate for a particular assignment. (Reference Directive 139)

Sworn Officer Court Appearance – Officers shall wear the Regulation Uniform or Civilian attire as described in the Detective section of this directive for court appearance when appearing in court. The outer “molle-style” vest carrier may be worn to General District Court and Juvenile and Domestic Relations Court. The “molle-style” vest carrier **will not** be worn to Circuit Court.

Officers appearing in Circuit Court in the Regulation Uniform shall wear the long sleeve dress shirt with dark blue tie, the navy blue dress pants, and corfram shoes. Officers are **not** required to wear the full duty belt, the department issued firearm w/spare magazine and handcuffs worn in the same manner as that of Support Division sworn personnel is acceptable.

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The department issued V-neck sweater may be worn to Circuit Court; with the issued dress uniform shirt, tie, and pants. Body armor is required to be worn underneath the Regulation dress Uniform shirt.

Detectives shall adhere to the court appearance described in detective attire.

Regulation Sworn Uniform –Footwear

The issued corfram shoes, black leather boots, or solid black leather shoes (that can retain a business dress shine) are authorized footwear with the regulation uniform. The corfram shoes will be worn to Circuit Court without exception. Newly appointed officers are authorized to order boots of their choice within the policy standards. Division Commanders may authorize new boots to be purchased as appropriate when needed.

Solid black or dark navy socks will be worn with the regulation uniform.

Regulation Sworn Uniform –Trousers

The regulation uniform dress trousers shall be dark navy blue with a 1 ¼ inch matching cadet piping along the outside leg seam, or the navy blue 5.11 style pants with flat pockets that is authorized by the agency.

**Due to changing styles and brands the Support Services Commander will select and approve the 5.11 pants to be purchased.*

Regulation Sworn Uniform – Shirts & Undershirts

The regulation uniform shirt shall be dark navy blue with the color FPD patch on both shoulders. Both long sleeve and short sleeve dress and polo shirts are authorized year around. Officers are authorized to wear either the dark navy or black crewneck, mock turtle neck, or dickey-style mock turtleneck under the sworn regulation uniform shirt. The uniform tie must be worn with the long sleeve dress shirt in circuit court.

Regulation Uniform – Exterior Vest Carrier

An exterior “molle-style” vest carrier option is authorized for the regulation uniform. The vest carrier shall be black with the title “POLICE” in grey or white on the back. The vest carrier shall bear a front title panel with the badge affixed to the left and the title “POLICE” and officers name imprinted to the right of the badge. Officers may wear up to five pouches on the vest for items such as handcuffs, baton, OC, and taser. All patrol officers shall wear issued duty weapon and magazines on the duty belt. Detectives and Administrative sworn staff may wear a “molle-style” magazine pouch on their vest.

A rank insignia may be worn on the Velcro patch in the center of the vest. A single specialty insignia of an approved type may be worn on the right side of the vest next to the officer’s name patch. If the officer has no rank a specialty insignia velcro patch may be worn in the center of the exterior vest carrier.

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Regulation Uniform – Badge and Insignia

The badge, nameplate, and rank insignia must be worn on the regulation uniform. Other authorized insignia are optional.

The badge shall be worn above the left breast shirt pocket. Officer and Corporal badges shall be silver, Sergeant and higher ranks shall be gold. Detectives working uniform details shall wear their issued gold detective's badge.

Wearing award bars is optional, when worn the award bar will be centered under the badge with the top edge aligned with the pocket flap seam. Additional award bars shall be worn centered under the badge on an award bar slide with the top edge aligned with the pocket flap seam. Multiple award ribbons shall be worn with the highest award toward the center of the body as follows: 1) Medal of Honor, 2) Lifesaving Award 3) Chief's Citation. If multiple awards from each category are earned, only one award bar from each category may be worn. Multiple awards of the same type are indicated on the award bar by a star.

Commendation insignia awarded by outside agencies that meet or exceed the criteria for FPD awards may be worn when authorized by the Chief of Police. Officers who wish to wear a commendation awarded by an outside agency must submit a memo to the Chief explaining the criteria for the award.

If wearing a commendation insignia from outside agency is approved, it is to be worn centered under the badge with the top edge aligned with the pocket flap seam. If it is worn with an FPD commendation, it may be worn on the slide bar furthest from the center line of the body. If the slide bar does not accommodate the outside award, it is to be worn centered beneath the FPD commendation bar.

The name plate will be worn centered on the right breast pocket with the top edge aligned with the pocket flap seam. Officers may wear an optional "serving since" panel attached to the name plate. For the purpose of establishing the "serving since" date, the date will be calculated from date of hire commencing uninterrupted service as a state or local law enforcement officer.

Rank chevrons insignia for VPO, MPO and SPO (one chevron), Corporal (two chevrons), and Sergeant (three chevrons) will be worn on the sleeves centered with the uppermost point one inch below the FPD patch. The chevrons shall be yellow to match the yellow in the FPD patch.

Rank insignia for Lieutenant (one gold bar), Captain (two gold bars), shall be attached to the collar parallel with the front edge of the collar, and balanced between the top and bottom of the collar, and ½ inch back from the outside front edge of the collar.

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The specialty pins will be worn centered 1 inch above the uppermost right pocket seam. Only one specialty insignia pin may be worn. The approved specialty pin insignia are:

- K-9 Officer
- SETT Member
- Traffic Officer
- Community Police Officer
- CNT Member
- CIT Member
- Field Training Officer
- Patrol Rifle Operator
- Bike Team
- UAS Team
- TFF Team
- FBI LEEDA Trilogy
- Professional Executive Leadership School (PELS)
- Honor Guard Member

Regulation Sworn Uniform – Duty Belt

The duty belt shall be black patent leather with standard issue accoutrements. Buckles and metal fasteners shall be silver for officers and Corporals and gold for Sergeants and higher ranks. Police Directive 139.00 specifies the equipment required to be worn on the duty belt based upon duty assignment. Suspenders may be worn with the duty belt, under the exterior vest carrier.

The black nylon duty belt and accoutrements can be worn with the polo shirt and 5.11 style pants, however this is *not* authorized to be worn with the dress uniform.

Any other equipment not listed in Police Directive 139.00 is prohibited from being carried on the duty belt.

Administrative staff who are authorized to wear the uniform without the duty belt shall wear a plain black leather belt with a silver or gold buckle depending on rank.

Regulation Sworn Uniform – Coat & Fleece

The FPD provides winter coats with a removable fleece lining that can be worn as a lighter jacket. The exterior coat shell is issued upon request and shall have color shoulder patches and color rank chevrons as applicable.

The fleece shall have muted FPD shoulder patches with fabric badge patches affixed to the left breast and the title "POLICE" in 4-inch gray lettering shall be affixed on the back across the shoulders. Rank chevrons are not worn on the fleece. Brass collar rank insignia may be worn on the epaulets of the fleece only.

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Raincoat

Existing Walls-style black raincoats are authorized and shall have muted shoulder patches and a fabric badge. No rank chevrons are to be attached. Patches are not to be affixed to the reversible reflective style raincoats.

Regulation Sworn Uniform - Headgear

Wearing headgear for regular duty is optional.

The dark navy peaked cap with a silver hat badge and plain black visor and silver strap is worn by Officers and Corporal ranks. The dark navy peaked cap with a gold hat badge and plain black visor and gold strap is worn by Sergeants and Lieutenants. The dark navy peaked cap with a gold hat badge gold strap, and gold wreath on the visor is worn by the Command Staff (Captains and Chief).

A dark navy winter uniform style hat with the hat badge is authorized for inclement weather.

A plain black stocking style “watch cap” is authorized for inclement weather. Female officers may wear a plain black headband style ear warmer. No marking to include the brand name shall be visible.

A black ball cap with a small muted FPD patch is authorized for regular duty.

Regulation Sworn Uniform – Sweater

The uniform sweater shall be dark navy with colored FPD shoulder patches. Only the badge and name plate are worn with the sweater. The short or long sleeve dress uniform shirt or a mock turtle neck or dickey-style mock turtle neck shirt shall be worn under the sweater. The crew neck sweater shall be worn without a tie and with the collar outside the sweater. A tie shall be worn with the V-neck sweater. Collar insignia for all ranks is worn with the uniform sweater.

Bicycle Uniform – Footwear

Solid black athletic-style shoes shall be worn with matching solid white or solid black socks.

Bicycle Uniform – Pants/Shorts

Dark navy “Mocean”-style cycling pants/shorts shall be worn. Only dark navy or black cycling undershorts are permitted.

Bicycle Uniform – Shirts

The bicycle uniform shirts shall be dark navy polo-style shirts with the muted FPD shoulder patches and the reflective title “POLICE” imprinted on the back. The fabric badge will be affixed to the left breast with the title “POLICE” imprinted on the right breast. Long and short sleeve bicycle shirts are authorized. Either a

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white or black undershirt may be worn.

Bicycle Uniform – Headgear

Bicycle helmets shall be black.

Bicycle Uniform – Duty Belt

The black web-style nylon duty belt and accoutrements shall be worn with the bicycle uniform. Police Directive 139.00 specifies the equipment required to be worn based upon duty assignment.

Bicycle Uniform – Exterior Vest Carrier

See page 3 under **Regulation Uniform – Exterior Vest Carrier.**

Bicycle Uniform – Fleece

Bicycle officers may wear the removable fleece issued with the regulation uniform coat.

Utility Uniform

The utility uniform is worn by officers who are assigned duties that require a more rugged uniform. K-9 and Commercial Vehicle Enforcement officers are authorized to wear the utility uniform.

Utility Uniform - Headwear

The authorized uniform ball cap may be worn with the utility uniform.

Utility Uniform – Footwear

Black leather boots are the authorized footwear for the utility uniform. All footwear is to be kept clean and polished.

Utility Uniform – Shirt

The utility uniform shirt shall be the same style and configuration as the bicycle shirt. Officers may wear muted collar insignia to designate rank.

Utility Uniform – Trousers

The utility uniform trousers shall be dark navy “511 style” pants with flat utility pockets.

Utility Uniform – Exterior Vest Carrier

See page 3 under **Regulation Uniform – Exterior Vest Carrier.**

Utility Uniform – Duty Belt

The black nylon duty belt and accoutrements shall be worn with the utility uniform. Police Directive 139.00 specifies the equipment required to be worn based upon duty assignment.

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Special Duty Uniforms

The Police Department authorizes apparel worn by specialty units during training and special operations.

Special Duty Uniform – SETT

The SETT team utilizes specialty uniform and equipment as authorized by the Patrol Division Commander and the SETT Operational Guide.

Special Duty Uniform – Firearms Unit

During live fire firearms training activities excluding SETT training, firearms instructors shall wear khaki “511-style” pants, a red polo shirt with the Firearms Unit logo, and a red exterior vest cover or patches displaying “Firearms Instructor”.

Special Duty Uniform – CNT

Crisis Negotiation Team members are authorized to wear blue “511-style” pants and dark navy polo shirts with the CNT logo.

Special Duty Uniform – CPOs

Community Police Officers are authorized to wear Department issued navy blue utility style pants, the bicycle polo shirt, nylon web belt and exterior vest carrier as their normal duty uniform. Community Police Officers are authorized to wear khaki “511” style pants and the bicycle polo shirt when engaged in community activities that render wearing the regulation uniform impractical.

Special Duty Uniform – Honor Guard

The authorized honor guard uniform consists of a white shirt, black tie, dark navy blouse and trousers. The gold honor guard badge, rank insignia pins, cap with gold badge, specialty duty belt, aiguillette (shoulder cord) are worn with the honor guard uniform. Corfram shoes shall be worn with the honor guard uniform.

Special Duty Uniform – UAS

UAS Team members are authorized to wear khaki “511-style” pants and blue and white polo shirts with the UAS logo.

Special Duty Uniform – School Resource Officer

School Resource Officers are permitted to wear uniforms outside of the normal Patrol uniform bearing the uniform is to support city school spirit, is occasional and approved by the Patrol Division Commander prior to officially wearing the uniform.

Foul weather Gloves

Foul weather gloves worn with the various uniform styles shall be solid black or dark navy.

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Eyewear

Sworn personnel shall not wear sunglasses or prescriptions glasses with the uniform that appear garish or extreme in color or construction. Examples of acceptable styles include dark or metallic frames. Examples of unacceptable styles include “day-glo or neon” colored or brightly patterned frame.

Parking Enforcement Uniform

The Parking Enforcement uniform shall consist of dark navy 5’11 pants with the blue or white polo uniform shirts, and a dark navy uniform coat (when needed). Shirts and coats will bear parking enforcement shoulder patches. Parking Enforcement Officers may wear the uniform ball cap, watch cap or the headbands approved for female employees and will follow the footwear standards for the regular duty uniform. Parking Enforcement Officers are not required to wear corfram shoes to court.

Business Casual

Business casual attire generally means that suit or sport jackets are optional, shirts can be worn without ties, polo style shirts are permitted and slacks or khaki pants are acceptable. For women, it usually means coordinated shirts/blouses with skirts, khakis or slacks. Athletic shoes that are solid colors or color patterns that do not distract from professional appearance are permitted. Polo style shirts are also permitted.

The following are some clothing styles that **are not** considered business casual:

- Flip-flops and bright-colored athletic shoes
- Sweatpants
- Jeans
- Tank-tops, sweatshirts, tee shirts, collarless “henley” style shirts
- Low cut or “see through” blouses/shirts that expose the chest or abdominal areas. Cleavage will not be exposed.
- Trousers that are baggy, do not remain properly situated at the waist, and expose the wearer’s undergarments
- Shorts

The Division Commander has authority to make the determination of what falls within the business casual policy.

COMSEC Uniform

COMSEC personnel are required to wear khaki, black, blue or white pants, or skirts/dresses of the same color that go below the middle fingertips. Flat pocket “5-11 style” pants and capri style slacks are permitted. The approved department issued Comsec shirt is authorized with any combination bottom. Department issued dark blue sweatshirts and jackets are also permitted. Flip-flops are not permitted.

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Comsec staff are authorized to wear sandals and sandal- like shoes.

COMSEC staff may purchase alternate colored shirts and outerwear with the approved COMSEC logo at their own expense. Such items must be solid colors or color patterns that do not distract from professional appearance. Garish,

day-glo, neon colors and plaid, flowered, or “busy” patterns are not permitted. The COMSEC Manager may either wear the above described apparel, the appropriate uniform if sworn, or business casual attire as described.

Non-Sworn Personnel

Have the option of wearing utility style pants and department issued shirt of an approved style and color, or business casual attire.

Footwear shall be consistent with the requirements set forth in the business casual definition.

Light Duty Attire

Sworn personnel assigned to light duty shall follow the dress standards established for detectives or in the business casual section.

Volunteer Attire

Volunteers shall follow the attire and appearance standards established for non-sworn employees. The Chief of Police may exempt volunteers from the established standards on a case by cases basis.

Detective Attire

For regular duty, detectives may wear polo shirts with the authorized Department logo and Khakis 5’11 style pants or business casual attire as described. When attending court, male detectives shall wear a suit and tie, or coordinated sport coat, dress pants, and tie. Female detectives shall wear a suit or coordinated blazer with slacks. Detective footwear will adhere to the Business Casual section.

Jeans are not permitted for regular duty. The Detective Division Commander may allow detectives to wear jeans and athletic shoes for specific field duties or activities that render wearing business dress impractical.

Narcotics detectives are afforded a relaxed dress standard consistent with the nature of undercover operations.

Casual Fridays

Casual Friday does not apply to uniformed field personnel. Office acceptable jeans are defined as solid blue or black denim jeans. Jeans that are cut off, ripped, skintight, excessively baggy, faded or frayed, have sequins, mesh material, and/or contain cutouts or patchwork are not acceptable attire. All other requirements of the Business Casual Section above remain. Department approved business casual shirts are still required, no other shirt outside of this

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policy will accompany casual Friday. Jeans may not be worn when attending a planned meeting in which Department Heads and/or City Council members may be present or any other meeting that the wearing of jeans would be viewed as inappropriate.

Casual Friday corresponds with the calendar day of the week. If Friday is a holiday then employees may not use the Thursday before as casual Friday.

Inclement Weather Attire – Delays and Closings

Non-sworn employees may wear jeans to work during inclement weather when the city government offices have been closed or on a delayed opening. Appropriate footwear approved by the immediate supervisor is permitted, and all other above casual Friday criteria will still apply.

Training Attire – All Employees

All personnel are expected to present a professional appearance while attending training in-house, at the academy, or any other outside venue. Business casual attire as described above is permitted in lieu of departmental uniform. Polo shirts with or without the department logo and 5'11 style pants are acceptable. Shorts, cut offs, sleeveless shirts, t-shirts or anything with obscene printing which detracts from a positive learning atmosphere is not permitted. Jeans are permitted only for any outdoor tactical training that may require the officer to engage in physical movements (i.e. firearms or active shooter training).

Grooming Standards – Uniformed Personnel

Hairstyles of uniformed male employees shall be kept trimmed and clipped at the sides and back so that the hair leaves the ear visible in a profile view. The hair at the back of the head and neck shall not extend below the top of the collar. Hair shall be combed or brushed so that it does not interfere with the wearing of regulation headgear. Sideburns will be neatly trimmed and tailored in the same manner as the haircut and shall not extend below the bottom of the ear. They shall be of even width (not flared) and end with a clean shaven horizontal line. Uniformed male employees may have a mustache or goatee. Mustaches will be neatly trimmed, not extending below or past (approximately 1/4") the corners of the mouth nor over the defined line of the upper lip. The remainder of the face and neck will be clean shaven. Handlebar or other faddish type mustaches are not authorized.

Goatees shall be kept clean, neatly trimmed, and present a conservative, professional appearance. No portion of the goatee may be exceptionally longer than the rest, and the hair length will not exceed 1/2". Patchy, spotty clumps of facial hair are not goatees and will not be permitted. The width of a goatee will not extend beyond 1/2 inch from the corner of the mouth. The remainder of the face and neck will be clean shaven.

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Honor Guard members will be clean shaven for ceremonies or any other event while attending in Honor Guard uniform. The Patrol Division Commander reserves the right to direct officers outside of the Honor Guard to be clean shaven for specific events.

All employees who choose to have a goatee that are required to wear a respirator will ensure no portion of the goatee is between the face and seal of the respirator.

Terms used in reference to facial hair (i.e. goatee, mustache, etc.) shall hold the meaning most common to them in contemporary language. Any dispute of such terms will be at the discretion of the Patrol Division Commander.

Female employees in uniform will keep hair trimmed or styled/arranged so that it does not extend past the bottom of the shoulder blades and does not interfere with the wearing of regulation headgear. Braids and singular ponytails may be worn down the center of the back but will not extend past the bottom of the shoulder blades. Sworn female employees on the Honor Guard Team performing a detail, must have their hair up in a bun off of the shoulder.

Grooming Standards – Detectives

Hairstyles for detectives must conform to the contemporary standards normal to office personnel in private business. Hairstyles that appear garish, extreme or eccentric in color or composition are not permitted. Male employees may have facial hair as described in the Grooming Standards – Uniformed Personnel section. Hairstyles for males are more relaxed than the standard for uniformed personnel, but hair length shall not extend past the bottom of the ears or to the shoulders.

Detective supervisors may authorize deviations from this policy for sworn personnel who operate in undercover assignments.

Detectives working in uniform must conform to the grooming and uniform standards of uniform personnel.

Grooming Standards – Sworn Personnel

Fingernails, including acrylic nails, for all sworn personnel will be clean and neatly clipped. Fingernails may not exceed a nail length of $\frac{1}{4}$ inch as measured from the tip of the finger. Fingernails will not be filed to a point or any shape that could hurt another, intentionally or not. Any dispute of fingernail length or shape will be at the discretion of the affected Division Commander.

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Grooming Standards – COMSEC & Non-Sworn Personnel

Hairstyles for COMSEC and non-sworn employees must conform to the contemporary standards normal to office personnel in private business. Hairstyles that appear garish, extreme or eccentric in color or composition are not permitted. Male employees may have neatly trimmed facial hair.

Tattoos

To ensure that department employees represent the police department in a manner consistent with the professionalism expected of a municipal law enforcement agency, they shall not display or expose any tattoo or brand visible on the neck or head/face when wearing an open-collared uniform shirt. Additionally, employees are prohibited from displaying tattoos or brands that a reasonable person would find offensive or inconsistent with the mission of law enforcement based upon the present common cultural understanding of the words, symbols or images depicted. Employees with tattoos not in compliance with this policy are required to either maintain complete coverage of the tattoo or brand or have the tattoo or brand removed.

Body Piercings

All police employees are prohibited from wearing jewelry in the tongue, eyebrows, cheeks, or other visible body parts while on duty, with the exception of piercings as authorized in this policy. Moreover, body piercings must not be visible through the clothing or uniform. Clear or flesh toned studs designed to conceal facial piercings are permitted.

Sworn female officers while on duty may wear post-type/stud earrings with the head of the earring not exceeding $\frac{1}{4}$ inch in diameter, or hoop earrings 12mm or smaller, and are authorized to wear no more than two earrings per ear.

Sworn female personnel working in plainclothes assignments may wear other appropriate earrings with the approval of a supervisor.

Honor Guard members will not display facial piercings while acting in an honor guard event.

Non-sworn female and male personnel may not wear any earrings that may detract from the ability to effectively perform their duties. Uniformed male personnel are prohibited from wearing any earrings or ear dressing while in uniform. Female employees may have one nose piercing, either clear, silver or gold only. It shall be a small stud style, not to exceed 1.5mm and in one nostril only. Sworn personnel working in plainclothes assignments may wear appropriate piercings with the authorization of their supervisor.

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For the purpose of this guide, ear gauges are defined using the standard jewelry industry piercing measurement of 16 gauge (1.2mm or 3/64”) or larger. Ear gauges shall not exceed the standard jewelry measurement of 0 gauge (8mm or 5/16”). Department employees as of July 1, 2014 who have ear gauges that do not comply with this standard are not required to reduce the size of their ear gauges, but may not increase their existing size.

The Chief of Police, or designee, may authorize acceptable attire outside of the guidelines listed throughout this guide for special occasions or assignments (i.e. holiday party or city sponsored event such as spring cleaning or field day).