



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

Police Chief: John M. Fitzgerald

GENERAL ORDER: 4-17 UNIFORMS AND EQUIPMENT

DATE: 12/8/2016 Pages: 2 ◇ New ◇ Amended ◆ Rescinds 4-17

I. POLICY

- A. The Department issues uniforms and equipment to all sworn officers. Officers are responsible for all issued uniforms and equipment and are required to maintain them in a state of operational readiness and provide for their general upkeep. The Department provides cleaning services for all issued uniforms and for those Department-approved articles of clothing worn in conjunction with the uniform.
- B. All employees are responsible to care for Village property and equipment and to report any damage or malfunction to supervisory personnel.
- C. Department supervisory personnel will ensure that all Department members are appropriately attired and equipped for their tour of duty.

II. LOST/DAMAGED UNIFORMS OR EQUIPMENT

Department members shall immediately report to their supervisor, via memo, any loss of or damage to Departmental property assigned to or used by them.

- A. The supervisor will be notified of any defects present in any Department equipment or property. Employees shall promptly report any safety concerns related to uniforms, equipment or other property to the Chief of Police.
- B. An employee may be required to reimburse the Department, replace an item at their own expense, and/or be subject to disciplinary action if an article of clothing or piece of equipment issued to the employee is lost, damaged, or cannot be accounted for through the employee's negligence.

III. UNIFORM ISSUANCE

- A. The Lieutenant is responsible for coordinating the issuance of new and/or used uniforms and equipment to a new employee as soon as practical after hiring.
- B. The Lieutenant is responsible for maintaining a record relating to each piece of equipment, including weapons, approved for use by Department members, and to whom the equipment is issued.

- C. Department records will reflect an item's description, caliber, model number, serial number, and/or any other descriptive information.
- D. The Lieutenant will maintain Department-owned clothing and equipment in storage in a state of operational readiness.
- E. An officer needing an article of clothing or piece of equipment will complete and submit a memo to the Lieutenant stating the need for the item.
- F. Prior to the end of the fiscal year, the Lieutenant will conduct an inventory of all controlled property to ensure accountability. Discrepancies between the actual inventory and the property schedules maintained by the Village Manager will be reported to the Chief.
- G. Once every fiscal year (July 1—June 30), the Village will reimburse officers for duty boots/shoes up to a maximum of \$100.00. This allowance will apply only to black boots or shoes that will be worn with the police uniform for on-duty wear. In order to receive the reimbursement, officers must write a memo to the Lieutenant requesting reimbursement and attach a copy of the purchase receipt(s) to the memo. The Lieutenant will complete a purchase order and submit the package to the Chief of Police.

IV. WEARING THE UNIFORM

- A. The complete Department uniform will be worn by all on-duty personnel, unless the Chief of Police or his designee authorizes otherwise.
- B. The wearing of combinations of uniform items not prescribed in this general order or others is prohibited.
- C. The wearing of the Department uniform or any part thereof, is authorized when the employee is on actual duty, traveling to and from work, at Department functions when its wear is prescribed, or at other times as directed by the Chief of Police or his designee.

- D. Officers shall keep their badge and firearm concealed when not wearing the complete uniform.
- E. Employees are required to surrender all Department property in their possession upon separation from the Department. A failure to return non-expendable items may require the Village to withhold payroll funds in order to reimburse the Village for the fair market value of the property.
- F. No decoration or insignia shall be worn on the Department uniform by any employee of this Department unless authorized by the Chief of Police.
- H. Employees of the Department are prohibited from wearing uniform items or carrying or using equipment that is not issued by the Department or approved by the Chief of Police.
- I. Officers shall not testify in court while wearing a sweater. A uniform shirt and tie shall be worn, or the uniform of the day. Suitable civilian attire, suit and tie, sport jacket and tie, dress, or blouse with skirt or slacks is acceptable.
- J. The issued nameplate will be worn on the outer most garment centered above the flap of the right breast pocket.
- K. When in uniform, all officers will wear plain-toe black leather or simulated leather shoes. Boots may also be worn and shall be black in color with a plain toe. Plain black socks or dark blue socks will be worn with the uniform unless a physician's order states otherwise.
- L. The issued duty belt will be worn directly over the waist belt, will fit snugly, and will be kept in place with the issued belt keepers or velcro fasteners. The following items will be carried on the duty belt in a way that promotes safety, convenience, and easy access:
 - the issued weapon and holster will be worn on the carrier's strong-hand side;
 - handcuffs in a case or secure cuff strap;
 - portable radio and holder;
 - impact weapon (asp expandable baton);
 - 40mm magazines in suitable pouches;
 - flashlight.
- M. The Department patch will be worn on both sleeves of the uniform shirt and both sleeves of the duty jacket. The patch will be centered and sewn ½" below the shoulder seam.
- N. Officers shall present a clean, neat, professional uniform appearance whenever they are in uniform. Uniforms shall be clean and pressed, and their shoes and equipment shall be clean. Leather gear and

shoes shall be polished black and free from dirt and grime.

V. ISSUED/APPROVED EQUIPMENT

- A. The following equipment and uniforms are issued to Village Officers:
- CCV Code of Ordinances
 - CCV Employee Manual
 - CCVPD General Order Manual
 - ASP & holder (upon certification)
 - Sam Browne belt
 - Trouser or inner belt
 - CCVPD Badge
 - CCVPD Identification Card
 - Handcuffs
 - Handcuff Case
 - 40mm Magazines (3)
 - Magazine pouch
 - OC Spray
 - Pistol, Glock Model 22
 - Portable Radio
 - Portable radio holder
 - Bike Helmet (on assignment to bike school)
 - Shirts, Bike Patrol White (2) (when certified)
 - Shorts, Bike Patrol (on assignment to bike school)
 - Vehicle/Facility keys
 - Cruiser Jacket, Gortex black or blue
 - Gloves, Bike Patrol (on assignment to bike school)
 - Trousers, BDU, black, Bike Patrol (on assignment to bike school)
 - Shirts, Long Sleeve, navy blue (4)
 - Shirts, Short Sleeve, navy blue (4)
 - Ties, black (2)
 - Trousers, navy blue (4)
 - Protective Vest, Ballistic Level II
 - Protective Vest Covers (2)
 - Raincoat, Gortex
 - Flashlight
- B. In addition to undergarments and shoes, the only personal equipment/apparel that is authorized for wear with the uniform is the Leatherman tool and folding knives to cut seatbelts.

This directive voids the previous version dated 8/22/2016.