

DEPARTMENT UNIFORM, ISSUED EQUIPMENT, AND GROOMING REGULATIONS



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I. Responsibilities

A. The procurement, accountability, distribution, and issuance of department owned or assigned property is the responsibility of the Management Services Bureau (MSB). All stored department-owned property will be kept in a state of readiness by MSB personnel. The following lists the unit in which specified department owned or assigned property is maintained: (CALEA 1.3.9.d, 17.5.1, 17.5.2, 17.5.3, 22.2.8)

1. Vehicles - Fleet Manager, Management and Budget Division.
2. Munitions - Armorer, Training Division.
3. Serialized equipment, personal wear items, expendable items, fixed assets, and miscellaneous items - Supply Section, Management and Budget Division. The Supply Section will keep an individual file on each employee with the employee signing for all items received.

B. Unit/District Commanders

Unit/district commanders will:

1. *Prescribe the uniform of the day and will take into consideration differing weather conditions, shift work, and special assignments.*
2. Ensure that all personnel in their respective units have the required issued equipment.
3. Establish periodic inspection procedures to ensure equipment is properly maintained. ***See FC 150, "Inspectional Programs."*** (CALEA 53.1.1.b, 53.2.1)

C. Supervisors (CALEA 1.3.9.c, 46.1.6, 53.1.1.b)
Supervisors are responsible for:

1. ***Conducting weekly personnel uniform and appearance inspections.***
2. ***Conducting monthly inspections of issued equipment*** to ensure it is properly maintained and serviceable.
3. Ensuring that subordinates have damaged, defective, or worn equipment repaired or replaced.

D. Employees (CALEA 17.5.1, 17.5.3, 26.1.1)

All uniformed employees will:

1. ***Wear the uniform as determined by the district/unit commander.***
2. Maintain all issued equipment in good working condition so that it is ready for service and available for inspection.
3. Promptly report any damage, wear, or defect which renders any equipment unserviceable and take the proper action to have the equipment replaced or repaired.
4. Initiate the appropriate report if any issued piece of equipment or item of uniform wear is lost or stolen. See section VII.E for the procedure on lost/stolen serialized items.
5. At the time of retirement, termination, or dismissal, officers shall turn in all issued equipment, except badge and service weapon, to the Supply Section prior to their last day of county service. The badge and service weapon will be turned in to the Supply Section on the last day of service.

II. *Non-Issued Uniforms and Equipment*

Any equipment, uniform, or partial uniform not issued by the department or authorized to be worn by a collective bargaining agreement that is being used/tested by an officer or unit must be authorized by a majority vote of the Safety Committee or the Labor Management Review Committee (LMRC). (CALEA 41.3.4)

III. Special Uniform Classes/Distinctions (CALEA 16.4.3, 22.2.8, 26.1.1, 41.3.4)

NOTE: As used in sections III.B, III.C, III.D, and III.E, "issued equipment" includes that issued equipment that is reasonably carried on the Sam Browne belt. In determining what is an equipment item that can reasonably be worn on the Sam Browne belt, consideration is to be given to the employee's duty assignment.

A. Class "A" - Dress Uniform

The Class "A" uniform consists of:

1. Green coat,
2. Long or short sleeve shirt,
3. Necktie,
4. Service hat (required for funerals and any other designated events),
5. Leather gear, and
6. Collar insignia (Maryland State Seals) worn 1/2 inch above the lapel notch and 1/2 inch from the outer edge of the blouse, straight up and down.

B. Bicycle Patrol

This uniform will be worn by bicycle patrol officers only for shifts during which the bicycle will be ridden. Only department issued uniforms/equipment will be worn.

Summer

The bicycle "Summer" uniform consists of:

1. Polo shirt,
2. Black bike shorts,
3. Black bike shoes,
4. Black socks,
5. Badge and nameplate on outer garment, and
6. Issued equipment.

Winter

The bicycle "Winter" uniform consists of:

1. Black turtleneck or shirt,
2. Yellow and black jacket,
3. Black Gortex pants/black pants,
4. Black socks,
5. Black bike shoes,
6. Badge and nameplate on outer garment, and
7. Issued equipment.

C. Black Utility Uniform (Sworn Only)

This uniform will only be worn by sworn Training Division staff officers, Truck Inspectors, Evidence Technicians, Abandoned Vehicle Specialists/officers. Additionally, officers assigned to units that wear the police uniform, but who are prohibited from wearing the uniform, may wear the appropriate non-uniform clothing

or the black utility uniform with or without the badge (depending on duty status). The "Black Utility Uniform" consists of:

1. Black shirt with insignia or black turtleneck,
2. Black uniform pants,
3. Black socks,
4. Authorized black shoes/boots, and
5. Issued equipment.

D. Black Tactical Uniform

This uniform will be worn by SWAT and canine officers. The "Black Tactical Uniform" consists of:

1. Black shirt or black turtleneck,
2. Black BDU pants,
3. Black jacket (optional),
4. Black boots, and
5. Issued equipment.

E. Grey/Black Uniform (Range Officers Only)

This uniform will be worn by sworn range instructors only. The "Grey/Black Uniform" consists of:

1. Grey/black shirt with insignia,
2. Grey/black BDU pants,
3. Black socks,
4. Authorized black shoes/boots, and
5. Issued equipment.

F. Blue Utility Uniform (Civilian Only)

This uniform will be worn by civilian Training Division staff instructors, Evidence Technicians, Abandoned Vehicle Specialists, and range personnel.

The "Blue Utility Uniform" consists of:

1. Dark blue shirt, with the department and civilian patches, or dark blue turtleneck,
2. Dark blue uniform pants,
3. Dark blue or black socks, and
4. Authorized black shoes/boots.

G. Police Service Aids/Supply Clerks

The "Police Service Aides/Supply Clerks Uniform" consists of:

1. Blue uniform shirt,
2. Blue uniform pants,
3. Dark blue dress blazer or dark blue/black sweater (optional),
4. Blue or black socks, and
5. Black shoes

H. Police Technicians

The "Police Technicians Uniform" consists of:

1. Blue uniform shirt (white uniform shirt for supervisors),
2. Dark blue uniform pants,

3. *Dark blue or black socks,*
4. *Dark blue or black sweater (optional), and*
5. *Black shoes.*

I. *Animal Control Officers*

The "Animal Control Officers' Uniform" consists of:

1. *Blue-gray uniform shirt or dark blue turtleneck (white uniform shirt for supervisors),*
2. *Navy blue uniform pants,*
3. *Black windbreaker style jacket with insignia (optional),*
4. *Dark blue or black sweater (optional),*
5. *Dark blue or black socks, and*
6. *Black safety toe shoes.*

IV. *Uniform Regulations* (CALEA 26.1.1)

- A. Wearing of departmental headgear (service hat) shall be optional for all uniform officers and crossing guards, except in the following circumstances:
1. When attending funerals.
 2. When specified by the officer-in-charge of a traffic or other special detail.
- B. The issued black, *or similar style*, baseball style cap or Class "A" hat shall be worn *by officers directing traffic*. At the discretion of the officer, the cap may be worn, at other times, except in the following circumstances: (CALEA 41.3.4)
1. Motor/*bicycle* officers must wear the helmet with the strap fastened whenever they are operating the motorcycle/*bicycle*.
 2. Black baseball caps shall not be worn with the Class "A" uniform.
- C. Black knit watch-type headgear *and black gloves* are authorized for wear at individual officer discretion during the months of November through March. *These articles of clothing will only be worn with long sleeve black outer garments. At other times, officers may wear personal protective gloves during incidents of risk to hand injury. Fingerless gloves are only authorized to be worn by officers while operating/riding motorcycles or bicycles. (CALEA 41.3.4)*
- D. Department issued vests will not be worn as outer uniform garments unless inside a building. If outer garments are worn (e.g., duty jacket, black jacket, green coat), they will be buttoned/zippered unless riding in a vehicle. The badge and

nameplate must be displayed on the outermost garment. (CALEA 41.3.5)

- E. *The black Gortex jackets are waterproof and wind resistant. In order to maintain the waterproofing performance level, no insignia may be sewn on the jacket except as directed. No pins may be attached to the jacket except where grommet holes are provided.*
- F. Uniformed officers may wear the *lightweight Gortex* black jacket over the short sleeved shirt and over the long sleeved shirt without a tie. However, if the jacket is removed, a tie must be worn with the long sleeved shirt.
- G. *Uniformed officers may wear the issued black turtleneck shirt with the gold embroidered "MCP" initials. This garment is to be worn under the black sweater, lightweight Gortex black jacket or heavyweight Gortex black jacket and may only be worn as the outermost garment while temporarily indoors performing work related duties. The black turtleneck shirt may also be worn under the long sleeved shirt without a tie.*
- H. Officers who elect to wear a black sweater will comply with the following guidelines:
1. Daywork Shifts - A long sleeved shirt and the tie *or the black turtleneck shirt* must be worn under the sweater. Exception: If the shirt collar does not show, no tie is required. The tie must be available to be worn for details, court, or other assignments. (CALEA 41.3.4)
 2. Evening/Midnight Shifts
 - a. No shirt is required if the sweater would cover the shirt and tie completely.
 - b. If the sweater is the lower crewneck style, officers must wear the *black turtleneck shirt* or a shirt and tie under the sweater.
 3. The black sweater, *with a badge/badge patch and name plate*, may be worn as an outer garment.
- I. When wearing the long sleeved uniform shirt as the outer garment, a tie will also be worn, *unless wearing the black issued turtleneck shirt*, and the shirt sleeves must be buttoned. Short sleeved shirts may be worn with a tie under the dress green coat.
- J. Uniforms will be neatly pressed, metal objects shined, and leather and shoes polished.

- K. Only black socks will be worn with the uniform.
- L. **Uniformed employees are permitted to purchase (at their own expense) and wear solid black athletic shoes, leather boots, or leather shoes that are similar in style to issued footwear. (CALEA 41.3.4)**
- M. If an undershirt is worn and can be seen, it must be clean and **plain** white in color.
- N. 
- O. When replacing defective equipment, or worn uniforms, officers must turn in **the defective or worn** item to receive a replacement. (CALEA 17.5.2)
- P. Officers assigned to a unit where business attire is required **may keep two sets of uniform clothing/equipment (green coat, short/long sleeved shirts, hat, pants, leather gear) to provide for Class "A" and patrol uniforms as necessary.**
- Q. Only the following uniform accessories are authorized for wear on the department uniform:
 - 1. Employee organization emblems (no more than one) centered horizontally 1" above the nameplate
 - 2. Gold wings and wheel (for current motor officers)
 - 3. Authorized personal awards
 - 4. Shooting bar - centered 1/2" above left pocket
 - 5. American flag
- R. County Contracts on Shoe Repair and Alterations
 - 1. Sign only once for services rendered. If a ticket has to be rewritten mark the ticket "duplicate," or destroy the original.
 - 2. Alterations of side seams are not covered by the county's contract and is not the financial responsibility of the Montgomery County Department of Police.
 - 3. Only the Tactical, **Forensic Services**, and Canine Units are authorized to request vibram soles for their police shoes.

- Replacement of the vibram soles for these units will be limited to twice yearly.
- 4. Exceptions to sections R.2 and R.3, above, must be approved in advance by **the deputy director of the Management and Budget Division (301 217-4080) or the Supply Section supervisor (301 217-4120).** Personnel obtaining unauthorized vibram soles or having their side seams altered on their shirts will be financially responsible for these services.
- 5. Non-uniform officers are permitted to have one pairs of shoes repaired per year **by the county contractor. The Supply Section maintains a list of current county contractors.**

V. Insignia - Placement and Description

- A. Rank Insignia (CALEA 26.1.1)
 - 1. Only insignia equivalent to those issued by the department are authorized. **POIIs working in uniformed patrol will be issued two sets of insignias; one set will be worn on the uniform shirt and one set will be worn on the outer garment.**
 - 2. Outer Garment
 - a. Executive officers **and POIIs** - wear on both shoulder straps 1" from shoulder seam.
 - b. Sergeants and Corporals - wear only on duty jacket and green coat. Stripes shall be sewn on the sleeve with the top of the chevron 3/4" below the department patch. The stripes may only be sewn on the duty jacket by a tailoring and alterations company authorized by the department.
 - 3. Uniform shirt - Wear one insignia on each collar.

- B. 

VI. Court Attire/Grand Jury (CALEA 26.1.1)

- A. **All personnel will wear either the uniform of the day or appropriate civilian business attire (e.g., suit, sports coat with shirt and tie**

for men or dress or pants suit for women) when appearing in court or Grand Jury. No jeans, sports attire, or athletic shoes (other than as specified in section IV.L) will be worn to court or Grand Jury.

- B. Officers appearing in civilian attire shall keep their weapons concealed. Officers appearing in the uniform of the day will wear the full uniform, not a partial uniform with an off-duty holster, etc.**
- C. Officers attending Circuit Court appearing in uniform will wear the full brown uniform of the day.**

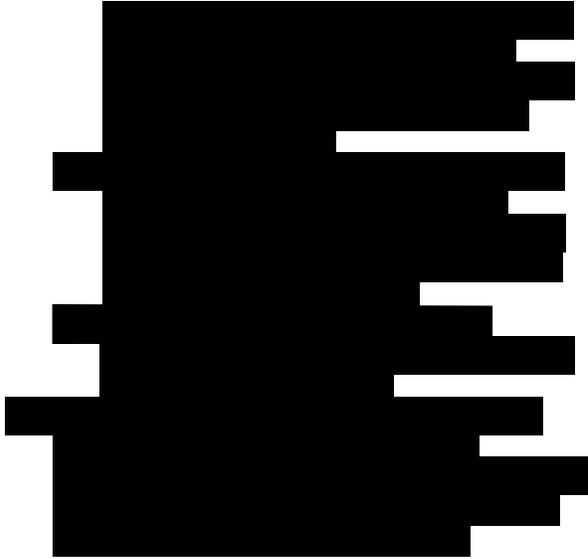
VII. Issued Serialized Equipment

- A. Equipment is issued to department personnel depending upon assignment. Special equipment used by specialized units will be authorized by the appropriate bureau chief and delineated in the standard operating procedures (SOP) of the specialized units. The quantity of issued items will depend upon both assignment and budget constraints within the guidelines established by any collective bargaining agreement in effect. (CALEA 17.5.1, 22.2.8)**
- B. Sworn personnel will be issued the following items of serialized property:**
 - 1. Handgun**
 - 2. Shotgun (optional)**
 - 3. Portable radio**
 - 4. Handcuffs**
 - 5. Bulletproof vest (CALEA 41.3.5)**
 - 6. Maglight**
- C. The Supply Section will maintain a history card for each serialized piece of property. (CALEA 17.5.1)**
- D. All transfer/reassignment of serialized equipment items must be done in person at Supply Section. No transfers are to be made at the officer's unit level. The reassignment of issued equipment will be accomplished by completing the MCP 14, "Individual Report Form," at the Supply Section. (CALEA 17.5.2)**
- E. Loss/Theft**
 - 1. If a serialized piece of equipment is lost or stolen, the appropriate report will be written with an NCIC entry initiated. An NCIC entry is not possible with badges.**
 - 2. The report will be forwarded to the respective bureau chief via the *unit/district commander*.**

- 3. Supply Section will replace the missing item when the employee presents a copy of the incident report *that is endorsed by the employee's unit/district commander or designee*.**

- F. Damage**
Forward a memorandum to the respective bureau chief. (See guidelines in FC 350, "Occupational Injury/Disease, Vehicle, Property Damage, and Other Accidents.")

- G. [REDACTED]**
 - 2. [REDACTED]**
 - 3. [REDACTED]**



VIII. Inventory (CALEA 1.3.9.d, 17.5.1)

For inventory control and accountability, the Supply Section will track issued items (clothing and equipment) by an itemized automated listing. Items turned in by officers will be compared against their current inventory of issued items.

IX. Grooming (CALEA 26.1.1)

A. Standards for Male Officers

1. *Haircuts for male officers will conform to the following:*
 - a. *Hair will be neatly groomed.*
 - b. *The length or bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance.*
 - c. *Hair will not extend beyond the mid-point of the ear, or extend below mid-point of the shirt collar in the rear.*
 - d. *In all cases, the bulk or length of hair shall not interfere with the normal wearing of departmental headgear.*
2. *Sideburns*
 - a. *The length of sideburns may extend below to a point straight and level with the lowest point of the ear lobe.*
 - b. *Sideburns are to be kept neatly trimmed at all times.*
3. *Facial Hair*
 - a. *Beards are prohibited. (Any officer being treated for a facial skin disorder may, upon their doctor's certification, wear a beard.)*
 - b. *A mustache is permissible as long as it does not extend more than 1/4 inch below or beyond the line of the individual's upper lip.*

4. *Wigs - Wigs or hairpieces may be worn as long as they conform to the above hair standards.*

B. Standards for Female Officers

1. *Hair shall be arranged in a style to prevent any hair from extending below the mid-point of the shirt collar. The style shall not interfere with the normal wearing of departmental headgear.*
2. *Wigs or hairpieces may be worn provided they conform to the above hair standards.*

X. Exceptions

Personnel assigned to investigative duties and other specialized enforcement activities which require an inconspicuous appearance may be exempted from the provisions of this directive upon approval of the unit/district commander.

XI. Proponent Unit: FSB Administration

XII. Cancellation

This directive cancels Function Code 305, dated 11-30-92, and Function Code 304, dated 08-15-91.

Lt. Col. Thomas D. Evans
Acting Chief of Police