

CHARLOTTESVILLE POLICE DEPARTMENT



Note: This directive is for internal use only and does not enlarge an officer's 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. Violations of this directive, if proven, can only form the basis of a complaint by the Charlottesville Police Department and then only in a non-judicial administrative setting.

Type of Directive: GENERAL ORDER	Number: 55-99
BADGE OF AUTHORITY, PINS, MEDALS, INSIGNIA	Revised Date: 11/05/2020
VLEPSC Number: Non - Standard	Manual Number: 400.35
	Effective Date: 11/05/2020
Authorization: Chief R.M. Brackney <i>Rm Brackney</i>	Follow-up Date: As Needed

I. POLICY

It is the policy of the Charlottesville Police Department that all officers are uniform in appearance in regards to uniform insignia.

II. PURPOSE

The purpose of this directive is to standardize the badge, pins, medals, insignias and other accessories that may be worn while on duty, either while wearing the issued Department uniform or civilian clothes

III. DEFINITIONS

- A. Pin: A decorative insignia representing an award, accomplishment or idea that is held in place by a pin with clasp.
- B. Plate: A metallic rectangular plate similar in size to, and may attach to the name tag or be positioned just above it. Often plates may have two pins.
- C. Patch: An embroidered cloth representation of the city seal, badge of authority or other unit designation.

IV. PROCEDURE

No pins, medals, or insignia shall be worn on, or as an adjunct to, the uniform unless authorized by this order.

A. Standard authorization is limited to:

1. The Badge

- a. Supervisory officers- gold in color
- b. Investigative officers- gold and silver two-tone in color
- c. Uniform officers- silver in color
- d. The badge shall be worn above the left shirt pocket
- e. The badge must always be worn when on duty, whether on the uniform shirt or on the belt in civilian dress.

2. Rank Insignia

- a. Chief of Police- Gold color eagle on shirt collar, gold cap shield, gold embroidered brim and gold band
- b. Major – Two single gold color oak leaves on shirt collar, gold cap shield and band.
- c. Captain- Two sets of joined gold color bars on shirt collar, gold cap shield and band
- d. Lieutenant- Two single gold colored bars on shirt collar, gold cap shield and band
- e. Sergeant- Three gold colored chevrons on each shirt arm, gold cap shield and band
- f. Corporal- Two gold colored chevrons on each shirt arm, gold cap shield and band
- g. Corporal of Community Service Officer- Two silver colored chevrons on each shirt arm.

The insignia of rank must always be worn when wearing the Class “B” or Class “A” Uniform.

3. Service stripes

- a. Police Officers - one stripe is earned with each five years of continuous service to the Department as a police officer and may be worn on the left sleeve of the shirt, sweater or jacket.
- b. Community Service Officers - one stripe is earned with each five years of continuous service to the Department as a CSO and may be worn on the left sleeve of the shirt, sweater or jacket.
- c. CSO service shall count towards years of service as a police officer.
- d. The correct number of stripes must be worn for officer’s tenure.

4. Name Plate

- a. Supervisory ranks- gold in color.
- b. All other ranks- silver in color.
- c. Shall be worn centered on top of the right shirt pocket flap just above the seam.
- d. The nameplate must always be worn when wearing the winter, summer, or dress Uniform.

5. “Serving Since (year)” nameplate attachment

- a. Police Officers and Community Service officers with five (5) or more years in their respective position may wear a department issued “Serving Since (year)” nameplate attachment.

6. Recognition and Award Plates:
 - a. The wearing of awards for Life Saving, Meritorious Police Service, and the Medal of Valor, are optional for the uniform of the day and may be worn on the uniform indefinitely.
 - i. The awarded plates shall be centered above the right pocket above approved plates and below other approved non-rectangular pins, such as the American flag and accreditation pin.
 - b. If more than one award is received, only two may be worn at one time and they shall be placed one above the other, centered above the right pocket above the name tag and below other approved non-rectangular pins, such as the American flag and accreditation pin.
 - c. The wearing of awards shall be mandatory with the formal Class A dress uniform.
7. Other Approved pins, medals:
 - a. EMT Pin;
 - b. Evidence Technician plate;
 - c. SWAT insignia pin;
 - d. CNT pin;
 - e. Field Training Officer plate;
 - f. Motorcycle Patrol Insignia pin;
 - g. Instructor Plates;
 - h. American Flag pin;
 - i. Bicycle Patrol Officer;
 - j. Crime Prevention Specialist;
 - k. Accredited Agency pin;
 - l. Command School plate/pin; and
 - m. any other award approved by the Chief of Police.
8. Only one service plate is to be worn at any one time above the nameplate and nameplate service attachment.
 - a. Each should be worn directly above the nameplate. There should be no more than ½ inch vertical space between the items.
 - b. The Chief of Police must approve all pins, insignia, or plates.
 - c. These items are not to be worn with a utility uniform bearing the officer's embroidered name.
9. **No more than three (3) plates and/or pins may be worn above the name tag.**

- a. An officer may use their discretion as to which pins or plates they desire to wear.
- b. The “serving since” plates may be worn in conjunction with the above below the name tag.

10. It is mandatory to wear the following minimum devices on a uniform:

- a. Badge of Authority;
- b. name tag; and
- c. rank insignia for supervisory personnel.

NOTE: During riot or other certain situations, the Chief of Police may waive this portion of the mandatory wearing of the name tag.

11. City of Charlottesville Police patch on each shoulder of the uniform shirt, jacket, or coat.

- a. Subdued patches are to be utilized on SWAT and CNT uniforms.

12. The American flag, or any other emblem not previously listed, may not be sewn to any part of the uniform. The option for the American Flag is the pin worn above other plates above the right pocket.