



SYKESVILLE POLICE DEPARTMENT

Uniforms and Equipment

General Order 2-18

Effective: 08/04/17

Authorized By: *Michael A. Spaulding* Chief of Police

I. PURPOSE

To provide the procedures for the wearing, carrying, and maintenance of uniforms and equipment.

II. POLICY

Members of the Sykesville Police Department shall be provided with the necessary uniforms and equipment to properly perform their duties. Each member will be held strictly accountable for the proper wearing, carrying and maintenance of said gear in accordance with the policy contained herein.

III. PROCEDURES

A. Uniforms, Equipment, and General Appearance

1. Appearance

- a. An entire organization is often judged by the actions and appearance of just one of its members. For this reason it is important for each and every member of the Sykesville Police Department to provide a business like appearance when representing the town and the Police Department.
- b. It is the responsibility of all supervisory staff to insure that all members of the Department maintain a neat, clean, businesslike appearance at all times.

2. Prescribed Uniform

- a. The following summer and winter uniforms shall be worn by sworn officers of the Sykesville Police Department. Only officers working non-uniformed assignments and those with special permission of the Chief will be permitted to be out of uniform.

3. Class A Uniform Special Occasions / Events

- a. The class A uniform will consist of the following:
 - (1) Hat
 - (2) Shirt - white long sleeves

- (3) Name bar - gold
 - (4) Tie - regulation with tie pin/tie bar
 - (5) Trousers - regulation with French blue stripe
 - (6) Shoes - black, highly polished
 - (7) Socks - black
 - (8) Dress blouse/jacket
 - (9) Gun belt - issued regulation Sam Brown type
 - (10) Holster - issued
 - (11) Leather equipment issued
 - (12) Sidearm - issued
 - (13) Rain gear as needed
 - (14) Badge
 - (15) Marksmanship medal
 - (16) Dress belt buckle
- b. All personnel will wear the white long sleeve uniform shirt with the dress blouse while in class A attire.
 - c. Command personnel (Lieutenant and above) will wear white shirts with each class of uniform, and display rank insignia on shirt collar and dress blouse coat.
 - d. No rank chevrons will be sewn on white uniform shirts.
 - e. Rank chevrons will be displayed on the class A dress blouse along with the SPD insignia collar pins displayed on the white uniform shirt.
 - f. The Maryland state seal will be displayed on the upper lapel of the class A dress blouse coat.

- g. If attending a ceremony conducted by another department, officers will comply with the instructions for dress given by that department.
 - h. Officers taking part in ceremonies (i.e., pallbearers and rifle squad members) will wear Class A uniforms with dress blouse, hat and white gloves.
4. Class B Uniform (Winter Season)
- a. Same as the Class A uniform except the dress blouse coat will not be worn. All personnel from the rank of sergeant and below will wear the blue uniform shirt while dressed in the class B, C, and D uniforms.
 - b. Class B attire will consist of a patrol jacket, slacks, long sleeve shirt with tie, and gun belt. The blue sweater may be worn at the officer's discretion.
5. Class C Uniform
- Class C attire will consist of slacks, long sleeve shirt with tie, and gun belt. The patrol jacket will be worn at the employee's option. The blue sweater will not be worn with class "C" uniform.
6. Class D Uniform (Summer Season)
- Class D uniform will consist of slacks, short sleeve shirt, and gun belt. The patrol jacket may be worn at the employee's option. The blue sweater will not be worn with class "D" uniform.
7. The following will constitute the minimum issue of uniforms and equipment for each sworn officer, to be furnished upon appointment and kept in good serviceable condition at all times. All uniforms and equipment remain the property of the Police Department. Normal repairs and/or replacement of Department property will be at the Police Department's expense unless personal carelessness is evident, in which case the member will be held responsible.

<u>Item</u>	<u># Issued</u>
Badge	2
Barricade tape	1
Baton, Asp	1
BDU's, set	1
Belt, dress	1

Belt, duty	1
Belt, velcro	1
Belt buckle, dress	1
Blanket	1
Bloodborne pathogens kit	1
Body armor with carrier	1
Camera	1
Coat, blouse	1
Coat, Gortex patrol jacket	1
Coat, lightweight	1
Collar brass, set	1
CPR mask	1
First aid kit	1
Flashlight	1
Flashlight Holder	1
Gas mask	1
Glove case	1
Handcuffs (pair) and key	1
Handcuff case	1
Handgun.	1
Hangun magazines	3
Hat, summer	1
Hat, winter	1
Hazmat reference guide	1
Holster	1
Identification card	1
Keepers (for Garrison belt)	4
Magazine pouch, double	1
Marksmanship medal	1
Measuring tape (100' metal)	1
Name bar	2
O.C. spray & holder	1
Patch	14
Radio with charger	1
Rain hat cover	1
Raincoat	1
Shirt, dress	1
Shirt , summer	5
Shirt , winter	5
Shotgun	1
Sweater	1
Tie	1
Tie tack	1
Traffic vest	1
Trigger lock for handgun	1
Trousers	3

8. Wearing and Maintaining the Uniform
 - a. Class B, C, and D uniforms will be worn according to season. Summer and winter uniform seasons are as follows:
 - (1) The Class B and C uniforms will be worn from October 1 through April 14.
 - (2) The Class D uniform will be worn from April 15 through September 30.
 - (3) Command personnel/Chief may wear the Class A uniform at any time of year, if necessary.
 - b. In the event of unseasonable weather, the Chief will determine if a uniform change is necessary and will maintain uniformity among officers in the field.
 - c. Officers will maintain clean, pressed, Class A and Class B uniforms at all times to provide flexibility of change.
 - d. Officers attending training shall wear the uniform of the day according to their duty assignment.
 - e. During special operations/assignments and training, members shall be authorized to wear the departmental "Soft Uniform".
 - f. All uniformed personnel shall wear the appropriate uniform of the day while attending court.

9. Uniform Specifications and Guidelines

- a. Uniform Trousers
 - (1) Any uniform trousers that have been previously issued or authorized will be acceptable provided they are dark blue in color and would give the exact same appearance as those currently issued. Any uniform trouser, regardless of material blend and weight, which are dark blue in color, in the same style as the issued trouser, giving the same appearance will be acceptable.
 - (2) Any uniform trousers which fail to meet the above criteria to the satisfaction of the Chief or his designee will be prohibited.

- (3) The Police Department will issue trousers to all officers upon appointment.

b. Uniform Shirt

- (1) Class B and C uniform - The dark blue, long sleeved, shirt will be the field uniform shirt for officers, corporals, and sergeants. A regulation tie must be worn with the Class B and C uniform at all times. Command staff shall wear white shirts meeting all other specifications of this section.

c. Class D uniform

- (1) The dark blue shirt, short sleeved, will be the summer season field uniform for officers, corporals, and sergeants. This shirt is to be worn with the collar open without a tie. While wearing the summer shirt, it will be mandatory that a clean dark blue or black crew neck T shirt be worn, with the exception of a V neck white T shirt.
- (2) Command staff shall wear white shirts meeting all other specifications of this section. The uniform tie may be worn with the short sleeve, white shirts.
- (3) Buttons of the same general color as the shirt material will be used on the shirt front and cuffs of the long sleeved shirt, and front of the short sleeved shirt.
- (4) A regulation Sykesville Police shoulder patch will be worn on the left and right sleeve of all uniform shirts. The patch will be centered on the sleeve one half inch from the top seam.

d. Neck Ties

Ties will be the clip on type, dark blue in color, and tied in a Windsor knot. Ties will be 3 inches at the widest point. An issued tie tack/tie bar will be worn with the tie.

e. Tie Tack

- (1) The tie tack shall be a brass miniature Police Department badge 3/16" in diameter.
- (2) No other tie tack or tie bar shall be worn with the uniform.

(3) The tie tack will be worn in the middle of the tie.

f. Uniform Hat

(1) Wearing of the uniform hat enhances the officers visibility and authority, as well as projecting a professional appearance. Officers are encouraged to wear the uniform hat when engaged in activities requiring them to be outside of their patrol vehicle and/or outside of buildings.

(2) The uniform hat will be worn at the discretion of the supervisor for special details and assignments. Officers will keep a hat available in the event such a detail or assignment arises.

(3) The uniform hat will be worn in such a manner that the hat bill is approximately one and one half inches above the bridge of the nose.

g. Jackets

(1) The field jacket for Police Officers will be Gortex.

(2) A regulation Sykesville Police shoulder patch will be worn on the left and right shoulder of all uniform jackets. The patch will be centered on the sleeve one half inch from the top seam.

h. Rain Gear

Police Officers shall be issued a yellow high-visibility rain coat, and a clear vinyl hat cover.

i. Optional Cold Weather Gear

(1) Gloves, black in color, made of cloth, leather or a combination of both.

(2) The optional cold weather hat will be the issued trooper style.

j. Foot Gear

Shoes worn by department personnel will be black in color, with a plain toe only, of a smooth leather finish capable of being shined to

a high luster. Lace up boots, having a combination black leather and black waterproof nylon uppers (Rocky Eliminator model or equivalent) may be worn. No buckles are permitted, and laces will be black in color and made of either cloth or leather. Boots may be equipped with zippers on their inside to facilitate easy use. No platform or high heel shoes will be permitted.

k. Socks

Socks worn by uniform officers will be plain black in color. White soled socks may be worn so long as no white shows above the top of the shoes. Permission to wear all white socks will be granted only upon written order by a physician and with the approval of the Chief, and will be worn under black socks.

l. Portable Radios

Officers assigned to the patrol division will be required to carry their issued portable radio with them at all times while on patrol, unless in their radio equipped vehicle, and maintain communication with the dispatcher, unless otherwise directed by a supervisor.

m. Baton

Sworn officers of the Sykesville Police Department shall be issued an expandable Asp baton. Officers are encouraged to carry their baton when away from their vehicle, and may be required to carry their baton on special details or at special events when ordered to do so by a supervisor.

n. Knife

A folding knife may be worn so long as it is carried in the pocket of the trousers or another pocket or pouch.

o. Name bar

When in uniform, members of the Police Department shall wear their issued name bar above the right pocket with the bottom of the name bar resting on the top of the pocket. Members wearing the blouse, in all cases, will wear the name bar above the right pocket with the bottom of the name bar resting on the top of the pocket.

p. Building Keys

- (1) All members of the Police Department have been issued a key to the headquarters building that will fit door locks that are normally used in an employee's general area of responsibility.
- (2) Security and safety are of primary concern. Certain procedures must be followed concerning issued keys.
 - i. Lost keys must be reported immediately to the Chief in writing.
 - ii. No duplicate keys may be made without the permission of the Chief.
 - iii. No key may be loaned to other than authorized Police Department personnel.
 - iv. All keys must be returned to the Chief upon termination of employment.

10. Rank Insignia

a. Chief

The insignia of the Chief will be a collar insignia for a Colonel, silver or gold in color. The insignia will be worn on both sides of the shirt collar and will be positioned in the center so when the collar is closed the emblem will appear straight. When wearing the "eagle" insignia, the eagles will be worn with the head/face of the eagle facing inward.

b. Sergeant

- (1) Shirts and blouse coats: the insignia will consist of three stripes on a dark blue background. Stripes will be three inches from top to bottom, including the background when measured at the center of the stripe, and three and one half inches wide at the widest part including part including the background. Stripes will be of cloth and sewn on the uniform sleeve. Stripes shall be worn centered on the sleeve with the top point of the stripes one inch below the Sykesville Police patch.
- (2) Sweaters: the insignia will consist of brass chevrons of three stripes each. The chevrons will be approximately 3/4" wide. Chevrons shall be worn on epaulet "bands" on both shoulders.

c. Corporal

- (1) Shirts and blouse coats: the insignia will consist of two stripes on a dark blue background. The stripes will be made of cloth and sewn to the uniform sleeves. Stripes shall be worn centered on the sleeve with the top point of the stripes one inch below the Sykesville Police patch.
- (2) Sweaters: the insignia will consist of brass chevrons of two stripes each. The chevrons will be approximately 3/4" wide. Chevrons shall be worn on epaulet "bands" on both shoulders.

d. Patrolman First Class

- (1) Shirts and blouse coats: the insignia is one stripe on a dark blue background. The stripes will be made of cloth and sewn to the uniform sleeves. Stripes shall be worn centered on the sleeve with the top point of the stripes one inch below the Sykesville Police patch.
- (2) Sweaters: the insignia will consist of brass chevrons of one stripe each. The chevrons will be approximately 3/4" wide. Chevrons shall be worn on epaulet "bands" on both shoulders.

11. Marksmanship Medals

- a. Officers will wear the appropriate marksmanship medals which reflect their achievements of the preceding year.
- b. Officers will fire semi-annually (Day Fire), which will be averaged to arrive at the percentage which represents the shooter's classification. The medal designating this classification will be worn the following year.
- c. Classifications are as follows:
 - (1) MASTER - 98.1 to 100%
 - (2) EXPERT - 90.0 to 98.0%
 - (3) SHARPSHOOTER - 80.0 to 89.9%
 - (4) MARKSMAN - 70.0 to 79.9%

- d. The Training Supervisor will compute the averages and notify the officers of their results as part of their annual training report so that proper badges may be worn.
- e. Officers shall report to the Training Supervisor to exchange badge designations as necessary upon annual notification.
- f. The marksmanship medal is to be worn directly under the badge on the left side of the shirt and jacket.

12. Awards Ribbons

- a. Personnel are authorized to wear a maximum of two Departmental awards ribbons.
- b. State and national ribbons may be considered in this total with approval of the Chief. Individual requests to wear state or national ribbons must be submitted for endorsements through the chain of command.

13. Protective Vests

- a. Protective vests (soft body armor) are issued to all sworn members of the Sykesville Police Department as well as Auxiliary Officers.
- b. Wearing the protective vest while in the field is required of
 - (1) All Law Enforcement personnel
 - (2) Auxiliary Officers assigned to special assignments and security details.
- c. Exceptions to the mandatory wearing of protective vests include
 - (1) Command personnel
 - (2) Personnel assigned undercover
 - (3) School Resource Officers
 - (4) Personnel assigned to administrative duties
- d. Personnel who are exempt from the mandatory wearing of body armor shall use their professional judgment when deciding whether or not to wear their protective vest. Such personnel shall be required to wear their protective vest when participating in any raid

or arrest situation where there is a likelihood of an armed encounter.

- e. Protective vests worn by uniformed personnel during routine field duty are of the type worn underneath the uniform shirt. The optional vest carriers designed to be worn over top of the uniform shirt are permitted.
- f. Protective vests will be stored in a location readily accessible to personnel while on duty.
- g. Ballistic panels are to be constructed of layered Kevlar or equivalent material and should be certified to at least threat level II A, as established under standards of the NILECJ STD 0101.03 (or current standard), "Ballistic Resistance of Police Body Armor."

IV. CANCELLATIONS

This General Order cancels and replaces the following policies: General Order 41.2.11, entitled Uniforms, Equipment and General Appearance, dated December 11, 2001.