

## **1.800 UNIFORMS & GROOMING**

### **1.802 UNIFORMS, GENERAL PROVISIONS**

- A. The agency will:
  - 1. Provide uniforms and equipment necessary to perform assigned tasks;
  - 2. Determine specifications and authorize all personal equipment and apparel used or worn by officers to ensure uniformity and prevent use of unauthorized or substandard items;
  - 3. Maintain accurate records of equipment and apparel issued to each employee;
  - 4. Ensure that uniforms and uniform accessories are kept clean, neat, and in proper states of repair;
  - 5. Use health, comfort, appearance, budget, and utility as the basis for design of uniforms and equipment; and
  - 6. Require personnel to exhibit professional appearances, both individually and collectively, when on-duty.
- B. Employees will be issued items and equipment as specified in the Uniform and Equipment Special Order.
- C. Uniforms will not be worn by agency employees summonsed to appear in judicial or administrative hearings if their roles are as defendants, respondents, witnesses, or plaintiffs, unless such cases result from actions arising from their official agency duties.
- D. Uniformed patrol officers will wear complete uniforms of the day while on-duty.
- E. Only issued or authorized uniform items, accessories, and equipment will be worn or carried on-duty.
  - 1. The wearing of additional clothing under uniform clothing, e.g., sweat shirts, t-shirts, sweaters, etc., is permissible providing such additional clothing is not exposed, does not present a bulging appearance, or interfere with equipment.
  - 2. Wearing of special equipment or accessories must be approved by employees' bureau commanders.
- F. Employees of the agency, while on duty or traveling to or from their residences or duty assignments in uniform, wearing the uniform of the day will do so in a professional manner, properly armed, and properly equipped. See also **1.920 Intoxicants, Drugs, and Narcotics** for additional directives regarding uniform wear.
- G. Issued uniforms, equipment, and accessories remain the property of the agency.
- H. Logistics Unit personnel will maintain accurate records of uniforms and equipment provided to employees.
- I. Officers suspended from duty or on unpaid administrative leave may be required to turn in:
  - 1. All issued weapons;
  - 2. ID cards; and
  - 3. Other issued items specifically requested.

#### **1.802.10 Uniform Exchange**

- A. All issued uniform items and uniform accessories will be exchanged at the Logistics Unit.
  - 1. Exchanges based on worn, torn, or otherwise unserviceable uniforms will be made on a demonstrated need basis without regard to amount of time uniform articles have been in service.
  - 2. Exchanges based on weight gain or loss, excepting pregnancies, will be on a demonstrated need basis.
    - a. Employees are authorized unlimited uniform exchanges so long as existing stock items are able to fulfill their needs.
    - b. Employees are authorized up to one not-from-stock reissue of uniforms, based on weight loss or gain, every three years. Employees needing additional weight-based uniform reissues may be required to pay the agency for new uniform items if the items are not in stock and must be ordered.

- B. Unless otherwise unserviceable, uniform clothing articles will be appropriately laundered or dry-cleaned prior to exchange. Soiled items presented for exchange will not be accepted.
- C. Uniform exchanges must be scheduled with Logistics Unit personnel.
- D. Final authority for exchanging uniform items and accessories by the Logistics Unit is vested in their bureau commander consistent with **1.200 Organization**.

#### **1.802.20 Uniform Alterations**

- A. Uniform alterations must be approved by the Logistics Unit.
- B. Unauthorized alterations will result in responsible employees being charged the costs of unauthorized uniform alterations.

#### **1.802.30 Uniform Cleaning**

- A. The agency provides laundry services for:
  - 1. Agency employees who wear authorized uniforms; and
  - 2. Those employees who are required or authorized to wear business attire.
- B. Other employees may be permitted, based on agency needs and employees' assignments, to have laundry services provided for their business attire.
- C. Unauthorized use of cleaning services will minimally result in employees reimbursing the agency for the unauthorized cleaning.

#### **1.802.40 Uniform & Equipment Return**

- A. Employees leaving the service of the agency will submit all agency issued uniforms and equipment to the Logistics Unit.
- B. Officers who are promoted or reclassified above the rank of MPO will submit their issued badges and rank insignias to the Logistics Units. Officers will then be issued appropriate badges and rank insignias.
- C. Retiring officers retiring will be provided retirement badges and have their issued badges mounted for presentation to them.

## **1.804 WEARING UNIFORMS**

### **1.804.02 Awards and Commendations**

- A. Agency medals or citation bars may be worn on the formal dress uniform.
- B. Agency citation bars may be worn on uniform shirts or dress blouses at the discretion of individual employees.
  - 1. Citation bars will be centered above the name tag above the right breast pocket with the bottom edge .25" above the name tag.
  - 2. Multiple citation bars will be worn in rows of no more than three per row.
  - 3. Citation bars will be displayed by prominence consistent with **1.442.10 Medal of Honor et. seq.** They will be worn in a sequential order of prominence from left to right and top to bottom as viewed by facing officers.
- C. Medals or Citation bars issued or awarded by other agencies may be worn on the formal dress uniform or uniform shirts upon approval by the Chief of Police.

#### **1.804.04 Agency Badge**

Uniformed officers will wear their badges in badge holders provided on their outermost garment.

#### **1.804.08 Badge Shrouds**

- A. Wearing badge shrouds is authorized only for police line of duty deaths occurring in this agency, other agencies in the state of Maryland, the District of Columbia, or northern Virginia.
  - 1. Badge shrouds will be worn for 30 days whenever officers of this agency die in the line of duty.
  - 2. Badge shrouds will be worn through funeral days whenever officers serving in Maryland, the District of Columbia, or Northern Virginia die in the line of duty.

- B. Badge shrouds are authorized when attending police funeral memorial services.
- C. Badge shroud authorizations will be distributed to all personnel via e-mail by the chief, a bureau commander, or a person specifically designated to act on their behalf.
- D. Badge shrouds may be worn during police memorial week and on September 11<sup>th</sup> of each year.

#### 1.804.10 Body Armor

- A. All sworn personnel are issued body armor.
- B. Officers are **mandated to and will wear** issued body armor while assigned field activities, during enforcement activities, or whenever they anticipate involvement in potentially hazardous/high risk situations.
  - 1. Field activities are duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in enforcement rather than administrative or support capacities, i.e. **Patrol and Mobilizations**.
  - 2. Officers involved in undercover or plain clothes operations may be exempted from this policy if the officer's supervisor determines operations could be compromised by wearing body armor.
- C. All on-duty personnel will have their body armor at a UMDPS facility or otherwise available on a timely basis if it is not currently being worn.
- D. Authority to mandate wearing of body armor for cause rests with unit or event commanders and/or the chief based on the nature of the event.
  - 1. Wearing body armor is required for all pre-planned, high-risk tactical situations such as warrant executions, drug raids, etc.
  - 2. Event operations orders and/or briefings will specify if body armor is mandatory wear.
- E. Care and maintenance of issued body armor will be consistent with manufacturer's instructions and recommendations.
- F. Officers will wear their body armor beneath their uniform of the day or as an outer garment contained within a departmentally issued outer vest carrier.
- G. Upon separation of employment from UMDPS, an officer may take his/her issued body armor if they are to be employed at another law enforcement agency upon approval of the Chief of Police and request from the employing law enforcement agency.

#### 1.804.11 Body Armor Outer Vest Carrier

- A. The Point Blank Guardian modular (outer carrier) vest is authorized for use by uniformed personnel.
- B. A rain or winter jacket may be worn over an outer carrier vest during extreme weather conditions.
- C. The following items are the only items allowed to be worn on the outer carrier vest:
  - 1. Departmental Radio;
  - 2. Double Pistol Magazine pouch and magazines;
  - 3. Tourniquet;
  - 4. Molle Narcan/Glove/Utility Pouch;
  - 5. Issued Badge and name tags (metal/Velcro); and
  - 6. Flashlight holder;
  - 7. Departmental BolaWrap Remote Restraint Device
  - 8. Departmental Conducted Energy Weapon (CEW) & holster
- D. Additional patches, insignia, or pins/crests are not authorized for display on the outer carrier vest for uniformed personnel.
- E. All uniformed personnel wearing an outer carrier vest must receive familiarization training before being authorized to wear the outer carrier vest.

#### 1.804.12 Collar Ornaments

- A. Small sized (0.75") collar ornaments will be worn on blouses,

rather than on uniform shirts, when dress blouses are worn by non-commissioned (Sergeants and below) officers.

- B. When worn on dress blouses, the small collar ornaments will be worn "squared" on the upper lapel points.
- C. Small sized (0.75") collar ornaments will be worn on uniform shirt collars of commissioned officers (Lieutenant and above).
- D. Large size (1.25") collar ornaments will be worn by officers ranked lieutenant and above on dress blouses. The ornaments will be worn "squared" on the upper lapel points.

#### 1.804.14 Footwear

- A. Footwear with all uniforms of the day, excepting dress uniforms will be shoes, boots, or tennis shoes.
- B. Shoes must be worn with formal uniforms, winter dress uniforms, or when otherwise directed.
- C. Shoes will be:
  - 1. Black, round toe, plain-tip style, smooth leather uppers, and free from writing on the outside;
  - 2. Military type or design, with no buckles, snaps, or Velcro;
  - 3. Free from perforations or holes in the uppers, other than arch vents; and
  - 4. Well polished, shined, and in a good state of repair.
- D. Boots will be:
  - 1. Black, round toe, plain-tip style, smooth leather or fabric uppers, and free from writing on the outside;
  - 2. Military type or design, with no buckles, snaps, or Velcro;
  - 3. Free from perforations or holes in the uppers, other than arch vents; and
  - 4. Well polished, shined, and in a good state of repair.
- E. Boots with side zipper closures are permissible when they otherwise conform to design requirements.
- F. Uniform pants, excepting bicycle and motorcycle pants, will be worn outside boots unless blousing will provide officers more protection from elements in work environments, e.g., protection from insects and poisonous vines during searches of densely wooded areas.
- G. Plain black pullover rubber boots may be worn during inclement weather.
- H. Tennis shoes will be:
  - 1. Solid black;
  - 2. With low quarter leather uppers;
  - 3. Conservatively styled;
  - 4. Free from overly large, garish writing; and
  - 5. Well polished and in a good state of repair.
- I. The optional wearing of tennis shoes as part of the uniform of the day may be overruled for cause by unit or event commanders.

#### 1.804.16 Gloves

- A. Conservatively colored gloves may be worn as necessitated by temperatures.
- B. Driving or bicycle gloves may be worn for comfort while either driving or on bicycle or motorcycle patrol.
- C. White gloves may be worn for ceremonial occasions, other special occasions, or for traffic direction during daylight hours.
- D. Weighted gloves and gloves that interfere with the performance of police duties are prohibited.

#### 1.804.18 Gunbelt

- A. The full, agency issued gunbelt (inner and outer belts) will be worn by all uniformed personnel regularly engaged in or assigned to uniformed enforcement activities or special events.
  - 1. The inner belt will be passed through each trouser belt loop and adjusted so that it fits snugly to the wearer's waist.
  - 2. The gunbelt will be well polished, shined, and in a good state of repair when wearing the leather gunbelt.
  - 3. The webgear gunbelt will also be kept in a good state of repair.

- B. Required articles on the police gunbelt are:
1. Issued holster and handgun;
  2. Issued handcuff case and handcuffs;
  3. Issued or authorized OC case and OC spray; and
  4. Issued or authorized magazine holder with two fully loaded magazines.
  5. Issued expandable baton and holder.
- C. Other agency issued or authorized equipment may be worn on the police gunbelt as appropriate, but will not interfere with the use or operation of required equipment. Authorized equipment includes, but is not limited to:
1. Portable radio holder or bracket;
  2. Single or double clip key ring;
  3. Belt keepers;
  4. Miniature flashlight and holder;
  5. Flashlight ring;
  6. Pager &/or cell phone;
  7. Knife or utility tool, e.g., "Leatherman;"
  8. Second handcuff case and handcuffs;
  9. Pouch for surgical type gloves; and
- D. Uniformed officers assigned to non-watch or communications duties have the option of wearing the inner belt, worn with the leather side outward, or a garrison belt with the issued handgun, administrative holster, and extra magazine in lieu of wearing the full gunbelt.
- E. Full dress gun belts will be worn by officers ranked private through sergeant when wearing dress blouses.
1. The only components authorized to be worn on dress gun belts are:
    - a. Handgun and dress holster;
    - b. Handcuffs and dress handcuff case;
    - c. Two fully charged magazines in dress magazine holder; and
    - d. Dress shoulder strap.
  2. The dress shoulder strap will be affixed on gun belts to the immediate front and rear of holsters with straps running under dress blouse epaulets of off-hand shoulders.

#### **1.804.20 Handcuffs**

- A. Officers will carry only issued handcuffs or other handcuffs as specifically authorized by the chief. Personally owned, non-issued handcuffs must be keyed identically to issued handcuffs.
- B. Handcuff holders will be well polished, shined, and in good state of repair while worn on the duty gunbelt.
- C. A second handcuff holder and pair of personally owned handcuffs may be worn.

#### **1.804.22 Handguns**

Officers will wear and carry only issued or authorize handguns consistent with **2.800**.

#### **1.804.24 Hats - Winter & Summer**

- A. Only hats authorized by the chief or issued by the agency are permitted to be worn by uniformed agency personnel.
  1. The felt Stetson hat is primary wear for the winter uniform and mandatory wear for officers ranked private through sergeant when the dress blouse is being worn.
  2. The straw Stetson hat is optional wear for the summer uniform.
  3. Knit caps or winter fur hats are optional wear for the winter uniform. Only agency issued knit caps and/or personally owned all black non-logo knit caps or winter fur hats are authorized to be worn.
  4. The baseball style hat is optional wear for the winter or summer uniform during periods of adverse weather conditions and at the discretion of the supervisor. These periods of adverse weather conditions include extreme heat, rain, wind,

etc.

- B. An appropriate uniform hat is required when officers are:
  1. In dress uniform;
  2. Attending funeral/memorial services;
  3. Directing traffic consistent with **2.218**; and
  4. When directed by superiors, unit or event commanders, or the chief.
- C. Wearing uniform hats is optional for all other occasions.

#### **1.804.26 Hats - Baseball Style**

Baseball style hats are not to be worn as routine parts of the uniform of the day, but will be worn during periods of adverse weather conditions and at the discretion of the supervisor. Agency issued baseball style hats are the only authorized hats to be worn by Sworn employees.

#### **1.804.28 Hats - Trooper Style**

Trooper style insulated hats, with State Seal accouterments, are authorized to be worn by uniformed officers only during periods of extremely cold temperatures.

#### **1.804.30 Holsters**

- A. On-duty, uniformed officers regularly engaged in field activities will wear their issued holsters on the strong side of their gun belts.
- B. Officers assigned to uniformed, non-watch duties may wear issued administrative holsters only on their strong side.
- C. Officers assigned to the CIU will wear issued administrative holsters only on their strong side.
- D. When armed, officers assigned to non-watch duties and dressed in business attire will wear issued administrative holsters on their strong side.
- E. The chief may authorize the wearing of other types and styles of holsters for on-duty personnel in non-uniformed field activities.

#### **1.804.32 Knives**

- A. Officers are permitted to wear and carry knives, not as weapons, but as multipurpose tools.
- B. Knives with blades longer than 3.5 inches are prohibited.
- C. Knives may be worn either in closable, black leather holsters on gun belts or securely concealed upon their person.
  1. If worn on gun belts, knives must have either folding blades or locking blades.
  2. If worn concealed, straight sheath knives are permitted.
- D. If concealed, knives must not hamper the movement or comfort of officers nor detract from the appearance of officers' uniforms.

#### **1.804.34 Name Plate**

- A. Name plates will be worn on the outermost garment of the uniform of the day excepting rain wear and safety vests. Only name plates issued by the agency or those specifically authorized by the chief may be worn.
- B. "Serving Since ..." riders are issued to officers and communications personnel upon completion of five years of good, credible service. Wearing "Serving Since ..." riders is optional.
- C. Name plates will be attached to the garments utilizing the holders if holders are provided on garments. If holders are not provided on garments, name plates will be centered above the right breast pocket. The bottom edge of name plates will touch the top edge of the pocket.
- D. Name plates will be maintained in a high state of luster with black contrasting lettering as when issued.
- E. Various styles of name plates issued by the agency may be worn until they become unserviceable because of pin damage or the name is no longer prominently visible.

#### **1.804.36 Neck Wear**

- A. The neckties and tie pins are the only acceptable neck wear for the

dress uniform.

- B. Employees may wear navy blue sweaters or “dickies” as optional neck wear only with long sleeved uniform shirts.
- C. Both neckties with tie pins or bars and the sweaters or “dickies” are acceptable neck wear options while wearing long sleeved uniform shirts. Both are considered appropriate for court appearances.
- D. Officers wearing neckties and tie pins or bars must have the neckwear properly affixed at the junction of buttoned collars when in the view of the public.
  - 1. Only issued ties will be worn with the uniform.
  - 2. The issued tie pin or bar (Maryland State Seal) will be attached to the tie and shirt. The top of the tie pin or bar will be approximately parallel to the bottom edge of the shirt pocket flaps.
- E. Officers wearing “dickies” must have all side edges concealed from view under long sleeved uniform shirts and the top shirt button unbuttoned.
- F. The wearing of sweaters or “dickies” as components of the long sleeve uniform of the day may be overruled in favor of mandated necktie wear by unit or event commanders or the chief.
- G. No lettering, designs, or logos should be visible on the “dickie” unless they are subdued.

#### **1.804.38 Police Patch**

- A. The agency patch will be worn on both sleeves of issued blouses, jackets, sweaters, long sleeve shirts, and short sleeve shirts.
- B. Permission to wear the agency patch elsewhere must be obtained from the chief.

#### **1.804.42 Portable Radio, Case, & Microphone**

- A. Issued portable radios will be carried either in the issued case or an approved personally purchased radio holder on the weak side of the gunbelt.
- B. Non-uniformed personnel will carry issued portable radios in accordance with unit orders, directives, or other standards designed to ensure the safety and security of radios.

#### **1.804.44 Rank Insignia**

- A. Rank insignia will be worn on all shirts, coats, and other outer wear excepting raincoats.
- B. Officers holding the rank of lieutenant and above will wear their rank insignias on epaulets of dress blouses, winter jackets, and sweaters. Rank insignias will be worn on uniform shirt collars.
  - 1. Chief of Police
    - a. Silver eagle affixed to each epaulet of the dress blouse, winter jacket, and sweater.
    - b. Silver eagle affixed to collars of uniform shirts.
    - c. One 1” braid and three 0.5” braid on each sleeve of the dress blouse with 3/8” separation between braids. The braids will begin 2.25” from the bottom of the sleeves.
  - 2. Major
    - a. Gold oak leaf cluster affixed to each epaulet of the dress blouse, winter jacket, and sweater.
    - b. Gold oak leaf cluster affixed to collars of uniform shirts.
    - c. Three 0.5” braids on each sleeve of the dress blouse with 3/8” separation between braids. The braids will begin 2.5” from the bottom of the sleeves.
  - 3. Captain
    - a. Gold twin bar pins affixed to each epaulet of the dress blouse, winter jacket, and sweater.
    - b. Gold twin bar pins affixed to collars of uniform shirts.
    - c. Two 2” braids on each sleeve of the dress blouse with 3/8” separation between braids. The braids will begin 2.5” from the bottom of the sleeves.
  - 4. Lieutenant
    - a. Gold single bar pins affixed to each epaulet of the dress

blouse and winter jacket.

- b. Gold single bar pins affixed to collars of uniform shirts.
  - c. One 0.5” braid on each sleeve of the dress blouse. The braids will begin 2.5” from the bottom of the sleeves.
- C. Officers holding the rank of sergeant and below will wear fabric chevrons on the sleeves of their uniform shirts. Chevrons will be centered on the sleeves 0.5” below the agency patch.
  - D. Rank insignia chevrons will be worn on the epaulets of winter jackets and sweaters.
    - 1. Sergeants will wear triple chevrons.
    - 2. Corporals will wear double chevrons.
    - 3. MPOs will wear single chevrons with a rocker.
    - 4. PFCs will wear single chevrons.
    - 5. Privates will not wear any chevrons.

#### **1.804.46 Scarves**

Black or navy scarves that do not interfere with the performance of police duties or present safety hazards are permitted to be worn during cool or cold weather.

#### **1.804.48 Shirts**

- A. Long sleeve shirts will be worn with the sleeves extended and all buttons fastened excepting the top collar button when wearing turtlenecks or “dickies.”
- B. Short sleeve shirts will be worn with all buttons fastened except the top button.

#### **1.804.50 Socks**

- A. Solid black or navy socks will be worn.
- B. Socks worn with boots may be other colors provided that they are not visible at boot tops when officers are seated.
- C. Socks worn while on bicycle patrol will be white, with no stripes, other colors, or brand markings visible.

#### **1.804.52 Specialized Pins**

- A. Officers are allowed to wear two specialized pins centered over the right breast pocket flap of the uniform shirt.
- B. Specialized pins that indicate assigned positions, specialized units or functions, or level of training or certification may be worn only by those officers who are currently assigned to those positions, units or functions, or whose certifications are current.
- C. Specialized pins will not be worn on:
  - 1. Winter jackets;
  - 2. Utility uniform shirts; or
  - 3. Pullover sweaters.
- D. Some authorized specialized pins include, but are not limited to:
  - 1. Flag pins, American, Maryland, FOP, etc., not greater than 1” wide;
  - 2. FTO pins not greater than 1” wide and worn only when performing FTO duties;
  - 3. American Red Cross or American Heart Association Life Saver pins;
  - 4. Motorcycle wings, not greater than 2” from tip to tip;
  - 5. EMT or First Responder pins, not greater than 0.75” diameter;
  - 6. Organizational pins of:
    - a. FOP;
    - b. NOBLE;
    - c. IACLEA;
    - d. IACP; and
    - e. Law Enforcement Officer’s Memorial.
- E. Specialized pins not otherwise described in this directive must be approved for wear by officers’ bureau commanders.

#### **1.804.54 Pullover Sweaters**

- A. Issued pullover, sweaters are authorized components of the winter uniform as temperatures dictate. Sweaters may be worn in lieu of, or under issued jackets.

- B. Sweaters will have the agency patch attached to both shoulders, approximately 1" from the shoulder seam and centered.
  - 1. Badge and name tag holders are provided on sweaters and will be utilized for those purposes when sweaters are being worn as outer most garments.
  - 2. Issued small shoulder board rank insignias will be worn on sweater epaulets.
  - 3. Excepting badges, name tags, and shoulder board rank insignias, no pins, citation bars, tags, etc. will be worn on sweaters unless specifically authorized by the chief.
- C. When sweaters are worn, tails will be worn in such a manner that handguns are not covered and sweater materials do not bunch up around gun belts.

#### **1.804.56 T-Shirts, Undershirts, Thermal Shirts**

- A. Undershirts may be worn with any uniform. No lettering or designs will be visible.
- B. If visible, T-shirts and undershirts must be black or navy blue.
- C. No portion of T-shirts, undershirts, or thermal shirts will appear hanging below sleeves of uniform shirts or above buttoned collars of long-sleeved shirts.

#### **1.804.58 Whistles**

- A. Officers engaged in uniformed field activities or traffic control assignments will have immediate access to whistles.
- B. Metal or black plastic whistles may be carried in uniform pants pockets or hanging from belt keepers or key keepers.
- C. Gold color (brass) whistles on brass lanyards may be worn with short-sleeve or long-sleeve uniform shirts, winter jackets, or dress blouses. Whistles so worn will be hung from hook pins located on:
  - 1. The right pocket flap of the winter jacket; or
  - 2. 0.5" below the pocket flap of the uniform shirt or dress blouse.
- D. Metal whistles and lanyards will be maintained in a highly polished and shined condition.

#### **1.804.60 Writing Instruments**

- A. All personnel must have immediate access to writing instruments.
- B. Uniformed officers engaged in field activities will have immediate access to black ballpoint ink pens.

#### **1.804.62 Winter Jackets**

- A. Winter jackets are authorized for wear year-around as temperatures dictate.
- B. Excepting badges, name plates, shoulder board rank insignias, and optional whistles on metal lanyards, no pins citation bars, tags, etc. will be worn on winter jackets.

#### **1.804.63 Light weight jackets and vests**

- A. Light weight jackets and vests are authorized for wear year-around as temperatures indicate.
- B. Excepting badges, name plates, shoulder board rank insignias, and optional whistles on metal lanyards, no pins citation bars, tags, etc. will be worn on lightweight jackets and vests.

#### **1.804.64 Dress Blouses**

- A. Dress blouses are authorized for wear year-around by officers ranked lieutenant and above.
  - 1. Dress blouses are issued to all officers.
  - 2. The agency issues dress gun belts and shoulder straps to officers.
- B. Rank insignias, badges, and name tags must be worn on dress blouses.
- C. Citation bars may be worn on dress blouses consistent with **1.804.02**.
- D. When dress blouses are worn, the front buttons will be buttoned.

#### **1.804.68 Reflective Safety Vests**

- A. Reflective safety vests are issued to all sworn personnel.
- B. Reflective safety vests will be worn as outermost garments whenever officers are engaged in traffic direction. This requirement is waived for emergency, short-term situations.

#### **1.804.70 Weapons Medals & Bars**

- A. Weapons qualification bars are considered optional uniform accessories for officers wearing the summer or winter uniform of the day or dress blouse.
- B. When worn on shirts or dress blouses, qualification bars will be worn centered on left breast pocket flaps with top edges of the bars against, or not greater than 1/8" lower, than the lower edge of top seams.
- C. Weapons qualification medals may be worn optionally only with the dress uniform. Medals will be worn on the left breast pockets with the top edge of medals approximately 0.5" below the pocket flaps.

#### **1.806 UNIFORM OF THE DAY**

- A. The winter uniform, i.e., long sleeve uniform shirt with necktie or "dickie," is the agency's year-around uniform of the day for sworn personnel, excepting investigators.
- B. Starting March 1<sup>st</sup> and continuing until November 30<sup>th</sup>, summer uniform shirts may be worn at the discretion of sworn personnel. The summer uniform shirt may also be worn during transitional periods of unseasonably warm weather or during special events as directed by supervisors.
- C. Wearing of the uniform of the day is mandatory for officers assigned to patrol duties in marked police vehicles and while on foot patrol.
- D. Operations Orders will specify the uniform of the day. For major special events, e.g., football and basketball, all officers on duty during the hours of the special event will wear the designated uniform of the day.
- E. Training Orders will specify the uniform of the day for training activities.

#### **1.806.05 Uniform Designations**

Special event commanding officers or the chief may mandate wearing particular uniform styles as reasonable and prudent responses to the type, nature, or circumstances of events.

#### **1.806.10 Uniform Availability**

Officers, when attired in other than the summer or winter uniform will have a full uniform accessible to them in their lockers or at their duty assignments.

#### **1.806.12 Tactical Uniform**

- A. Tactical Uniforms may be worn upon approval by a bureau commander.
- B. Tactical Uniforms may be worn when specified as the uniform of the day for training activities or for operational orders.
- C. Tactical uniforms are not authorized for routine, daily wear.
- D. Issued rank insignia must be worn on the tactical uniform.
- E. The Tactical uniform consists of:
  - 1. Tactical short or long sleeve uniform shirt;
  - 2. Navy blue or issued long sleeve Under Armour t-shirt or undershirt;
  - 3. Issued tactical trousers;
  - 4. Black foot wear;
  - 5. Complete gunbelt with all issued items and firearm; and
  - 6. Baseball style hat upon direction of the supervisor.

#### **1.806.15 Dress Uniform**

- A. The dress uniform may be worn anytime of the year at the discre-

tion of officers or as directed by superiors.

- B. The dress uniform for officers ranked lieutenant and above is comprised of:
1. Dress blouse and accouterments;
  2. Uniform trousers;
  3. Long sleeve shirt;
  4. Necktie and tie pin;
  5. Felt uniform hat;
  6. Black, low quarter or high-top shoes;
  7. White gloves for formal occasions only;
  8. Appropriate rank insignia; and
  9. Issued pancake style holster, administrative magazine holder, extra magazine, and firearm.
- C. For officers ranked sergeant and below, the dress uniform is comprised of:
1. Jacket as weather appropriate or optional dress blouse with full dress gumbelt;
  2. Uniform trousers;
  3. Long sleeve shirt;
  4. Necktie and tie pin;
  5. Felt uniform hat;
  6. Black low quarter or high-top shoes;
  7. White gloves for formal occasions only;
  8. Appropriate rank insignia; and
  9. Complete gumbelt with all issued, mandatory leather items and firearm if the dress blouse is not being worn.
- D. Duty suspenders may be worn as part of the uniform after submission of a doctor's note requiring the suspenders to be worn and the permission of a bureau commander.

#### 1.806.20 Winter Uniform

- A. The winter uniform is the year-around uniform of the day.
- B. The winter uniform is comprised of:
1. Winter jacket (optional as temperatures vary);
  2. Pullover sweater (optional as temperatures vary);
  3. Long sleeve shirt and accouterments;
  4. Necktie and tie pin or turtleneck or "dickie;"
  5. Uniform trousers;
  6. Felt uniform hat;
  7. Black shoes, boots, or tennis shoes;
  8. Appropriate rank insignia; and
  9. Complete gumbelt with all issued items and firearm.
- C. Duty suspenders may be worn as part of the uniform after submission of a doctor's note requiring the suspenders to be worn and the permission of a bureau commander.

#### 1.806.25 Summer Uniform

- A. Starting March 1<sup>st</sup> and continuing until November 30<sup>th</sup>, summer uniform shirts may be worn at the discretion of sworn personnel. The summer uniform shirt may also be worn during transitional periods of unseasonably warm weather or during special events as directed by supervisors.
- B. The summer uniform is comprised of:
1. Winter jacket (optional as temperatures vary);
  2. Short sleeve shirt and accouterments;
  3. Uniform trousers;
  4. Straw uniform hat;
  5. Black shoes, boots, or tennis shoes;
  6. Appropriate rank insignia; and
  7. Complete gumbelt with all issued items and firearm.
- C. Duty suspenders may be worn as part of the uniform after submission of a doctor's note requiring the suspenders to be worn and the permission of a bureau commander.

#### 1.806.30 Non-Watch Uniform

Officers assigned to non-watch, or communications assignments may

wear the issued inner Velcro belt with the administrative holster and magazine case, issued firearm, and one magazine.

#### 1.806.35 Non-Watch Soft Uniform

- A. The Non-watch Soft Uniform is an optional uniform of the day for sworn personnel assigned to administrative positions.
- B. The Non-watch Soft Uniform is comprised of:
1. Issued short or long sleeve shirt;
  2. Khaki pants (blue, tan, black, or brown);
  3. Appropriate shoes;
  4. Issued firearm in an administrative holster on a belt substantial enough to safely support the holster and firearm;
  5. Handcuffs; and
  6. Badge prominently displayed on the belt or neck chain, lanyard, etc.
- C. Officers serving in modified duty assignments consistent with **1.452 Modified Duty Status** will be dressed consistent with their modified duty assignments or in either business attire consistent with **1.806.65 Business Attire** or a modified, non-watch style uniform to the extent allowed by their medical conditions or limitations. The modified, non-watch uniform will consist of:
1. Polo shirt without police markings (long or short sleeved);
  2. Khaki pants (blue, tan, black, or brown);
  3. Closed-toed dress or casual shoes;
  4. Solid black athletic shoes;
  5. Sandals, shorts, and t-shirts will not be permitted unless required by the modified duty assignment, medical condition, and/or limitations.

#### 1.806.40 Instructor Uniform

- A. Instructor uniforms are not authorized for routine, daily wear.
1. Officers may be authorized to wear instructor uniforms only when they are teaching specifically designated segments of the police academy, in-service training, or other training wherein physical activities precludes the wearing of their regular uniform of the day.
  2. Sworn employees wearing instructor uniforms may be armed depending on the training environment. While armed, instructors will display the agency badge near the weapon.
  3. Only the Training Unit may authorize the wearing of instructor uniforms consistent with these directives.
- B. The instructor uniform consists of:
1. Short sleeve pullover shirt or sweat shirt with approved logo;
  2. Utility trousers, slacks, shorts, or sweat pants as necessitated by the training exercises being conducted;
  3. Baseball style hat; and
  4. Black shoes, boots, or tennis shoes.

#### 1.806.45 Communications Uniform

- A. The communications uniform is the uniform of the day for PCO and PCS personnel.
- B. The communications uniform is comprised of:
1. Department issued uniform short sleeve polo shirt, long sleeve polo shirt, or sweatshirt;
  2. Skirts (black, blue, or tan) for females, utility pants (black, blue or tan), cargo shorts (no higher than 1 inch above knee), or slacks (black, blue or tan);
  3. Closed toed shoes; and
  4. Summer or winter weight jacket.
- C. Communications personnel will wear appropriate uniform attire for special events that consists of utility pants or slacks and uniform shirt.

#### 1.806.47 Building Security Uniform

- A. The Building Security uniform is the uniform of the day for Non-sworn, technical employees assigned to the Access Control Sys-

- tems and the Video and Alarm Systems units.
- B. The Building Security uniform is comprised of:
1. Short sleeve pullover, Oxford style shirt, sweatshirt, or fleece;
  2. Utility pants, slacks, or jeans;
  3. Black shoes, boots, or tennis shoes; and
  4. Winter weight jacket.
- C. Non-sworn supervisory, administrative, and support staff assigned to Building Security will wear business attire consistent with **1.806.65**.

#### **1.806.50 Motorcycle Uniform**

- A. The motorcycle uniform is the uniform of the day for officers assigned to motorcycle patrol.
- B. The motorcycle uniform is comprised of:
1. Long sleeve or short sleeve shirt and accouterments;
  2. A Dickie or necktie and tie pin when wearing long sleeve shirt;
  3. Uniform breeches;
  4. Motorcycle helmet;
  5. Eye protection;
  6. Black motorcycle boots;
  7. Optional leather jacket;
  8. Appropriate rank insignia;
  9. Complete gumbelt with all issued items and firearm; and
  10. Agency issued baseball style hat.

#### **1.806.55 Bicycle Uniform**

- A. The bicycle uniform is the uniform of the day for officers assigned to conduct bicycle patrol.
- B. The bicycle uniform is comprised of:
1. Issued, specialized bicycle uniform parts;
  2. Bicycle helmet;
  3. Biking shoes of conservative style and color or black tennis shoes; and
  4. Complete gumbelt with all issued items and firearm.
  5. Agency issued baseball style hat.

#### **1.806.60 K-9 Uniform**

- A. The K-9 uniform is the uniform of the day for officers assigned to the K-9 unit.
- B. The K-9 uniform is comprised of:
1. Department issued Tactical or polo short or long sleeve uniform shirt;
  2. Black undershirt;
  3. Issued tactical trousers;
  4. Black foot wear;
  4. Complete gumbelt with all issued items and firearm;
  5. Outer vest carrier; and
  6. Agency issued baseball style hat.

#### **1.806.65 Business Attire**

- A. Agency employees who do not, by option or mandate, wear agency uniforms will dress in a manner which reflects a professional appearance.
- B. The business attire style of dress is mandated for officers who are:
1. Assigned to the Investigations Unit;
  2. Working non-watch or administrative assignments and elect not to wear the uniform of the day; or
  3. Attending training or functions where business attire is appropriate and designated.
- C. Officers wearing business attire as an option, do so at their own risk and expense.
- D. When on-duty, male officers will wear:
1. A shirt and tie with a business suit;
  2. A shirt and tie with an appropriate sport coat and dress slacks.
- E. When on-duty, female officers will wear:
1. A blouse with a business suit;

2. A blouse with an appropriate sport coat and dress pants or skirt; or
  3. A dress.
- F. Male and female officers may elect to wear vests or sweaters with business attire.

#### **1.806.70 Plain/Casual Clothes**

- A. The wearing of plain or casual clothes is mandated for officers who are:
1. Working non-uniformed surveillances; or
  2. Attending training where uniformed or business attire is not appropriate because of the nature of the training.
- B. Plain/Casual clothing is that style of informal dress that is intended to allow employees to fit in or blend in with the general civilian population based on the nature of the assignment or duty. Certain articles of clothing may either be mandated, such as pants v. shorts, or forbidden, such as sandals, based on the assignment or duty.

#### **1.806.75 Court and Hearing Appearances**

- A. Patrol officers and communications personnel will wear the uniform of the day when representing the agency in court or hearings. Officers attending court or hearings on days off have the option of wearing business attire or the uniform of the day.
- B. Investigators will wear business attire when representing the agency in court or hearings.
- C. Non-watch employees have the option of wearing the uniform of the day or business attire when representing the agency in court or hearings.
- D. Plain or casual clothes will not be worn by employees when representing the agency during court or hearings.

#### **1.810 GROOMING STANDARDS**

- A. All employees, regardless of rank or duty assignments, will adhere to grooming standards. They will wear only such uniforms, badges, rank insignia, accouterments, equipment, etc. as prescribed in agency directives.
- B. All employees will present a neat, clean, and professional appearance and demeanor excepting those officers specifically involved in covert or investigative activities wherein deviation is operationally necessary.
- C. Unit commanders are responsible for monitoring their employees, inspecting them daily, and ensuring they adhere to grooming and appearance standards.

#### **1.810.10 Hair Style Standards (Male & Female)**

- A. Hair will be neat, well groomed, clean, and a reasonable length.
- B. The bulk or length of the hair will not interfere with normal wearing of uniform hats.
- C. Hairpieces or wigs worn on duty must conform to the same standards stipulated for natural hair.
- D. Hair coloring or frosting is permitted. Extreme or unnatural colors are prohibited.

#### **1.810.20 Hair Style Standards - Males**

##### **1.810.20 Hair Style Standards - Males**

- A. Sideburns will be neatly trimmed and will not extend below the part of the ear which joins the head at its lowest point.
- B. Moustaches are permitted provided that they are neatly trimmed. Extreme styles such as "handlebars" are prohibited.
- C. Officers must be clean shaven while on-duty with exceptions noted:
1. Beards are permitted provided they are full profile, with a maximum hair length of ¼". A full profile beard is defined as allowing hair to grow fully on the cheeks, jaw, lip and chin.
  2. The following styles of facial hair are prohibited:
    - a. Goatee;

- b. Horseshoe;
  - c. Mutton Chop;
  - d. Chin Strap Style; and/or
  - e. Any other style which does not conform to the full profile requirement.
3. During times when there is a state of emergency or at the order of the Chief, officers may be ordered to be clean shaven while on duty with the exceptions noted:
- a. Officers being treated for facial skin disorders may, upon semi-annual certification by a dermatologist and/or private primary health care provider, request permission from the Chief to wear beards.
  - b. Beards permitted under this directive will be no longer than one-quarter inch.

#### **1.810.30 Fingernails**

Fingernails will be clean, neatly trimmed, and present a professional appearance. If worn, fingernail polish will be of a neutral color. Extreme or unnatural colors of fingernail polish are prohibited.

#### **1.810.40 Personal Accessories**

- A. Personal accessories may be worn at employees' own risk.
- B. Necklaces, medals, etc., may be worn so long as they do not pose safety hazards or interfere with the wearing or function of the uniform.
- C. Earrings are permitted.
  - 1. Only one earring may be worn per ear, centered on the earlobe.
  - 2. The only earrings that are authorized are post or stud types and must not be greater than one quarter inch in diameter.
- D. Glasses may be worn by employees.
  - 1. Sunglasses with green, gray, blue, or brown lenses may be worn when needed.
  - 2. Prescription glasses will be worn according to prescribed needs.
  - 3. Mirrored or highly reflective glasses and sunglasses are prohibited.
  - 4. Dark colored elasticized glasses retainer straps are permitted except with dress uniforms.
- E. Bracelets such as ID or medic alert types are permitted.