



# RICHMOND POLICE DEPARTMENT GENERAL ORDER



Subject: <b>UNIFORMS AND EQUIPMENT</b>		Chapter 3	Number 3	Pages 16
References: CALEA: 45.3.3, 17.5.2, 22.1.6, 41.3.4, 41.3.5, 41.3.6	Related Orders: 01-01, 04-04	Effective Date: <b>07/30/2021</b> Revised By: Review Prv. Rev. Date: 10/25/19		
Chief of Police: <div style="text-align: center; margin-top: 10px;"></div>				

**I. PURPOSE**

The purpose of this directive is to provide basic guidelines regarding the wearing, maintenance, care of uniforms and issued equipment for the Department’s personnel.

**II. SUMMARY OF CHANGE**

***This revision provides guidance for Civilian/Volunteer employees who are required to wear uniforms. The uniforms must be clearly distinguished from Sworn Officers. The language pertaining to Department approved baseball caps, has been changed to Department issued baseball caps. The specific changes are noted in bold italicized text throughout the document.***

**III. POLICY**

- A. It is the policy of the Richmond Police Department to provide sworn officers and designated civilian personnel with the proper apparel and equipment required in the performance of law enforcement functions that demonstrates a sense of pride, professionalism and uniformity. Only items, which are issued or hereafter approved by the Department, will be worn in combination with the uniform. [CALEA 22.1.6, 41.3.4]
- B. All SUPERVISORS are to be held accountable for the appearance of personnel, sworn and civilian, under their command. They are to ensure that officers are wearing the appropriate uniform for their assignment, that uniforms are neat, pressed and professional in appearance; and that civilian personnel are dressed in a neat and professional manner consistent with their position assignment.
- C. QUARTERMASTER – is responsible for issuing the proper uniforms and apparel to members based on their position assignment, recording and maintaining accurate records of same, and handling the replacement process for lost, stolen or worn items.
- D. DEPARTMENT MEMBERS – are responsible for wearing and maintaining their uniforms in a manner consistent with the personal appearance listed in this directive. Each member is to dress in a neat and clean manner, which illustrates police professionalism. Furthermore, all employees shall maintain, employ and secure departmental uniforms and equipment in accordance with General Order 1-1, Code of

Conduct and specifically the Rule of Conduct entitled “Use of Department Equipment.”

#### IV. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

This directive is for internal use only, and does not enlarge an employee’s civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

#### V. PROCEDURE

##### A. Uniform Distribution and Maintenance: [CALEA 17.5.2, 22.1.6]

Each sworn employee shall receive a set amount of uniforms from the Quartermaster, who shall record and maintain an individual record of inventory for each officer. The type of uniforms an officer receives is determined by his/her current position.

1. Captains and above shall be issued white long and short sleeve shirts.
2. Lieutenants and below shall be issued the standard long and short sleeve Richmond blue shirts.

##### B. Types of Uniforms:

###### 1. Formal Dress Uniform:

The formal dress uniform shall be assigned to any sworn employee with rank of Captain and above. The design and appearance of the formal uniform shall be at the discretion of the Chief of Police and each rank shall be designated as explained in section “J” of this order. The wearing of decorations and awards is mandatory with the formal dress uniform.

###### 2. Class “A” Uniform: [CALEA 22.1.6]

- a) The Class “A” Uniform shall consist of Class “A” trousers, hat, hat shield, long sleeve shirt, necktie, Sam Browne *leather* belt with required equipment and plain toe polished black shoes. The wearing of decorations and awards is optional when wearing the Class “A” uniform. Class “A” pants will have a vertical black stripe on the outside of each leg. The bottom edge of the pant will slightly touch the top of the shoes. For daily wear, officers are not required to wear the Class “A” hat with the uniform.

- b) Lieutenants and above shall only wear the Class “A” uniform pants with long or short sleeve shirts, unless inappropriate for training or as approved by the Chief of Police or designee.
- c) The Class “A” uniform will be worn when testifying in Circuit Court, Federal Court or any court outside of the City of Richmond.
- d) All long sleeve shirts shall have seniority hash marks on the lower left sleeve. Each hash mark represents five years of service with the Richmond Police Department. Any employee with previous law enforcement experience with a certified police agency shall be certified for those years of service.

3. Class “B” Uniform: [CALEA 221.6]

A Class “B” Uniform consists of Class “B” trousers (for Sergeants and below), short sleeve or long sleeve shirt, hat, hat shield, Sam Browne ***“leather belt or nylon duty”*** belt with required equipment, and plain toed polished black shoes or boots. Class “B” trousers have a cargo pocket on each pant leg. The bottom edge of the trousers will slightly touch the top of the shoes.

4. General: [CALEA 41.3.4]

- a) All uniformed sworn officers will display a badge and nametag.
- b) For daily wear, the wearing of awards and decorations is optional.
- c) T-shirts shall be worn with the short sleeve shirt. The T-shirts may be white, black or dark blue. T-shirts must fit appropriately and be covered by the uniform and only visible at the neckline.
- d) Wearing of the hat is not mandatory. The wearing of Department-***issued*** baseball caps during normal duty hours is permitted. Additionally, officers may wear Department-***issued*** baseball caps while working Extra-Duty Employment and/or Private Contract assignments. Department-***issued*** baseball caps are permitted only with the Class B uniform.

NOTE: The wearing of Department-***issued*** baseball caps is prohibited in court.

- e) For daily wear, Captains and below may wear either of the below options with the Class “B” long sleeve shirt:
  - (1) A turtleneck, which shall be of the same color or darker than the Richmond blue uniform color. The turtleneck may be embroidered with “RPD” in block letters, silver for officers, gold for Sergeants, Lieutenants and Captains. Mock turtlenecks will also be allowed under these same provisions.

- (2) T-shirts are also authorized to be worn with the long sleeve shirt. The T-shirts may be white, black or dark blue. T-shirts must fit appropriately and be covered by the uniform and only visible at the neckline.

NOTE: The Class "A" uniform always includes a tie with long sleeve shirt and Class "A" pants (vertical black stripe on the outside of each leg).

- f) For daily wear, officers may wear a short sleeve or long sleeve uniform based upon an officer's own level of comfort. Consideration shall be given to the type of assignment, and to maintain the professional image of the Police Department. Due to changing weather patterns, a jacket or authorized sweater may be worn with the short sleeve shirt.
- g) Officers who have completed the Department's CIT training may wear their awarded CIT badge. If worn, the CIT badge shall be centered one half inch (1/2") above the top of the right breast pocket.

5. Additional Approved Uniforms: [CALEA 22.1.6]

The below listed additional equipment is to be worn when officers are working the stated assignments only. All specialized equipment will be returned to the Quartermaster when an officer is transferred out of the unit and shall be modified on the officer's individual record of inventory.

- a) Motorcycle Officer Strike Team (MOST): Officers assigned to the MOST will be issued an United States Department of Transportation-approved helmet, leather riding boots, leather jacket, leather gloves, daytime and nighttime eyewear, breeches, rain suit and Push to Talk (PTT) radio system.
- b) Bicycle Officers: Officers may utilize their clothing allowance to purchase Department-approved uniforms and gear.
- c) Mounted Unit: Officers assigned to the Mounted Unit will be issued a helmet, gloves, breeches, leather riding boots, spurs and leather jacket.
- d) Under special circumstances, with the approval of the Chief of Police, there may be exceptions for additional approved uniforms.

C. Required Equipment: [CALEA 17.5.2, 22.1.6]

All sworn personnel, unless otherwise specially directed, are required while on-duty to have the following items in their possession:

1. Issued badge and identification card;
2. Approved service weapon in an approved holster;

3. Leather (Sam Browne Belt) or Nylon Duty Belt with required Equipment – The Sam Browne belt, with required equipment, is to be worn with the police uniform;
    - a. Lieutenants and above are only authorized to wear the “leather” Sam Browne style duty belt and equipment in the Class A and B Uniform. Nylon belts and equipment are not authorized.
  4. Magazine pouch shall be worn [REDACTED] and OC Spray Holder can be worn on either side. The magazine pouch shall be in an upright position for formal occasions. For daily wear, the magazine pouch may be worn sideways but NEVER UPSIDE DOWN;
  5. Issued ammunition;
  6. Issued handcuffs;
  7. Locker room, call box and handcuff keys;
  8. Flashlight;
  9. OC Spray;
  10. Surgical gloves (Gloves should be properly disposed of after being used.);
  11. Pen; and,
  12. ASP Baton (Uniformed Sergeants and Patrol Officers).
- D. Other Required Equipment: [CALEA 17.5.2, 22.1.6, 41.3.4]
1. Footwear:
    - a) Shoes – Plain black toe polished shoes or boots. During inclement weather, a supervisor may determine appropriate footwear to reduce injury.
    - b) Riding Boots – The operators of two wheel motorcycles assigned to the MOST and personnel assigned to the Mounted Unit shall wear issued boots.
    - c) All footwear is to be kept clean, in good repair and shined.
  2. Socks – Socks for uniformed personnel shall be either solid black or dark blue. The dark blue socks shall not be a lighter color blue than that of the trousers.
  3. Coats and Sweaters:
    - a) Issued winter jackets will be worn with both the Class “A” and Class “B” Uniforms.

- b) Motorcycle, Mounted and K-9 officers may wear the issued leather jacket year round.
- c) The navy blue Class “A” sweater is approved and may be purchased with the officer’s uniform allowance. The sweater may be worn with both the Class “A” and “B” Uniforms. The sweater may be worn without a tie with a short sleeve shirt. There will be five options of sweaters, either buttonfront (Crewneck or V-neck), zipper-front (Crewneck) or the two pullover styles (V-neck). All sweaters must have the approved patch on the shoulders and the left side front. Uniform shirts must be worn underneath each style sweater. The below photographs depict the approved style sweaters. All other version are unauthorized. All other version are unauthorized. Unisex Heavyweight Ladies Button-Front Zip-Front Crewneck Button-Front Crewneck V-Neck Approved – Newer Style Approved – Older Style (Phasing Out).



Unisex Heavyweight  
Button-Front



Ladies Button-Front  
Crewneck



Zip-Front Crewneck  
V-Neck



Approved – Newer Style



Approved – Older Style  
(Phasing Out)

- 4. Helmets – Officers shall wear the issued helmet with chinstrap secured at all times while riding a horse, bicycle or operating a motorcycle.
- 5. The dark blue fur trooper style caps and the Department-issued, embroidered “Richmond Police” knit beanie cap may be worn. All other skullcaps, watch caps, etc. are prohibited.
- 6. Nameplate – A nameplate will be worn directly below the double row of stitching on the flap of the right breast pocket of the uniform shirt centered above the button.

7. Career Development Level Indication – Officers enrolled in the Career Development Program reaching the level of Master Police Officer will be provided an insignia indicating this level.
8. Badge – The badge shall be worn on the left side of the shirt. A metal or cloth badge must always be affixed to the outer most garments.
9. Precinct Number – A uniformed officer shall wear the Precinct number they are assigned to (1, 2, 3 or 4) directly below the double row of stitching on the flap of the left breast pocket of the uniform shirt centered above the button.
10. FTO or approved Unit designation will be worn below the nametag on the flap of the right breast pocket of the uniform shirt centered above the button.
11. Other Emblems – Any item not issued by the Department must be approved by the Chief of Police through channels before it is worn on the uniform.
12. Whistle:
  - a) All Sergeants and below in uniform, while on-duty, shall have their whistle available.
  - b) The whistle will no longer be worn on the shirt or the jacket.
13. Gloves – Gloves worn with the uniform must be dark blue, black or yellow (HI-VIS). White or orange gloves may be worn for directing traffic. The wearing of mittens is prohibited. Only Bicycle and Motorcycle officers are allowed to wear gloves with the fingers cut out for officer safety while operating the specialized vehicle.
14. The visibility vest shall be worn by officers operating a 250 cc or less motorcycle. [CALEA 17.5.2, 22.1.6, 41.3.6]
15. Personnel who have prior military services will be authorized to wear one of the Armed Services pins for the branch in which they served. Pins will be purchased and distributed by the department.

NOTE: Military service pins shall be 1 inch in diameter and shall be displayed on the police uniform in the lower left corner of the right shirt pocket. It shall be evenly spaced between the lower pocket stitching and the left vertical pocket stitching.

- E. Procedures for Civilian Uniformed Personnel: [CALEA 45.3.3, 22.1.6]
1. The same policies and procedures for officers will govern civilian personnel who wear a uniform, except they will not carry any weapons or handcuffs.
  2. All designated uniformed civilian/*volunteer* personnel will wear Department-issued uniforms as defined by their respective Operating Manual. ***This will clearly distinguish civilian/volunteer from the sworn officers.*** For additional information, see General Order 4-4, Grooming and Personal Appearance.

F. Maintenance of Uniforms:

[CALEA 22.1.6]

1. All uniformed personnel shall wear uniforms that are clean and neatly pressed.
2. All metal and leather items will be kept clean and polished.
3. Uniforms that show excessive wear shall be replaced utilizing the officer's clothing allowance.
4. It is the personal responsibility of each officer to clean, maintain and protect all issued items.

5. Replacement of Uniforms and Equipment:

[CALEA 17.5.2, 22.1.6]

- a) Whenever any part of an officer/employee's equipment, or uniform, is lost, damaged, or stolen a Uniform and Equipment Replacement Request Form (PD-21) shall be compiled in triplicate and submitted to the Financial Management Division through channels. Equipment that is lost or damaged through no fault of the officer/employee will be replaced at no cost to the officer/employee.
- b) Should the officer/employee's chain of command determine that the officer/employee is directly responsible for the loss, damage, or theft of departmental equipment or uniforms, the officer/employee will be required to pay for the replacement or repair cost, whichever is more appropriate, by means of a payroll deduction for the equipment that was lost, damaged, or stolen.

NOTE: Should the cost of repair or replacement exceed \$125 the officer/employee will pay \$125 per pay period, by means of a payroll deduction, until the officer/employee's debt has been paid in full. The officer/employee may make arrangements to pay his or her debt in full by more expedient means, should the officer/employee choose to do so.

- c) Other requests for uniforms and equipment will be checked against the computer database, which shows the officer's current uniform inventory and purchase request history. Each uniformed officer will begin with a set amount of funds to be utilized for these purchases.
- d) The officer will be issued a voucher to present to the contract vendor.
- e) This voucher must be presented to the contract vendor, within ten (10) business days from the date of issue, to obtain the needed uniform items. Should the voucher expire, the officer shall contact the Quartermaster to approve the voucher for use.

(1) Available Items:

- (a) Shirts (Short and Long Sleeves);



- (b) Pants (Pocket Pants/Stripe Pants);
  - (c) Pants belt;
  - (d) Winter trooper style fur cap;
  - (e) Uniform shoes/boots (Approved lists maintained by contract vendor and Police clothing room personnel); and,
  - (f) Other items may be purchased with approval from the Quartermaster.
- (2) Officers are not authorized to use their budgeted allowance to purchase uniforms or other items with the intent to give or sell to any other individual.
  - (3) In the event that an employee depletes his/her uniform budget allowance and needs additional uniforms, the employee shall draft a letter to the Deputy Director of the Financial Management Division, through the officer's chain of command, detailing why the item(s) is needed and why there are no funds available in the employee's account.
  - (4) Other items such as winter coats and leather goods will be supplied by the Quartermaster and will not be deducted from the employee's account.
- f) Employees will return all issued uniforms and equipment, including items purchased through the officer's clothing allowance, to the Quartermaster when they resign, retire or for any reason leave employment with the Department. The replacement cost for any shortages or damaged items shall be levied against the employee before final settlement is made.
- NOTE: The department may secure any outstanding debt from a separated employee by means of a Treasurer's lien if deemed necessary by the Chief of Police, or designee.
- g) Employees will also return all items that they can no longer use (wrong size, etc.) to the Quartermaster.

G. Military Activation:

- 1. Any officer who is placed on an active duty assignment for 30 days or more will turn in his/her assigned duty weapon and police radio to the Property & Evidence Unit for safekeeping. The affected employee will also turn in his/her take-home vehicle and the vehicle's keys to the officer's immediate supervisor, if applicable. The officer's immediate supervisor shall complete a PD-79, Change in Duty Status and/or Status of Police Powers, and then notify the Fleet Manager on the status/re-assignment of the vehicle. The Chief of Police will consider exceptions on a case-by-case basis.

2. Officers who are ordered to active duty military service for more than 180 days will submit all department issued equipment and uniforms to the Property & Evidence Unit for storage. The officer's equipment and uniforms will be logged into property on a property voucher. The disposition for the voucher will be "Hold For Owner."

H. Body Armor:

[CALEA 41.3.5, 41.3.6]

1. Officers shall wear body armor while engaged in field activities, both on-duty and during off-duty employment, unless exempted. THIS IS CONSIDERED A MANDATORY WEAR POLICY WITH LIMITED EXCEPTIONS. The exceptions are:

- a) [REDACTED];
- b) [REDACTED];
- c) [REDACTED];
- d) [REDACTED];
- e) [REDACTED],

2. All exempt sworn personnel shall have their armor available while on-duty.
3. Regardless of the above stated exceptions, body armor shall be worn in the following situations: [CALEA 41.3.6]

- a) High-risk entries;
- b) Special response team operations;
- c) Pre-planned arrests of felony suspects;
- d) Serving any non-administrative search warrant;
- e) Any pre-planned police activity which by its nature would indicate an element of danger; and,
- f) When mandated by a supervisor due to special circumstances.

4. All body armor issued by the Department will comply with the current minimum protective standards prescribed by the National Institute of Justice.
5. The Department shall issue body armor to all sworn personnel, and shall replace body armor that is worn or damaged. However, the officer must pay for any body armor that has to be replaced due to misuse or abuse by an officer, after investigation of the circumstances. [CALEA 17.5.2]
6. Approved for wear by Officers are two External Body Armor Carriers
  - a) External "Shirt" Carrier
    - (1) The External Shirt Carrier has been approved to be worn by officers wearing the Class A or Class B uniform. The carrier must be worn with the long sleeve (Class A) or the short sleeve (Class B) uniform shirt.
    - (2) The External Shirt Carrier has been approved for purchase using the \$250 clothing allowance.
  - b) Tactical External Carrier
    - (1) The Tactical External Carrier has been approved for purchase using the \$250 clothing allowance.
    - (2) The Tactical External Carrier is authorized to be worn by the following specialized units only:
      - (a) K-9
      - (b) SWAT/SRT
      - (c) SID
      - (d) FMT
7. Officers shall only wear the Department-approved outer tactical carrier for [REDACTED].
  - a) Officers currently wearing the [REDACTED]
    - (1) [REDACTED]-Shirt Carrier
    - (2) [REDACTED] – Tactical Carrier
  - b) Officers currently wearing the [REDACTED]
    - (1) [REDACTED] – Shirt Carrier
    - (2) [REDACTED] – Tactical Carrier
8. Care and Maintenance of Body Armor:

Any officer assigned body armor is responsible for the proper care, maintenance and storage of that body armor in accordance with the manufacturer's instructions, which also includes daily inspection for signs of damage and general cleanliness.

9. The Police Training Academy shall be responsible for maintaining the following:
  - a) Technological advances in the body armor industry that necessitate a change in the Department's policies and procedures regarding the use of body armor; and,
  - b) A description of weapons and ammunition currently in use and a determination of whether or not the issued body armor can withstand their impact.

I. Department Issued Plate Carrier System (PCS):

1. The department has chosen the [REDACTED] Plate Carrier and the [REDACTED] as the ballistic rifle plate for use by assigned personnel.
2. The plate is available in multiple sizes in order to best fit the diverse size and stature of RPD Employee. The sizes and shape of plates to be issued by the Richmond Police Department are as follows:
  - a) Small – [REDACTED].
  - b) Medium – [REDACTED].
  - c) Large – [REDACTED].
  - d) Extra Large – [REDACTED].
3. Officers utilizing the PCS will be required to successfully complete the department handgun qualification while wearing the PCS. Patrol rifle operators will be required to wear the PCS when qualifying with the patrol rifle.
4. Authorized use of the PCS: [CALEA 41.3.6]
  - a) Officers may utilize the PCS if they are involved in [REDACTED]  
[REDACTED]  
[REDACTED]
  - b) Officers are involved in a [REDACTED] and have been given the approval of utilizing the equipment by a Division Commander or designee or Watch Commander.
  - c) Officers are responding to [REDACTED].

- d) [REDACTED]. Under special circumstances the Division Commander or Watch Commander may authorize the officer to wear the PCS [REDACTED].

(Example: Officers may be authorized to exchange their external vest carriers for a PCS while on an extended perimeter position or while assisting K9 officers on a track)

J. Personal Plate Carrier Systems and Accessories:

1. The Richmond Police Department authorizes officers to obtain and utilize ballistic rifle plates and plate carriers in order to provide officers with protective equipment that they may need in an extraordinary tactical event. Officers are permitted to personally purchase and utilize for duty the [REDACTED] ballistic plates or an authorized rebranded version of the [REDACTED] ballistic plate along with the [REDACTED] Plate Carrier. Officers are also permitted to purchase and utilize additional plates and plate carriers that have been approved by the department. It is up to the individual officer to determine which PCS meets their personal needs of approved gear. Threat protection, size, shape and weight are considerations that the officer needs to make when choosing a PCS. The approved list of equipment shall be kept by the range master.

- a) Officers utilizing the PCS will be required to have the PCS inspected and documented for compliance by authorized personnel prior to carrying the PCS for duty use.
- b) Officers utilizing the PCS will be required to successfully complete the department handgun qualification while wearing the PCS. Patrol rifle operators will be required to wear the PCS when qualifying with the patrol rifle.

2. PCS Specifications:

a) Authorized ballistic plates will have been independently tested by a NIJ qualified testing facility utilizing an abbreviated and modified NIJ [REDACTED] testing protocol for the [REDACTED] or they shall be listed as certified NIJ [REDACTED] plates, with additional special threats testing conducted for the below listed cartridges.

b) Ballistic performance: Minimum ballistic performance will be required for the plate to successfully defeat the following threats:

(1) [REDACTED].

(2) [REDACTED].

(3) [REDACTED] [REDACTED]  
[REDACTED].

- c) Ballistic Plates must be “Stand Alone” and not require any soft armor backing for them to defeat the listed ballistic threat.
- b) Front and back plates will be required in external plate carriers.
- c) Rifle plates will not be constructed of [REDACTED].
- d) Rifle plates will not be constructed of steel. [REDACTED]  
[REDACTED].
- e) Side plates [REDACTED] meeting required ballistic specifications are also authorized for additional protection.

3. Plate Carriers:

- a) Plate carriers and load bearing pouches shall be black in color.
- b) Plate carriers must be appropriately sized to the corresponding size of the ballistic rifle plates and/or have a retention system to properly hold the plate securely in the plate pocket.
- c) Plate carriers must have distinctive law enforcement identification patches attached to the front and back of the plate carrier. At a minimum, [REDACTED] patches with “POLICE” written in white letters shall be attached to the front of the PCS. [REDACTED] patches with “POLICE” written in white letters must be displayed on the rear of the carrier. Hook and loop “Velcro” shall be the form of attachment. Cloth RPD badges with hook backing may also be worn in addition to the POLICE patches.
- d) No “Morale” patches shall be worn on the plate carrier.

4. Handling and care of ballistic rifle plates

- a) [REDACTED]  
[REDACTED]  
[REDACTED] the plate should be removed from service until it can be determined if it has been damaged.
- b) Generally wiping off with a damp cloth will be acceptable for cleaning the ballistic plate. [REDACTED]  
[REDACTED]

- c) Read the manufacturer's product literature and follow all care and cleaning information.

K. Management of Department Keys: [CALEA 17.5.2, 22.1.6, 41.3.4]

1. The Precinct Commanders or the Officers-In-Charge of the Divisions shall issue to members under their command certain specific Department keys when that individual member's duties and responsibilities require the usage of such keys. (Keys or combinations to lockers will be maintained by the affected Officers-In-Charge or designees.)
2. Employees shall have in their possession ONLY those Department keys issued to them that are necessary to properly fulfill the duties and responsibilities of their assignments.
3. It shall be recorded in each recruit's permanent record that they were issued the basic set of Department keys. The employee will remain responsible for these keys throughout his/her career. All other keys issued to an employee, due to a particular assignment, must be returned to his/her OIC prior to a transfer to another assignment.
4. It shall be a violation for any member to have in their possession any unauthorized Department key(s), or make or have made duplicates of Department keys without the proper authorization from the member's Precinct Commander or Officer-In-Charge of the Division.
5. When an employee separates from city service for any reason (i.e. retirement, resignation, termination, etc.), the employee must return all Department-issued uniforms and equipment to the Quartermaster. The employee's electronic equipment shall be directly turned in to the employee's OIC.
6. If applicable, the Financial Management Division shall require the exiting employee to establish an individualized repayment schedule for any lost equipment or property and/or other funds owed to the City of Richmond.

L. Designation of Rank:

The Department designates rank through the use of sleeve ornamentation and insignia of grade, which are worn on the shirt collar. Sergeants and above will wear a gold badge and shield indicating the rank, a gold strap on the hat, and gold buttons on the uniform jacket. Other rank designations are as follows:

1. Chief of Police:
  - a) Gold eagles worn on each shoulder of the dress coat and shirt collar.
  - b) Five rows of ½ inch gold braid on each sleeve of the dress coat.
  - c) Hat visor to contain gold rank embroidery.
2. Deputy Chief of Police:

- a) Silver oak leaf worn on each shoulder of the dress coat and shirt collar.
  - b) Four rows of ½ inch gold braid on each sleeve of the dress coat.
  - c) Hat visor to contain gold rank embroidery.
3. Majors:
- a) Gold oak leaf worn on each shoulder of the dress coat and shirt collar.
  - b) Three rows of ½ inch gold braid on each sleeve of the dress coat.
  - c) Hat visor to contain gold rank embroidery.
4. Captains:
- a) Two gold bars worn on each shoulder of the dress coat and shirt collar.
  - b) Two rows of ½ inch gold braid on each sleeve of the dress coat.
5. Lieutenants:
- a) One gold bar on each shirt collar.
6. Sergeants/Acting Sergeants:
- a) Three chevrons on each sleeve, points of which shall be “almost” touching the bottom center of the shoulder patch. Acting Sergeants should wear collar chevrons.

## VI. FORMS

- A. PD-21, Uniform and Equipment Replacement Request
- B. PD-79, Change in Duty Status and/or Status of Police Powers