



## UNIFORMS AND EQUIPMENT

### Directive: 6 -100

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#### I. PURPOSE

The purpose of this Directive is to provide policy and procedure in regards to the care and use of Department of General Services Maryland Capitol Police (DGS-MCP) issued uniforms and equipment.

#### II. POLICY

It is the policy of the Department that all members will wear their uniforms and maintain equipment in a manner that presents a professional image and reflects the highest level of organizational pride. Members will wear uniforms that are neat, cleaned, and pressed at all times. Buttons and other metal accessories will be clean and polished.

#### III. PROCEDURES

##### A. UNIFORM REGULATIONS

1. The following regulations will govern, in every instance, the wearing of the DGS-MCP uniform. Deviation from policy by substituting non-approved personal equipment for that issued or approved for use will constitute grounds for disciplinary action. Personal items of clothing may be authorized by the employee's Detachment Commander to be worn in addition to regulation uniform during severe weather conditions.
2. The Department will provide uniforms and equipment necessary for the performance of the duties of all employees to the extent permitted by the budget. All uniforms and equipment will be purchased by DGS-MCP in accordance with the regulations of the Department of General Services and will remain the property of the State of Maryland.
3. Generally, the regulations concerning the wearing of uniforms and equipment as covered under this Directive are applicable to all sworn and uniformed employees of DGS-MCP.
4. When on duty uniformed personnel will wear the prescribed uniform as outlined in this directive.
5. Uniforms will only be worn during work hours, while traveling to and from work, or while engaged in police functions as authorized. No parts of the uniform may be worn while off duty unless prior permission has been from the Chief of Police or his designee.

6. Employees of the Department will be held responsible for uniform, motor vehicle or other equipment issued to them. Where it is established that this equipment is lost or damaged through negligence, the employee concerned may be obligated to replace the same at his/her expense. Every employee of the Department will assume a personal responsibility for all State property issued to him/her or placed in service for his/her convenience.
7. No decoration or insignia will be worn by an employee of this Department on the DGS-MCP uniform unless authorized by the Chief of Police or his designee who will designate where, when, and in what manner the insignia or decoration will be worn.
8. Department issued equipment will not be treated with special appearance enhancement products. The original finish will be maintained by following the manufacturer's recommendations.
9. Employees of the Department will not wear uniform items or use equipment that fails to meet established specifications. All uniform clothing and equipment will be approved by the Chief of Police, or his designee.
11. It shall also be the policy of the Department that the attire for on-duty non-uniformed employees will be such that it will reflect an appropriate and professional appearance. This includes civilian support staff.
12. The uniform must command respect, for it identifies the employee as a representative of the Department. It should be in excellent condition. The uniform must be worn with pride and in a way to bring credit to the DGS-MCP
13. Department employees are not permitted to wear the uniform while attending any court as a defendant in a criminal/traffic trial, a plaintiff or defendant in a civil trial or while serving jury duty.
14. The Chief of Police may exempt any uniformed or non-uniformed officer from wearing or carrying any piece of equipment or accessory that is deemed inappropriate for the officer's assignment or work circumstances.

## B. UNIFORM ITEMS

1. Ballistic Vest
  - a. The wearing of ballistic vest is mandatory for all uniformed police officers of the rank of sergeant or below.
  - b. Officers assigned to covert assignments, detectives, and any other officer exempted by the Chief of Police, are not required to wear body armor.
2. Blouse – The blouse will be worn when the Class A Uniform is designated as the uniform of the day.

3. Breast Badge - When worn on the blouse, shirt, sweater or jacket, it will be worn in the holder provided. The breast badge will always be displayed on the outermost garment.
4. Chevrons -Will be sewn on both sleeves of the uniform shirt, centered 5-1/2 inches from shoulder seam
5. Collar Ornaments
  - a. All uniformed personnel will wear the issued collar ornaments on the uniform shirt of the day.
  - b. The ornaments will be positioned on the shirt collar, parallel and one half inch from the tip.
6. Gun Belt – When the Sam Browne belt is worn without the shoulder strap, it will be worn directly over the waist belt and will fit snugly with belt keepers.
7. Handcuffs - Generally, this item will be carried by all police personnel. Handcuffs will be placed in a handcuff case worn on the uniform gun belt where it is conveniently accessible to the individual. The actual carrying and the method of carrying handcuffs by non-uniformed personnel will be determined by the nature of the individual's assignment.
8. Handguns - The issuance and use of handguns by police employees will be in conformance with DGS-MCP Policy and Procedures.
9. Hat, Eight Point Style
  - a. The regulation eight point hat will be worn by uniformed police employees under the following circumstances:
    - 1) While outdoors or on patrol outside facilities,
    - 2) While on a traffic stop,
    - 3) While in the Class A Uniform,
    - 4) When attending meetings or functions as a representative of the Department, and
    - 5) During special events as designated by Command.
  - b. The hat shield will always be worn centered on the front of the hat. The hat will be placed on the head straight.
  - c. The appropriate hat band will also be worn to reflect officer's current rank.
    - 1) Black – Police Officer
    - 2) Blue – Sergeant
    - 3) Gold – LT. and above

- d. The eight point hat requires some care on the part of the individual if they are to retain a good appearance and give satisfactory service without renovation. Frequent brushing is recommended. Turning out the leather sweat band after a hot day or after the hat has been worn in the rain will preserve the life of the hat. With the leather sweat band turned out, accumulated perspiration and hair oil will evaporate. The brim of the hat should be cleaned daily by wiping with a wet rag and then wiping dry. This will clean away fingerprints and any other dirt that might accumulate there on.
10. Holsters - Only holsters issued by DGS-MCP may be used by a police employee while on duty and in uniform.
11. Insignia of Rank - Will worn on each shoulder epaulet of any jacket or sweater worn, and centered at the cross point of the seams.
12. Jackets – All uniformed employees will be issued a Blauer Gortex Duty Jacket. This versatile jacket features a removable lining allowing it to be worn year round. Name plates, badges will be worn on this jacket. Rank insignia will be worn on each shoulder epaulet as described above.
13. Magazine Pouch - Will be carried by all police personnel and will be placed on the gun belt wherever they are most convenient, accessible, and comfortable for the individual.
14. Microphone Holder - When used with a portable radio, the microphone holder will be worn in the manner recommended by the manufacturer.
15. Name Plate - Regulation issue will be worn secured over the right breast pocket, centered, and with the bottom edge of the name plate touching the top edge of the flap of the right breast pocket. When worn on the sweater or jacket, it will be worn in the holder provided. The name plate will always be displayed on the outer most garment.
16. Necktie and Tie Bar/Tack - Black, regulation issue tie will be worn at all times when the long sleeve regulation shirt is worn and it will be secured to the shirt by a regular issue tie bar/tack attached to the tie between the third and fourth buttons from the top of the shirt. No tie will be worn with the regulation short sleeve shirt.
17. Portable Radio and Holster
  - a. Uniformed officers will carry the radio that is assigned to them when they report for duty, and shall be responsible for the radio while it is in their possession.
  - b. The radio will be carried on the officer's person and the volume turned sufficiently high so that all transmissions are monitored by the officer.
  - c. Since the police radio is the life line of the police officer and should not fall into the hands of unauthorized persons, members will not put a radio down in an unsecured area.

- d. Will be placed on the gun belt wherever it is most convenient, accessible, and comfortable for the individual.
18. Rain Gear - All officers will be issued approved rain gear, consisting of a raincoat and a cover for the eight point cap. Regulation issue will be worn unless otherwise authorized.
19. Rank Insignia
- a. Sleeve Rank Insignia will be worn on the uniform shirt and blouse. It will be sewn onto both sleeves so that the uppermost point of the sleeve insignia is approximately one-half inch beneath the bottom of the uniform shoulder patch.
  - b. Collar rank insignia will be worn by the rank of Lieutenant and above. It will be worn on the uniform shirt on both collars in a vertical position just above the lapels.
  - c. Epaulet Rank Insignia will be worn on the uniform coat and sweater over the epaulet sewn on the garment.
20. Reflective Vests
- a. A reflective vest will be kept in every marked police cruiser.
  - b. Officers will wear the reflective vest whenever they are directing traffic, assisting with traffic control at a crosswalk, or any other assignment where the visibility of the officer is crucial for officer safety.
21. Sam Browne Belt – All police officers will be issued a Sam Browne Belt.
- a. Sergeants and below will wear their issued Sam Browne Belt with all classes of uniform.
  - b. The following accessories will be attached and worn on either side of the belt:
    - 1) issued holster and duty weapon,
    - 2) radio carrying case,
    - 3) pepper spray canister and holder,
    - 4) handcuffs and handcuff case,
    - 5) ASP baton and holder,
    - 6) double ammunition pouch containing two extra magazines, and
    - 7) flashlight and holder.

- c. When the Sam Browne Belt is worn with the Class A Uniform, it will be worn over the blouse and secured on the hooks affixed to the blouse.
- 22. Shoulder Strap - The strap will be worn with the Class A Uniform Blouse. The Shoulder strap is worn over the shoulder opposite the holster and under the epaulet. The snaps for the strap will be secured to the front and rear of the holster.
- 23. Shoulder Patch – The appropriate MCP uniform patch is to be placed on both shoulders of the blouse, uniform shirts, issued jackets and sweaters. All shoulder patches will be placed so that the top is 1/2 inch below the shoulder seam and centered on the seam.
- 24. State Seal - Will be worn on the sworn uniform shirt at all times on both collars, 1/2 inch back from the collar and centered in a straight line parallel to the collar top.
- 25. Socks – Police and Police Communication employees may wear navy blue or black socks. Security Officers may wear brown or black socks.
- 26. Uniform Jacket – The issued uniform jacket may be worn with the Class B and C uniform.
  - a. The name plate and badge will be worn in the holder provided.
  - b. Rank insignia will be worn on the epaulets.
  - c. The uniform jacket will be worn with the zipper clasped and zipped 2/3<sup>rd</sup> up.
- 27. Uniform Sweaters - Uniformed employees may wear the issued sweater as the outer garment, or may wear the uniform sweater with the nylon jacket as the outermost garment.
  - a. A tie must always be worn with the sweater.
  - b. The sweater will be worn tucked in and in such a manner that the service weapon is not covered.
- 28. Uniform Pants - Uniform pants will be worn by all personnel unless otherwise prescribed.
- 29. Uniform Shirts – Only regulation issued uniform shirts will be worn.
  - a. When the short sleeve shirt is worn, medallions, chokers, or necklaces must not be visible at the neck. Undershirts will match the uniform shirt color when visible within the neckline of short sleeve shirts.
  - b. The long sleeve shirt is worn with an issued tie. The tie will be the clip-on or Velcro type, black in color, and secured to the shirt with an issued or approved tie tack attached to the tie between the third and fourth buttons from the top of the shirt. The sleeves of the long sleeve shirt will not be rolled up in any fashion.

- c. Pencils or pens will not protrude from the pockets of either uniform shirt.
- 30. Uniform Shoes – All uniformed personnel will wear black shoes. Shoes will be solid black, have a plain toe, and be constructed of leather or simulated leather. Black leather combat-type boots are permissible. Foul weather footwear should be conservative in nature and may only be worn with the approval of an employee's immediate supervisor.
- 31. Weapon Qualification Medal - When worn, the medal will be placed with the pin following the line of the right pocket flap and centered ¼ inch below the name plate.

## C. CLASSES OF UNIFORM

- 1. The following uniform classifications have been established:
  - a. Class A - (Dress Uniform) Blouse, uniform pants, long sleeve shirt and tie, uniform dress shoes, solid black socks, black belt, white gloves (depending on occasion), Sam Browne belt with shoulder strap (officer below the rank of Lieutenant), and eight point cap.
  - b. Class B - long sleeve shirt with tie, uniform pants, uniform dress shoes or boots, eight point cap, and gun belt. The issued uniform jacket or sweater may be worn at employee's option. Generally, this class uniform will be worn from October 1 until April 30.
  - c. Class C - Short sleeve shirt, uniform pants, uniform dress shoes or boots, eight point cap and gun belt. The issued jacket may be worn at the employee's option. Generally, this class uniform will be worn from May 1 until September 30.
  - d. All police employees, regardless of their assignment, will have available for use at least one complete Class "A", "B", and "C" uniform.
- 2. Uniform of the Day
  - a. To ensure uniformity within the department, the uniform of the day will be the discretion of the Chief of Police and will be the same for both detachments.
  - b. When a class of uniform has been designated as the uniform of the day, it shall be worn as described and shall not be altered or modified in any manner.
  - c. Specialty uniforms, as described below, may be substituted for the uniform of the day when personnel are performing work activities related to these special duties. Only those personnel who have received the required training and instruction will wear the specialty uniform. These uniforms will be worn only when designated by command and only when working the specially assigned activities. Personnel

designated to wear the specialty uniform will have the uniform of the day readily available.

- d. Under certain circumstances involving special events occurring within individual detachments, deviation from the uniform of the day may be required. The Class A Uniform may be designated for special events or official functions. An official function could include such activities as: Governor's Inauguration, special guard details, awards ceremonies, and scheduled meetings with individuals or groups when acting as the representative of the Department. Commander's should notify Headquarters in advance of such events and consult with the Chief of Police or his designee regarding the need for deviation from the uniform of the day.

### 3. Specialty Uniforms

- a. Bike Patrol Uniforms will be worn by personnel who have received training in bike patrol operations and duties:
  - 1) Summer Uniform - Department approved short sleeve shirt, bicycle shorts (padded), black athletic type shoes, approved bicycle jacket and pants (at the officer's discretion), biking gloves(padded), body armor, certified bicycle helmet, eye protectors, nylon duty equipment belt with accessories.
  - 2) Winter Uniform - Department approved turtleneck shirt, bicycle pants (padded, insulated and non-insulated), black athletic type shoes, approved bicycle jacket, biking gloves(padded), body armor, certified bicycle helmet, eye protectors, nylon duty equipment belt with accessories.
- b. Mobile Field Force (MFF) Uniform - Officers who have received specialized training and are assigned to the MFF will be provided specialized uniforms and equipment designed to provide functionality and protection during potential riot or civil unrest deployments. Refer to Directive 13-114 for further information an procedures regarding mobile field force uniforms and equipment.

### D. BADGE AND IDENTIFICATION CARDS

1. Every sworn member will be issued two badges of authority. All police officers will carry a badge and issued identification card with them at all times while on duty or off duty and armed, except for special operational reasons at the direction of the member's commanding officer.
2. All sworn members will provide their name and identification number to any person upon request.
3. Uniformed members will display their badges on the outermost garment over their left breast in the area provided. Plainclothes officers and detectives will display their badges on their belts, or worn around the neck on a secure chain or similar device. Non-uniformed members will display their badge at the scene of a crime or other police emergency where

their identity should be known. However, badges should not be displayed when detectives or other specialized personnel must perform their duties in an inconspicuous manner.

4. No employee of the DGS-MCP will allow another employee of the Department or any other person to use his/her issued badge or identification.
5. The Maryland Police Training Commission Certification Card will be carried by all police officers when they are on-duty.
6. In the event that an MPTC Certification Card is lost or stolen, the officer to whom it was issued will report it immediately.
7. Police officers will have and carry a valid driver's license at all times while on-duty or operating a motor vehicle.
8. Supervisors will conduct a monthly visual inspection of the above identifications for each member to insure that it is in good order and has not expired. Supervisors will periodically check the status of the driving privilege of each employee to insure that all members are able to operate a motor vehicle.

#### E. NON-ISSUE UNIFORM EQUIPMENT

1. Personnel are prohibited from utilizing personally owned equipment or uniform items unless approved by the Chief of Police or his designee. Under certain circumstances where the employee can demonstrate that, through specialized training and experience, an item of personally owned equipment enhances personal safety and performance, a request may be submitted for consideration. This does not replace procedures provided for approval to use auxiliary weapons, electronic equipment, holsters, etc.
2. Individuals wishing to use personally owned equipment must submit a detailed report to their Detachment Commander through the chain of command outlining their training and experience. If the request is due to a medical condition, an original doctor's certification of the need will accompany the detailed report.
3. Detachment Commanders will inspect the item(s) for:
  - a. uniformity in appearance with issued equipment,
  - b. quality equal to or better than issued equipment,
  - c. legal and Department limitations on use, and
  - d. if proper training has been received.

4. Detachment Commanders will document this inspection in their endorsement, and forward the request to Special Services Division, Training Unit for review and final recommendation to the Chief of Police or his designee.
5. Special Services Division, Training Unit will review the request and if necessary inspect the item for suitability for use. They will confirm that the item:
  - a. meets the legal Department limitations on use, and
  - b. if proper training has been received.
6. Special Services Division, Training Unit will forward the request with their recommendation to the Chief of Police or designee.
7. The Chief of Police will render the final decision on the request and send disposition to the Detachment Commander who in turn will notify requesting officer of the outcome.
  - a. Approved/Disapproved request will be filed in the employee's personnel file.
8. The following guidelines will apply to all non-issue personal equipment approved for use:
  - a. All equipment will be originally obtained and continue to be maintained in proper appearance and repaired at the employee's expense.
  - b. All approved equipment will be subject to Department personal inspections to the same extent as issued equipment. Inspection reports will contain remarks relative to personal equipment.
  - c. Detachment Commanders may designate which approved non-issued equipment, if any, will be worn by personnel attending special functions.
  - d. Detachment Commanders may immediately suspend the use of approved non-issued equipment in instances of abuse.
  - e. Personnel misusing approved non-issued equipment may be subject to disciplinary action to the same extent as if the equipment was issued, except in incidents of loss or damage.

#### F. CARE/MAINTENANCE/REPLACEMENT OF UNIFORMS AND EQUIPMENT

1. Each member of the Department is responsible for the proper care and maintenance of uniforms and equipment.
2. After the original issue of uniforms is made, employees are responsible for the upkeep of the uniforms and will request that worn or damaged uniform parts and accessories be

repaired or replaced when needed. Any part of the uniform which is damaged or shows excessive wear will not be worn.

3. When an employee needs to replace a piece of equipment or a uniform part, an MCP Form 120 should be completed and forwarded to the quartermaster.
4. When an employee is issued equipment and/or uniforms, the member will sign for receipt of the item/s on an MCP Form 111.
5. If any part of the uniform or a piece of equipment is damaged or lost, the employee will notify their immediate supervisor and complete an MCP Form 195 detailing how the item was damaged or lost. A member that loses or damages any piece of equipment or uniform because of negligence or mishandling may be required to pay for the replacement of the item.
6. In the event that any hazardous condition or defect is noted, the member will notify their immediate supervisor.

#### G. SEPARATION FROM SERVICE/SUSPENSION

1. Any employee of the Department under indefinite suspension pending a hearing for removal must turn in all DGS-MCP property issued to him/her.
2. Whenever a police employee is under suspension for a period of thirty days or less as a result of disciplinary action, he/she will be required to surrender to his/her commander for the period of suspension his/her issued weapon, badge(s), MPCTC card and all issued MCP identification cards.
3. Any employee that retires, quits, resigns, is dismissed or otherwise terminates employment with the Department, must return to the quartermaster any and all uniform items, equipment, badges, identification cards, certification card, and any and all State of Maryland property that the employee has in their possession. In the event that items are not returned, the employee may be required to reimburse the Department for the replacement of the items and/or be subject to criminal prosecution.