

**LANCASTER, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> July 15, 2016		<i>Amended Date</i> June 26, 2024		<i>Directive</i> 2.06.1	
<i>Subject</i> Appearance					
<i>Reference</i>			<i>Approved</i>  Chief of Police		
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i> 2.13; 7.23; 7.17		<i>Review Date</i> June 24, 2024	
				<i>Pages</i> 17	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this policy is to regulate the appearance of all employees of the department.

SECTION 2 POLICY

It is the policy of the department to establish reasonable standards of appearance as a condition of employment. Any employee wearing the department uniform at any time shall be bound by these regulations and it is every supervisor's responsibility to ensure their subordinates are in compliance with these regulations.

SECTION 3 DEFINITIONS

A. Class A Uniform:

1. The Class A uniform or "dress" uniform for the rank of sergeant and lieutenant shall consist of uniform trousers, long sleeve uniform shirt, tie, gold tie bar, gold name plate, metal badge and department award bars properly affixed to the shirt. Only the leather duty belt will be worn with the Class A uniform. Outer vest covers are prohibited with the dress uniform.
 - a. The Class A uniform or "dress" uniform hat for the rank of sergeant and lieutenant shall consist of a gold sergeant or lieutenant hat badge, gold buttons with a gold lace chin strap.
2. The Class A uniform or "dress" uniform for the rank of officer consist of uniform trousers, long sleeve uniform shirt, tie, silver tie bar, silver name plate, metal badge and department award bars properly affixed to the shirt. Only leather duty gear will be worn with the Class A uniform. Outer vest covers are prohibited with the dress uniform.
 - a. The Class A uniform or "dress" uniform hat for the rank of officer shall consist of a silver officer hat badge, silver buttons with a black chin strap.

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B. Class B Uniform:

1. The Class B Lieutenant uniform consist of uniform trousers, long sleeve or short sleeve polo style shirt with outer vest. Department award bars are optional. **Leather gear or Nylon gear can be worn with the Class B uniform.**
2. **The Class B Sergeant uniform shall consist of uniform trousers, long sleeve or short sleeve polo style shirt with outer vest. Leather gear or Nylon gear can be worn with the Class B Uniform.**

C. Class C Uniform:

1. The Class C uniform shall be standard attire for officers when working patrol. The Class C uniform shall consist of uniform trousers, long sleeve or short sleeve polo style shirt with outer vest. **Leather gear or Nylon gear can be worn with the Officer Class C uniform. Ball cap is "optional" with the Class C uniform.** Departmental awards shall not be worn on the Class C uniform.

D. Class D Uniform: "Accepted Business Apparel" is defined as but not limited to.

1. Slacks, long sleeved dress shirts, ties (excluding bow ties), socks and shoes. Business or sports coats are optional unless required for specific event or task.
2. Socks should coordinate with the pants. White socks are prohibited unless worn with boots and the socks are hidden.
3. Footwear should be clean, with heels and toes in good repair. Normal business shoes include slip-ons (loafers) or lace-ups. Boots (non-tactical) are acceptable, provided they are in good taste and are fashionable. Sandals, tennis shoes, outdoor work boots, hiking boots and jogging shoes are not permitted.
4. If a sidearm is worn on the waist, the officers' department badge must be prominently displayed next to the sidearm or prominently displayed in the chest area.
5. Males will wear ties when meeting the public or attending court. Ties are not necessary when an officer is at his work station.
6. Female officers should report for duty in dresses, pantsuits, skirts or slacks with blouses or sweaters. Dresses and skirts must be kept at reasonable, business-like lengths. No clothing will bear the shoulders above the bicep or reveal any cleavage, bosom or midriff while standing, sitting or moving as necessary for job performance.

E. Class E Uniform: is defined as.

1. Polo style shirt with the officer's first initial and last name on the upper right and a small Lancaster Police Department patch on the left chest area. BDU style trousers; uniform footwear as described.

F. Leather Gear: Leather gear is defined and described as.

1. Leather belt and attachments. Leather belt and attachments may be worn with Class A, B, and C uniforms, unless authorized by the Chief of Police.

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G. Nylon Gear: Nylon gear is defined as described as.

1. Black Nylon belt and attachments. Nylon belt and attachments may be worn in replacement of a leather belt on Class B and C uniforms.

SECTION 4 PROCEDURES

All sworn personnel of the department shall maintain a regulation uniform, in accordance with these specifications. Employees shall wear only the prescribed regulation uniform, personal equipment, insignia of rank, buttons, or decorations, as approved by the department and outlined in this directive. Specifications of uniforms, personal equipment, accessories, and patches are subject to the approval of the Chief of Police. Uniforms will be kept neatly cleaned, pressed, and in good repair. Leather accessories shall be kept dyed and polished, metal parts shall be shined, and the department-issued handgun and handcuffs shall be kept clean and in serviceable condition.

A. CLASS A UNIFORM – ALL SWORN PERSONNEL

1. The Class A-1 and A-2 uniforms or “dress” uniform as described shall be worn for formal ceremonies.

B. LIEUTENANT PATROL

1. The Class B-1 uniform shall be worn by Patrol Lieutenant as described.

C. LIEUTENANT NON-PATROL

1. Non- Patrol Lieutenant’s shall wear Class B-1 or Class D uniform as described.

D. SERGEANT PATROL

1. Patrol Sergeants shall wear Class B-2 Uniform as described.
2. Non-uniformed sergeants shall wear Class B-2 or Class D uniform as described.

E. PATROL OFFICER

1. Patrol Officers shall wear Class C Uniform as described.
2. Non-Uniformed officers shall wear Class C or Class D uniform as described.

D. PROPER WEARING OF UNIFORM

1. The uniform shirt of the department will be navy blue in color. Undershirts worn with an open collar, short sleeve shirt or a V-neck shirt shall be black in color. Shirrtails will be tucked in at all times. Employees may wear a black turtleneck or mock turtleneck with long sleeve shirts during

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cold weather. Employees may have the initials LPD embroidered on the right side of the turtleneck or mock turtleneck.

2. When wearing the uniform, employees will be in full uniform, including all items that are designated as integral parts of the uniform. All uniform and accessories must be maintained in an acceptable condition.
3. No under garment shall extend past the end of sleeve.

E. COLLAR PINS

1. Collar pins will not be worn.

F. RANK INSIGNIA

1. The Chief will wear three gold stars on each collar. Employees holding the rank of Assistant Chief will wear two gold stars on both collars ½ inch from the front edge of the collar centered between the neck line and the bottom edge of the collar. Employees holding the rank of Lieutenant will wear one ½" bar on both collars ½ inch from the front edge of the collar centered between the neck line and the bottom edge of the collar. Employees holding the rank of Sergeant will wear embroidered chevrons approximately ¼" below the department issued shoulder patch with the single point up. Field Training Officers shall wear the FTO patch on both sleeves below the department issued shoulder patch.

G. HASH MARKS

1. Hash marks will be worn on the left sleeve of Class A long sleeve uniform shirts. Employees will wear one hash mark for every five years of service as a certified law enforcement officer.

H. BUTTONS

1. Those with the rank of Sergeant and above will wear gold metal buttons on their class A dress uniform shirt. The gold metal buttons will be worn on shoulder epaulets, shirt pockets, sleeve cuffs and down the front of the shirt.

I. NAME PLATES

1. Each employee, regardless of rank, will wear a departmental issued nameplate, centered ½ inch above the right shirt pocket seam. The nameplate will have the officer's last name and/or initials in front of the last name and will be gold or silver in color and depending on rank.

J. DEPARTMENT SHIRT BADGES

1. All sworn personnel, when in the Standard Duty Uniform, will wear their department badge, prominently displayed above the left shirt pocket.

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2. All sworn personnel with the rank of officer will wear a silver badge. All sworn personnel with the rank of sergeant and above will wear a gold badge.

K. TROUSERS

1. All uniform pants will be navy blue.

L. FOOTWEAR

1. Uniform Officers footwear will be solid black. Officers must wear black socks if the socks are visible.

M. HATS

1. The departmental issued hat will be of the round military style. The brim and base will be polished black. The wearing of these hats will be optional for standard duty assignments.
2. Officers will wear the appropriate silver hat badge with a black band and silver buttons.
3. Officers holding the rank of Sergeant and above will wear the appropriate gold hat badge with a gold band and gold buttons.
4. Patrol officers are only authorized to wear baseball style caps approved by the Chief of Police.
5. Winter headgear shall consist of the black toboggan issued by the department or one approved by the Chief of Police.

N. UNIFORM JACKETS

1. The patrol jacket will be navy blue in color and will have an embroidered "Police Officer" badge patch on the left front breast area and department shoulder patches on the upper arm of both sleeves.
2. The departmental shoulder patches will be worn on both shoulders and the appropriate rank insignia will be sewn on the sleeves for Sergeants, just below the shoulder patches.

O. BODY ARMOR (TPCA 7.23)

1. Each new officer will be issued body armor upon initial employment with the department. As such, this becomes part of the standard duty uniform and must be worn while wearing that uniform. Since technology of body armor construction is constantly advancing, the type of body armor purchased will be approved by the Chief of Police.
2. The replacement schedule for body armor will be the manufacturer's recommendation. The determination on wear time versus the shelf time will also be upon the manufacturer's recommendation.

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3. Wearing of body armor is mandatory while assigned to uniform patrol, tactical operations, and special deployment units. Other sworn personnel shall wear their vest at all times when their duties will involve field arrests and service of search and/or arrest warrants.

P. PATROL OUTER VEST COVERS

1. Patrol outer vest covers are required to have the department issued badge and name tape embroidered on the outside. The patrol outer vest cover will only be worn with the Class B Sergeant or C uniform.

Q. SHORTS

1. Officers may wear BDU style shorts in navy blue as part of the Class C uniform. Socks worn with the shorts shall be black in color and will not extend higher than 2-3 inches above the shoe. Boots or shoes worn with shorts must be $\frac{3}{4}$ top or below. Shorts are not provided by the department and therefore must be approved in the same manner as described in the Lancaster Police Department General Orders Manual, Directive 1.11.1, "Approval for Personally Owned Equipment."

R. SHOULDER PATCHES

1. All employees shall display the standard departmental issued shoulder patches centered on both sleeves. Patches will be affixed to the sleeve approximately $\frac{1}{2}$ " below the shoulder seam of the shirt. Wearing of shirt and jacket patches is mandatory unless wearing a uniform designed not to have a patch, or approved by the Chief of Police.

S. GLOVES

1. Gloves must be solid black in color, cannot extend past the wrist and must be full fingered.

T. REFLECTIVE SAFETY VEST (TPCA 7.17)

1. Department issued vests must comply with The Code of Federal Regulations Title 23, Highways, Part 634, which mandates that the vest meet ANSI Class II specifications. Officers are required to wear a safety vest when directing traffic, while on the scene of a motor vehicle accident, or any other time when the officer will be in the roadway for an extended period of time and the high-visibility safety vest would contribute to the officer's safety.

U. WEARING OF RIBBONS AND MEDALS

1. Commendation ribbons and medals approved for wear by the department will be worn, centered, above the nameplate on the uniform shirt, three across and will be worn in order of importance. If more than one (1) commendation ribbon is worn then they must be mounted on a gold backing plate. No such insignia will be worn on jackets. The wearing of commendation ribbons and medals is optional for those officers who are recipients of such awards, while wearing the standard duty uniform and while assigned to standard duty assignments. The wearing of commendation ribbons and medals is mandatory for those officers who are recipients of such awards while assigned to special functions or while wearing a class "A" uniform.

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V. CIVILIAN DRESS CODE

1. The civilian dress code is designed to maintain the professional image of employees who, by assignment, do not wear uniforms but remain in contact with the public. Civilian employees may wear Class D or E uniform as outlined in this directive.

W. LIGHT DUTY AND OFF DUTY ASSIGNMENT

1. Light duty assignment personnel shall wear Class D Uniform.
2. Officers will wear a patrol uniform when working off-duty assignments.
3. Specialized division officers are required to maintain at least one complete standard uniform at all times in case they are called upon for uniformed duties.

X. ADMINISTRATION DIVISION

1. The administration division for this directive refers to those with the rank of Assistant Chief of Police and Chief of Police.
2. The administration division shall dress as defined by the Chief of Police.

Y. DRESS DOWN APPAREL

1. The Chief of Police has the authority to allow a dress down day, generally described as casual business attire, for sworn officers assigned to non-uniform positions. This will consist of:
 - a. Class E Uniform.

Z. COURT ATTIRE

1. Officers attending County or Federal Court will be in Class A or accepted business apparel defined in this directive. Officers attending Municipal Court may wear the Class of uniform according to rank and patrol, non-patrol status. Weapons are not allowed in federal court.

AA. PROHIBITED ATTIRE

1. All employees shall dress neatly and in good taste. Employees are prohibited from wearing the following attire while on duty:
 - a. tennis shoes, open toe shoes, or bare feet;
 - b. sweatshirts or t-shirts;
 - c. shorts (excluding uniform shorts) or cutoffs;

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- d. wind suits;
- e. barebacked dresses;
- f. tank, halter, or tube tops;
- g. see-through blouses or dresses

BB. PHYSICAL APPEARANCE

1. Employees shall maintain their physical appearance in accordance with good taste and professionalism. Hair shall not be dyed, colored, or styled in a manner which would draw undue attention to the employee. Female employees' makeup shall be tastefully applied. Male employees shall not appear for work needing a shave or haircut.

CC. HAIR LENGTH

1. While on duty or acting in an official capacity, employees shall wear their hair so as to present a groomed appearance. They shall not be restricted as to the length of their hair. However, if the hair extends below the bottom of the collar it shall be secured in a bun and not interfere with the proper wearing of headgear. It shall not be allowed to hang into the employee's face, either in front or on the sides.
2. Hair in the front will not extend below the middle of the forehead. Sideburns may extend no lower than the lowest tip of the employee's ear lobe. They shall be of a naturally even width and shall end with a clean shaven horizontal line.

DD. MUSTACHES, BEARDS AND GOATEES

1. Beards and goatees are permitted.
2. An employee choosing to wear a beard or goatee:
 - a. shall begin the growth during time off;
 - b. shall not report for duty with less than three days growth; and
 - c. shall wear a mustache that connects to the beard or goatee
3. Employees shall not report to duty showing signs they have just failed to shave.
4. Mustaches worn without a beard or goatee will not extend beyond the corner of the mouth on a horizontal line, nor below the corner of the mouth on a vertical line, nor below the top line of the upper lip.

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5. Mustaches, beards and goatees must be neatly trimmed at all times, be a natural hair color, and may not be longer than 1/2 inch in length.
6. The Chief of Police or any member of the Command Staff that deems any employee's mustache, beard or goatee to be unsightly or in violation of this directive will instruct the employee to shave. Any employee who does not shave as instructed at the first request will be in direct violation of this directive.
7. Extreme styles such as unshaven stubble, VanDykes, soul patches, handlebars, or muttonchops are prohibited.
8. The ability to wear a mustache, beard or goatee is a privilege not a right. This privilege may be revoked by the Chief of Police at any time and without reason.

EE. JEWELRY

1. While on duty or acting in an official capacity, officers are restricted to post-type (stud) earrings.
2. Employees in uniform are discouraged from wearing chains and necklaces due to the possibility that they could be lost or cause an injury during the performance of police activities. No necklaces will be visible when worn with an open collar shirt.
3. Employees assigned to civilian attire may deviate from these regulations with the approval of their Division Commander.

FF. BODY PIERCING

1. Body piercing of the face, head and mouth not only detracts from a professional appearance, but also poses a serious risk and potential for injury in a confrontational situation.
2. Any body piercing, which is not concealed by the authorized clothing is prohibited for wear by any personnel when representing the department.

GG. TATTOOS, BODY ART AND BRANDS

1. Definitions
 - a. **Extremist:** Extremist tattoos or brands are those affiliated with, depicting or symbolizing extremist philosophies, organizations or activities. Extremist philosophies, organizations and activities are those which advocate racial, gender or ethnic hatred or intolerance; advocate, create or engage in illegal discrimination based on race, color, gender, ethnicity, religion or national origin; or advocate violence or other unlawful means of depriving individual rights under the United States Constitution, Federal or State Law.
 - b. **Indecent:** Indecent tattoos or brands are those that are grossly offensive to modesty, decency, propriety or professionalism.

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- c. **Sexist:** Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender.
 - d. **Racist:** Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity or national origin.
 - e. **Tattoo:** Any tattoo, scar, branding, mark or other permanent or temporary body art of modification deliberately placed on the body for the purposes of decoration, ornamentation or adornment. The term tattoo shall not apply to medical procedures such as cosmetic eyeliner, lipstick, etc.
2. The following types of tattoos and brands are prejudicial to good order and discipline and are therefore, prohibited from being displayed:
 - a. Extremist
 - b. Indecent
 - c. Sexist
 - d. Racist
 3. Employees are prohibited from having any tattoos or brands on the head, face and neck (anything above the uniform shirt collar) regardless of the subject matter.
 4. All tattoos and brands shall be covered when wearing a Class A uniform, with the exception of a wedding band tattoo.
 5. Tattoos and brands may not be covered with bandages, make up, or sleeve covers in order to comply with this directive.
 6. Employees considering a new tattoo or brand should submit the design to the Chief of Police if they are in doubt about it being in compliance with this directive.
 7. The Chief of Police or his/her designee shall have the final say as to tattoos and brands conforming to this directive.
 8. The ability to display tattoos and brands is a privilege not a right, this privilege may be revoked by the Chief of Police at any time and without reason.

HH. PERSONAL HYGIENE

1. Employees shall practice good personal hygiene at all times. Employees shall not report for work emitting an offensive body odor. A moderate amount of perfume or aftershave may be used.

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II. UNIFORM DISCRETION- At any time the Chief of Police or his designee may allow their subordinates to deviate from this dress code.

JJ. APPROVED DEPARTMENT AWARDS/MEDALS

1. POLICE MEDAL OF HONOR

- a. The highest award in the Department.
- b. Shall be awarded to an officer who distinguishes him/herself by a conspicuous act and extraordinary heroism. The act must be in excess of normal demands and of such a nature that the officer was fully aware of imminent danger to his personal safety, and acted above and beyond the call of duty at the risk of his life.
- c. The term "above and beyond the call of duty" disqualifies all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.

2. POLICE CROSS

- a. The highest award in the Department.
- b. Shall be awarded when an officer loses his life in the performance of duty under honorable circumstances. May be awarded in addition to any other award to which the officer may be entitled in making the supreme sacrifice.
- c. Shall be presented posthumously to the officer's immediate family.

3. POLICE MEDAL OF VALOR

- a. Ranked next in prominence to the Police Cross.
- b. Shall be awarded for exceptional bravery at imminent risk of serious bodily injury when an officer has demonstrated exceptional courage by performing a voluntary course of action in an extremely dangerous situation.
- c. The term "voluntary course of action" disqualifies all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.

4. MERITORIOUS CONDUCT

- a. Ranked next in prominence to the Police Medal of Valor.
- b. Shall be awarded for a heroic deed and exceptional meritorious conduct involving exemplary courage, risk and danger to an officer's personal safety.
- c. May be awarded to an officer for meritorious service in a duty of greater responsibility, the duty reflecting excellence in performance and distinguishing the officer and the department in carrying out such performance.

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5. POLICE COMMENDATION

- a. Ranked next in prominence to the Meritorious Conduct Bar.
- b. Shall be awarded to an officer for exemplary performance of duties under unusual, complicated, or hazardous conditions.
- c. May be awarded to an officer for outstanding contributions to law enforcement through the success of difficult police projects, programs or situations, with such contributions being made in a highly professional degree of accomplishment.

6. LIFE SAVING

- a. Ranked next in prominence to the Police Commendation Bar.
- b. Shall be awarded to all officers directly responsible for saving a human life.
- c. Documentation of supporting evidence, such as statements from physicians, supervisors and witnesses, must be included to substantiate a recommendation for this award.
- d. May be awarded when evidence indicates that actions by the officer(s) prolonged a human life to the extent of the victim being released to the care of medical authorities, even though the victim might expire at a later date.
- e. May be awarded in addition to the awarding of a higher award where the facts support the officer is entitled to such awards.

7. POLICE SHIELD

- a. Ranked next in prominence to the Life Saving Bar.
- b. Shall be awarded to an employee who is seriously injured in the line of duty due to assault.
- c. May be awarded to an employee who is seriously injured in the line of duty as a result of fire, explosion, or natural disaster.
- d. May be awarded in addition to the awarding of a higher award where the facts show the recipient is entitled to such an award.
- e. Falls on ice, motor vehicle accidents, and the like will not be considered unless evidence clearly indicates the employee had exhausted all reasonable safety precautions and had no control over the circumstances.

8. CERTIFICATE OF MERIT

- a. Ranked next in prominence to the Police Shield.

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- b. Shall be awarded to a commissioned officer for outstanding performance of duties.
- c. Shall be awarded to police officers of any rank for outstanding performance of duties under unusual, complicated, or hazardous conditions over any period of time.
- d. Shall be awarded for outstanding or superior performance of any assignment over a prolonged period of time, but such performance is to be clearly defined as exceptional, placing them well above other officers of equal rank or grade.
- e. Shall not be awarded in conjunction with another award for the same service or deed.

9. CIVIC ACHIEVEMENT

- a. Ranked next in prominence to the Certificate of Merit.
- b. Shall be awarded to an employee who brings favorable recognition to the department through involvement in civic affairs while acting as a representative of the Lancaster Police Department.

10. SUPERVISOR OF THE YEAR

- a. Ranked next in prominence to the Civic Achievement.
- b. Shall be awarded to a supervisor who is recognized as the supervisor of the year.

11. OFFICER OF THE YEAR

- a. Ranked next in prominence to the Supervisor of the Year
- b. Shall be awarded to an officer who is recognized as the officer of the year.

12. ROOKIE OF THE YEAR

- a. Ranked next in prominence to the Officer of the Year.
- b. Shall be awarded to an officer who is recognized as the rookie of the year.

13. EDUCATIONAL ACHIEVEMENT AWARD

- a. Ranked next in prominence to the Civic Achievement if no officer or supervisors of the year.
- b. To be awarded to an officer for higher education and police service.
- c. To be eligible for the Educational Achievement Award an officer must have received a four-year college degree.
- d. Full time sworn police service may be with other law enforcement agency.

14. FIELD TRAINING OFFICER AWARD

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- a. Ranked next in prominence to the Educational Achievement Award.
- b. Officers of the department who are designated Field Training Officers will be required to wear this bar.
- c. The bar will be worn as long as the Division Commander designates the officer as a field training officer. The Field Training Officer bar will become a permanent award for any officer who trains for any consecutive five-year period. The Division Commander will be responsible for certification of an officer's field training officer status over the required time period for purposes of making the Field Training Officer bar a permanent award.
- d. It is the responsibility of the Field Training Officer Division Commander to ensure that officers holding field training officer status are issued a bar and that the bar is returned to the Division Commander should the officer be removed from the field training officer status either voluntarily or by the Division Commander.

15. MASTER CERTIFICATION BAR

- a. Ranked next in prominence to the Field Training Officer award.
- b. To be awarded to police officers who have achieved TCOLE Master Certification status.

16. ADVANCED CERTIFICATION BAR

- a. Ranked next in prominence to the Field Training Officer award.
- b. To be awarded to police officers who have achieved TCOLE Advanced Certification status.
- c. Officers shall not wear this bar if they have been awarded the Master Certification Bar.

17. INTERMEDIATE CERTIFICATION BAR

- a. Ranked next in prominence to the Field Training Officer award.
- b. To be awarded to police officers who have achieved TCOLE Intermediate Certification status.
- c. Officers shall not wear this bar if they have been awarded the Master or Advanced Certification Bars.

18. SAFE DRIVER AWARD

- a. Ranked next in prominence to the Certification award.
- b. To be awarded to officers who are currently or have been assigned to a position which requires driving city vehicles for city business as part of their daily function are eligible for this award.

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- c. This award is based on five-year increments. The years are to be consecutive, that is, to receive a five-year Safe Driving Bar, an employee must have five consecutive years without a preventable accident. Employees are eligible for continuing five-year awards as long as the employee has not had a preventable accident.

19. PERFECT ATTENDANCE AWARD

- a. Ranked next in prominence to the Safe Driver Award.
- b. This award is based on five-year increments, with the years running consecutively.
- c. Any break in service or leave without pay will require the employee to begin a new increment.
- d. Attendance records will be maintained by the City of Lancaster Personnel Department.

20. YEARS OF SERVICE

- a. Ranked next in prominence to the Perfect Attendance Award.
- b. This award is based on five-year increments, with the years running consecutively with the Lancaster Police Department.
- c. Years of service will be maintained by the City of Lancaster Personnel Department

21. PHYSICAL FITNESS

- a. Ranked next in prominence to the Years of Service Award.
- b. The physical fitness award will be awarded to officers who distinguish themselves as outstandingly fit by completing a department fitness program with a score of excellent.

22. BIKE PATROL

- a. Ranked next in prominence to the Physical Fitness Award.
- b. To be awarded to police officers who have achieved certification in basic police cycling and meets the International Police Mountain Bike Association (IPMBA) standards.
- c. Officers must be currently assigned to the Lancaster Police Bike Patrol unit.

23. SUPERVISOR ACHIEVEMENT

- a. Ranked next in prominence to the Bike Patrol Award.
- b. To be awarded by accredited management / supervisor schools
- c. Schools include but not limited to: LEMIT, FBINA, ILEA

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24. TCOLE INSTRUCTOR AWARD

- a. Ranked next in prominence to the Supervisor Achievement Award
- b. To be awarded to police officers who have achieved certification as a TCOLE instructor.

25. FIREARMS INSTRUCTOR AWARD

- a. Ranked next in prominence to the TCOLE Instructor Award.
- b. To be awarded to police officers who have achieved certification at an accredited TCOLE firearms instructor course, and holds the assignment of firearms instructor for the Lancaster Police Department.

26. CRAIG SHAW MEMORIAL BAR

- a. Ranked next in prominence to the Firearms Instructor Award
- b. Awarded to those officers who were employed as a sworn police officer for the City of Lancaster Police Department on June 20, 2010.

27. MILITARY SERVICE AWARD

- a. Ranked next in prominence to the Craig Shaw Memorial Bar
- b. Awarded to those officers who are currently a member of any branch of the United States Armed Services or were honorably discharged from any branch of the United States Armed Services.

28. Any service award or metal awarded to a police officer by the department prior to the effective date of this directive may continue to be worn.

KK. AWARD RECOMMENDATIONS

- 1. Any employee may recommend a fellow employee for a department award if he has personal knowledge of an act performed by this employee which may qualify under the established criteria. The officer shall submit an award recommendation/nomination memorandum to his supervisor that shall include:
 - a. The name of the officer recommended/nominated
 - b. The name of the officer recommending/nominating the officer
 - c. A detailed narrative regarding why the officer should receive the reward
 - d. Any and all information regarding the incident and
 - e. The specific award being recommended

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- f. Any witness statements from bystanders, EMS personnel etc.
2. The supervisor shall forward the recommendation, with any applicable comments, through the chain of command to the Chief of Police, who shall review the recommendation to ascertain if it merits consideration.
3. If the Chief of Police finds the recommendation is merited, the Chief will approve the award and forward the memorandum and all relevant paperwork to the training division for preparation of the award certificate. The original memorandum and relevant paperwork shall become a permanent part of the employee's personnel file.
4. If the Chief of Police finds the recommendation is merited the Chief will approve the award and forward the memorandum and all relevant paperwork to the training division for preparation of the award certificate. The original memorandum and relevant paperwork shall become a permanent part of the employee's personnel file.

LL. SCOPE OF RESPONSIBILITY

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.