

I. PURPOSE

The paramilitary nature of law enforcement organizations along with the need for visibility and ease of identification by citizens requires uniformity in appearance. This standard operating procedure is issued to set regulations for the wearing of uniforms and equipment and to provide guidelines for civilian clothing worn by personnel while on duty.

II. POLICY

The Sheriff's Office issues a variety of uniforms depending on the function to be performed. All employees are expected to wear clothing and accessories that are approved for their assignment. Deputies shall keep their uniforms clean and pressed, their shoes and other leather equipment polished and shined, and badges and nameplates clean and bright always.

III. GENERAL REGULATIONS

- A. Division Commanders are delegated authority to specify the type of uniform to be worn for functions within their area of responsibility.
- B. All personnel will present a clean and neat appearance on-duty unless the nature of their assignment dictates otherwise.
- C. Employees of the Sheriff's Office are responsible for the proper care and use of agency equipment. Any loss, damage, destruction, or defect will be promptly reported by the employee to his/her supervisor.
- D. No issued uniform article which displays the Sheriff's Office patch or badge of authority will be worn in conjunction with civilian attire.

IV. UNIFORMS

- A. Class A Uniform ([Attachment 1, Figure 19a-1](#))
 - 1. The Class A Uniform consists of:
 - a. For all sworn personnel, a long-sleeve brown uniform shirt that displays the official Sheriff's Office patch on both shoulders.
 - b. Trousers which are taupe in color with a dark brown stripe on the outside portion of both legs extending from the belt to the bottom of the pant leg.
 - c. The Sheriff's Office badge of authority displayed on the uniform shirt affixed in the area designed for such display above the left breast pocket. The badge is silver in color for deputies in the rank of Master Deputy Sheriff (MDS) and below, and gold in color for deputies in the rank of Sergeant and above.
 - d. A silver colored nameplate for MDS and below displaying the deputy's last name and initials. The nameplate is gold in color for Sergeants and above. It is worn over the right breast pocket. It shall be worn so that the bottom edge rests along the top edge of the pocket flap. It shall be centered so that an imaginary line drawn vertically through the button of the shirt pocket meets the center of the nameplate.

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- e. Black Military-style dress shoe (e.g. Corfram, oxford, or patent leather finish) or black plain-toed, low, or high-top boot with a plain toe. Boots with a zipper on the inner side of the boot are authorized. All footwear must be free of design or ornamentation. ([Attachment 1, Figure 19a-7](#))
- f. A black belt between one inch and one and three quarters inch in width. The buckle must be plain in design. The buckle will be gold in color for sergeants and above and silver in color for MDS and below.
- g. Black socks.
- h. A taupe tie is worn with the long-sleeved brown shirt. Only issued tie bars may be worn with the tie. The bar will be gold in color for sergeants and above and silver in color for MDS and below.
- i. The Class A long sleeve brown shirt may be worn by all staff without the uniform tie. In lieu of the taupe tie, the shirt will be worn with only the top collar button, unbuttoned with a black undershirt (no print, logos or designs etc., on the black undershirt shall be visible).
- j. Metal insignia of rank for Sergeant, 2nd Lieutenant, Captain, Major and the Sheriff are gold in color. Rank insignia for Private First Class (PFC), MDS, 1st Lieutenant and Lieutenant Colonel are silver in color. Rank insignia will be displayed on the shirt collar. Metal insignia worn on the blouse, sweaters or jackets will be pinned to the epaulets one inch from the shoulder seam.
- k. Full leather gear will usually be worn with the Class A uniform by 2nd Lieutenants and below. Division Commanders may authorize wear of the duty weapon with an ALS/SLS holster depending on the tasks to be performed. 1st Lieutenants and above may wear full leather gear or only the ALS/SLS holster at their option.
 - 1) Mandatory items to be worn on the gun belt include:
 - a) Issued holster with weapon, as appropriate.
 - b) Issued ammunition and ammunition carrying device.
 - c) Issued handcuffs and handcuff holder or case.
 - d) Portable Radio.
 - e) OC spray and carrying device.
 - 2) Authorized optional items to be worn on the gun belt include:
 - a) Expandable Baton holder and expandable baton.
 - b) Additional handcuff case with handcuffs.
 - c) Flashlight holder and flashlight.
 - d) Key ring holder.
 - e) Electronic Control Weapon (ECW).
 - 3) Mandatory and optional items listed above will be affixed on the gun belt ([Attachment 1, Figure 19a-6](#)).
 - 4) The fully equipped gun belt will be worn over the trouser in such

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a manner as to prevent the trouser belt from being visible. The gun belt will be affixed in this position by use of black keepers.

- 5) The following items will be the minimum required for wear on the issued trouser belt while working in the Adult Detention Center (ADC):

- a) Portable radio.
- b) Handcuffs.
- c) OC spray and carrying device.

B. Class B Uniform ([Attachment 1, Figure 19a-2](#))

1. This uniform, insignia and equipment is identical to the Class A Uniform, except the uniform shirt is short-sleeved. It is worn with no tie, an open collar (top button only) and black undershirt.

C. Authorized Optional Clothing for Class A and B Uniform

- 1. The issued winter jacket may be worn with the Class A or B uniform. It will display the Sheriff's Office patches on both shoulders. When the jacket is worn, the badge is displayed in a location like that of the uniform shirt. Rank will be displayed by use of metal chevrons on the epaulets of the jacket. Nameplates will be worn on the winter jacket. No other awards, pins or insignia will be worn on the jacket.
- 2. A black or brown V-neck sweater may be worn over the Class A or Class B uniform. The Sheriff's Office patch will be displayed on both shoulders. The badge and nameplate shall be displayed in locations like that of the uniform shirt. Metal insignia of rank will be worn on the epaulets of the sweater not closer than one inch from the shoulder seam. No other insignia, skill badge or awards are to be worn on the garment.
- 3. As appropriate, the seasonal trooper-style hat may be worn with the Class A or B uniforms. ([Attachment 1, Figure 19a-4](#))

D. Dress Uniform ([Attachment 1, Figure 19a-3](#))

- 1. The dress uniform consists of the Class A uniform with the dress blouse that will display the badge, nameplate, and rank insignia. Deputies in the rank of Sergeant and below will display their rank with chevrons sewn below the Sheriff's Office patch and on the shirt collars. 2nd Lieutenants and above will display their rank insignia on the epaulets of the blouse and on the shirt collars. The badge and nameplate will be positioned on the blouse in locations identical to the Class A shirt. Gold stripes indicative of rank of 1st Lieutenant through Sheriff will be displayed on each sleeve of the blouse. All awards, pins, and insignia authorized to be worn on the Class A and B uniform may be worn on the blouse. All personnel will wear low quarter black shoes with the dress uniform. As appropriate, the seasonal trooper-style hat may be worn with the Dress Uniform.
 - a. Personnel in the rank of 1st Lieutenant and above shall wear a long-sleeve white uniform shirt which displays the official Sheriff's Office patch on both shoulders. A brown tie shall also be worn by all personnel in the

rank of 1st Lieutenant and above.

E. Awards, Pins and Insignia Authorized for Class A, B, and Dress Uniforms

1. Law enforcement and firearms instructor certification pins are authorized for optional wear by those so certified. Only one instructor certification pin may be worn at a time. These pins will be centered 1/4 inch above the nameplate.
2. Firearms proficiency pins denoting distinguished, expert, sharpshooter and marksman levels of proficiency are authorized for optional wear by those so qualified. These pins will be worn on the left shirt pocket flap centered midway between the button and top of the flap. Marksmanship pins will be gold or gold trimmed for deputies in the rank of Sergeant and above, and silver for MDS and below.
3. Honor Guard, Project Lifesaver, Motors, Crime Prevention Officer, Child Safety Seat, Pipe/Drum, Bike Team, Peer Support, Crisis Negotiation Team, Sheriff's Emergency Response Team, Sheriff's Intelligence Unit and any approved non-standing unit insignia may be worn on right shirt pocket flap centered between the button and the top of the flap. Employees that are members of multiple non-standing units may only wear one pin at a time. All insignia designs must be approved prior to use.
4. Fairfax County Public Safety Valor Awards may be worn by recipients. They will be worn centered ¼ inch above the nameplate or instructor pin. Display of more than one valor award will be done in order of precedence with the highest award on top. Order of precedence and description of Valor Awards is as follows:
 - a. Gold Medal of Valor Red/White/Red Bar
 - b. Silver Medal of Valor Red/White Bar
 - c. Bronze Medal of Valor Red Bar
 - d. Certificate of Valor White Bar
 - e. Lifesaving Award Light Blue Bar
5. A U.S. Flag pin approximately the same size and shape as a valor award is authorized for optional wear. If worn, it will be centered above the nameplate. If an instructor pin is worn, the flag pin will be centered above the instructor pin. There will never be any pin worn above the U.S. Flag.

F. Utility Uniform

1. The utility uniform may be worn in the following combinations:
 - a. The issued gray polo shirt will be worn open collar (top button only) with a black undershirt and the black BDU trousers. The utility uniform will also consist of the issued black belt with ALS/SLS holster, black socks, and black shoes or boots that comply with OSHA standards. The minimum uniform accessory items to be included with the utility uniform are handcuffs with handcuff case, portable radio and black ALS/SLS holster with weapon, as appropriate.
 - b. When wearing the polo style shirt, the badge will be displayed on the belt in front of the holster.

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2. The black issued winter jacket may be worn as specified in Section IV.C.1 of this SOP.
3. The U.S. Flag pin may be worn with the utility uniform.

G. Seasonal Uniform

1. The seasonal uniform may be worn from the beginning of May until the end of September each calendar year. Extensions to the timeframe may be authorized by the Alternative Incarceration Branch Chief due to weather conditions. The seasonal uniform consists of black BDU shorts and the issued gray shirt. The seasonal uniform will also consist of the issued black leather belt with ALS/SLS holster, black socks and black coaches-style shoes that comply with OSHA standards. The minimum uniform accessory items to be included with the seasonal uniform are handcuffs with handcuff case, portable radio, ammunition case and black ALS/SLS holster with weapon, as appropriate.
2. The badge will be displayed on the uniform belt in front of the holster.

H. Special Unit or Event Uniforms

1. As appropriate, the Sheriff will approve special team or event uniforms and equipment or accessories.
2. Examples of special units for which unique uniforms might be appropriate are:
 - a. Honor Guard
 - b. Sheriff's Emergency Response Team
 - c. Bicycle Team
 - d. Inmate Services and Supply personnel
 - e. Child safety seat inspection functions
 - f. Pipe and Drum Corp
 - g. Sheriff's Intelligence Unit
3. Examples of special events for which unique uniforms might be appropriate are:
 - a. Celebrate Fairfax
 - b. Herndon Festival
 - c. Traffic Control (e.g., traffic vests for Fairfax City July 4th parade)
 - d. Interagency competitions (e.g., SWAT, Special Olympics events)
 - e. Child safety seat inspection functions
 - f. Funerals
4. The above are examples only and do not limit the Sheriff's authority to designate special team or event uniforms. Special uniforms may be approved on a one-time or continuous use basis.

I. Medical Section Uniform

1. Uniform requirements for the Medical Section are addressed in [SOP 417a - Healthcare Job Descriptions and Training](#).

J. Civilian Clothing Worn On-Duty

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1. There is no restriction as to style of clothing worn except that styles shall be consistent with those worn by general County employees who work in a business office environment.
2. All personnel in the rank of Captain and above have the option of wearing civilian clothing while on duty.
3. Personnel attending training sessions, conferences or seminars, either on-site or at other locations may wear civilian clothing to such functions. Personnel must observe dress codes promulgated by the hosts of such functions. If no dress code is prescribed, personnel shall dress according to IV.J.1. above.
4. Personnel assigned to undercover or tactical duties will dress appropriate to their assignment.

K. Correctional Technician and Storekeepers Uniform

1. The uniform trousers for the Correctional Technicians are black BDU trousers.
2. A tan color polo style shirt with Correctional Technician or Material Management embroidered on it will be worn with the pants.
3. A black belt between one inch and one and three quarters inches in width will be worn. Black boots that comply with OSHA standards will also be worn.

L. Contract Food Service Employees

1. The uniform for the contract food service employees are defined by the current contract provider.

M. Shrouding of Badges

1. A Sheriff or Lieutenant Colonel memorandum will notify agency-sworn personnel to cover their badges as deemed appropriate. This memorandum will specify the duration of this show of respect.

N. Additional Accessories and Incidental Information

1. The optional V-neck sweater (as set forth in IV.C.2) is an item of personal purchase. No additional insignia will be issued for this garment. Agency shoulder patches may be obtained free of charge from the Material Management section; however, the individual will bear the cost of affixing them to the sweater.
2. Additional personal appearance and grooming provisions for staff are outlined in [SOP 019 - Personal Appearance and Grooming](#).
3. Deputies who qualify and perform the additional duties as a Field Training Instructor (FTI) may have this title engraved on their nameplates ([Attachment 1, Figure 19a-5](#)).
4. Sheriff's Honors Award bars will be worn centered above the nameplate. These bars will be positioned above any skill certification pin but below the U.S. Flag pin and/or below any Chamber of Commerce Valor Awards. The Meritorious Action

Award will be worn above the Distinguished Service Award.

O. Ballistic Vests

1. Deputies performing their duties in a law enforcement capacity shall wear their ballistic vests while performing the following assignments:
 - a. Civil Enforcement Section
 - b. Transportation Section
 - c. Facility Security Section
 - d. Confinement, Hospital Duty
 - e. Assignments as designated by 1st Lieutenant or designee
2. Personnel who are authorized to wear civilian clothing on-duty, and displaying a Sheriff's Office badge, shall only be required to wear ballistic vests during specific high-risk situations, such as active shooter response, high risk arrest/search warrant service, or engaging in field operations. Therefore, all sworn personnel are required to keep their issued ballistic vests current, readily serviceable, and available.
3. 1st Lieutenants, or their designees, will provide guidance and have the authority to grant limited exemptions to the mandatory wear requirement under specific circumstances. Examples include, but are not limited to, high heat/humidity conditions during which a sworn deputy is assigned to a fixed post for an extended period or specialized assignments that involve activities not related to direct interaction with the public. This decision will be evaluated based on the totality of the circumstances. When considering an exemption, supervisors must carefully consider balancing the safety benefits of wearing a ballistic vest with other potential health and safety risks that the vest may cause.
4. External ballistic vest covers will be issued to Deputies as an alternative method for wearing the issued ballistic panels. Division Commanders will allow or restrict specific sections under their command from wearing the issued external ballistic vest cover during the deputies' assigned duties. A member of Command Staff will also make the determination for deputies wearing the external ballistic vest cover during non-typical pre-planned community events. During emergency incidents, responding deputies shall wear their ballistic vest with the option of using the external ballistic vest cover. Wearing external ballistic vest covers while responding to an emergency event does not require command approval and is highly encouraged.
5. Other considerations for wearing the external ballistic vest cover are listed below:
 - a. Either Class A or Class B uniform shirt will be worn under the external ballistic vest cover. At a minimum, the selected uniform shirt will display a deputy's rank insignia, nameplate and Fairfax County Sheriff's Office badge of authority.
 - b. No other patches, emblems or pouches will be worn on the external ballistic vest cover at any time unless authorized by a Division Commander. Pistol magazines ARE NOT AUTHORIZED for wear on the external ballistic vest cover.

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- c. Deputies are not authorized to modify their external ballistic vest cover. Examples of unauthorized modifications are cutting, sewing, adhering, etc. If any vest alterations are required, contact the Supply Supervisor for assistance.
- d. External ballistic vest covers are authorized for off-duty assignments and events unless otherwise directed.

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**STACEY A. KINCAID
SHERIFF**

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