

Wearing the Uniform

Index Code: 502

Effective Date: 3/15/04 (Revised 3/23/2022)

I. Purpose

The purpose of this directive is to establish guidelines for wearing the uniform, insignias and related equipment.

II. Policy

Unless otherwise directed, it is the policy of the Office of the Sheriff that sworn personnel will only wear the issued uniform and equipment as prescribed by the Sheriff. Uniforms will be worn in their entirety, in their intended fashion, and kept clean and pressed. The badge, nameplate and ID # are to be worn on the outermost garment with the exception of certain excluded uniforms upon which the nameplate is not part of the uniform or the article of clothing will not allow for affixing a nameplate.

Non-uniformed sworn personnel will prominently display their badge while at a crime scene, when engaging in law enforcement activities, or when representing the Office of the Sheriff, by affixing the badge to their belt or on a badge holder held in place by a chain around the neck. Non-uniformed sworn personnel working in a covert capacity may be exempt from this requirement if it would compromise the operation or the safety of any person.

All buttons and snaps must be in place and secured. Unauthorized objects, such as sunglasses and cigarettes, may not be attached to any part of the uniform. Items placed in uniform pockets must fit completely in the pocket allowing the flap to close properly.

III. Uniform Classes

- A. The Class A uniform consists of the issued blouse, gray long sleeve uniform shirt, black uniform pants, tie, campaign hat, high gloss shoes, and duty belt with shoulder strap. White gloves are issued for special occasions (i.e., color guard details, funerals, etc.) Lieutenants and above will not wear the duty belt and shoulder strap. The Class A uniform is typically worn for special occasions such as ceremonies, funeral details, and special events involving dignitaries.
- B. The Class B uniform consists of the issued all weather winter coat, gray uniform shirt, black uniform pants, campaign hat, and duty belt. Depending on activity, assignment, or weather conditions the Class B uniform consists of the short sleeve shirt with campaign hat or the long sleeve shirt with tie and campaign hat (if issued.) The Sheriff determines whether short or long sleeve shirts will be worn depending upon the weather.
- C.
- (1) The Class C drab green utility uniform is approved for personnel assigned to SWAT operations and training as well as watercraft operations and training. The uniform consists of a drab green BDU style shirt and pants, duty belt and boots (color as approved by the

Sheriff). Affected personnel will have their name and ID number affixed by Velcro and their badge embroidered or affixed by Velcro to the outermost garment in the place of the standard nameplate and badge. Collar insignia will not be worn. When the outer vest carrier is not being worn, personnel will be identified by affixing the metallic badge to their belt or on a badge holder held in place by a chain around the neck. The Class C K-9 uniform shall be gray and black with the above criteria adhered to.

(2) The Class C black utility uniform is approved for other training (excluding range qualifications) not covered in item (1) above and for inclement weather or other circumstances as specifically authorized by the Sheriff or Major. The nameplate, collar insignia and badge will be worn on the outermost garment unless a supervisor determines that exigent circumstances exist such as potentially damaging the nameplate, collar insignia and/or badge due to the scheduled activity. The uniform of the day will be worn for all range training (excluding instructors).

D. The Class D uniform (Bicycle) consists of a reflective bicycle jacket (if issued), reflective bicycle shirt, name and ID # displayed, bicycle pants or shorts, black tennis style shoes, an approved bicycle helmet, and duty belt.

E. The Class E (Auxiliary) uniform consists of the issued coat, uniform shirt, name and ID # displayed, uniform pants, tie, baseball style hat, and duty belt. Depending on activity, assignment or weather conditions, the Class E uniform will consist of the short sleeve shirt or the long sleeve shirt, the same as class B seasonal uniform as determined by the Sheriff.

F. The Class F (Non-Sworn including Cadets) uniform consists of the issued uniform shirt and khaki pants. Depending on activity, assignment or weather conditions, the Class F uniform will consist of the short sleeve shirt or the long sleeve shirt with name and ID # displayed. Shoe or boot must be closed, no open toe, (when duties include possible contact with detained individuals, or carrying boxes or other property) black in color, with a plain design.

Approval may be granted by the Sheriff or his designee for appropriate business attire (collared shirt and tie with jacket) in lieu of class F non-sworn uniform.

G. Circuit Court Screeners' uniform consists of a plain white or solid colored dress shirt along with the issued blazer, tie, pants, ballistic vest, pocket ID and ID name plate.

H. Criminal Investigations Unit personnel and sworn, full time members of the Queen Anne's County Drug Task Force employed by the Queen Anne's County Office of the Sheriff will normally wear appropriate business attire (collared shirt and tie with jacket unless specific circumstances require otherwise) and will receive a \$500 clothing allowance in January and July of every year.

Issued uniform items may be replaced by the Quartermaster as needed with the appropriate requisition and supervisor approval for wear and tear or weight changes to ensure a neat and proper appearance.

If the need arises for a detail that requires a type of uniform or other clothing not covered in this directive, the Sheriff or Major may authorize a deviation for that detail only.

IV. Uniform of the Day

The "Uniform of the Day" is the designated uniform to be worn by personnel unless exempt due to activity, assignment, or other considerations. The Sheriff, Chief Deputy or Major will decide the Uniform of the Day to be worn. That decision will be based on activity, assignment, and/or weather conditions.

When attending training within the County, personnel are required to wear their respective uniform. When attending training outside of the County, appropriate business attire or an issued Office of the Sheriff embroidered shirt with khaki or dress slacks will be worn. The Class B uniform will be worn for firearms qualifications or certain physically demanding training such as baton training unless specifically waived by the Sheriff or his/her designee. Shorts, jeans, t-shirts, hoodies and similar informal attire are prohibited for attendance at any training.

A. Warm Weather

During the warm weather months, typically April to October, the issued short sleeve shirt and campaign hat may be worn as part of the Class B uniform if approved. However, if due to the weather, a deputy elects to continue wearing the long sleeve shirt, the tie must also be worn unless the wearing of the tie is excused by the Sheriff or his/her designee.

B. Cold Weather

During the colder weather months, typically October to April, the long sleeve shirt, tie, and campaign hat will be worn as part of the Class B uniform. During the cold weather months, the issued dickey may be worn with the Class B uniform in lieu of the tie when assigned to the night shift, typically 1800 to 0600 hours. The Sheriff reserves the right to authorize personnel to not wear the tie with the long sleeve uniform.

V. Rank Designations

Rank insignia is issued by the Office of the Sheriff and will be worn on the uniform as follows:

A. All sworn uniformed personnel will wear the applicable collar rank insignia above the points on the collars of all shirts. They will be worn on the epaulets of blouses and coats, except for the raincoat.

B. Deputies the rank of Deputy First Class, Corporal, Sergeant and First Sergeant may continue to wear the applicable shoulder rank insignia (chevrons) on each sleeve of all Class A and Class B shirts, as well as the blouse.

VI. Nameplates, Ribbons & Tie Tacks

Only those nameplates, commendation ribbons, tie tacks, etc. issued by the Office of the Sheriff or as specifically authorized by the Sheriff will be worn as part of the uniform.

VII. Hats

The uniform campaign hat is a traditional and integral part of the uniform. Wearing the hat conveys an image of authority, pride, and professionalism in one's appearance and the Office of the Sheriff, and often elicits cooperation and respect. The hat will be worn as part of the uniform. However, for safety considerations, it is optional for deputies who are responding to Code One calls for service however must return to normal uniform when the scene is secure or when exempt by the Sheriff or Major for other reasons.

A. Weapons, Holsters, and Ammunition

All deputies are required to be armed while in uniform, on duty, or while operating an agency vehicle. When on duty, or in uniform, deputies are required to carry their agency issued handgun secured in an approved holster. Deputies not on duty and not driving an agency vehicle, are encouraged but not required to carry an approved handgun they have qualified with under MPCTC standards. When not in agency uniform, deputies are required to have their handgun concealed, whether on or off duty.

B. Identification Cards

All employees are issued identification cards and MPCTC certification cards that must be carried on their person while in uniform, on duty, carrying a handgun, entering a County building, or driving an agency vehicle. Deputies are encouraged to carry their identification card and MPCTC certification cards when off duty in case they become engaged in law enforcement activities.

In the event an identification card is lost or stolen, the affected member will immediately report the loss to their supervisor, in writing, explaining the circumstances surrounding the loss. The supervisor will initiate an investigation if any wrongdoing is suspected. The affected member will then submit a Supply Requisition Form to the Quartermaster requesting a replacement card.

C. Body Armor

The wearing of body armor is mandatory for all uniformed deputies excluding administrative Command Staff; unless written authorization is obtained from a physician certifying that the deputy should not wear the body armor for medical reasons. Personnel who have been issued body armor skins may remove that protection with their ballistic panels when in an agency building or substation performing administrative functions or when in a secure environment on their personal time. Administrative Command Staff personnel are strongly encouraged to wear body armor, but not required to do so unless part of an operation involving the executing a search and seizure warrant, when responding to an incident involving a weapon or there is a high probability that a weapon is involved.

Personnel involved in the execution of high-risk tactical duties are required to wear agency provided protective vests whenever engaged in those responsibilities, regardless of exceptions that may have been delineated under other agency guidelines.

Body armor must be stored in the deputy's vehicle if the deputy is not required to wear it (i.e., CIU personnel, command staff personnel, etc.). Care must be given to keep it clean and protect it from the environment, such as direct sunlight or extreme heat, which could reduce its effectiveness.

Deputies assigned to covert assignments are not bound by this portion of the directive, unless part of an operation engaged in the execution of a search and seizure warrant, or required to do so by their immediate supervisor due to anticipated hazards.

Body armor must be worn at all times at a range when active fire is being conducted.

VIII. Special Considerations

A. Court & Administrative Hearings

All deputies, except those in plain clothes assignments or on light duty status, attending court or an administrative hearing on behalf of the Office of the Sheriff will wear the Class A or Class B uniform. Deputies in plain clothes assignments or on light duty will wear proper business attire. An exception may be made for deputies called in for court, or an administrative hearing, who do not have time to change and were not previously made aware of the court or hearing date.

Class C uniform

The Class C uniform may be worn in the following conditions where the duty will take more than half of the deputy's assigned shift.

1. Adverse/Extreme weather conditions
if approved by the Sheriff or Major
2. ATV operations
3. Commercial vehicle inspections
4. Crime scene searches
5. Canine patrol (Except on scheduled court days or when previously designated as the Duty Officer)
6. Disasters
7. Levies
8. Marine duty
9. MVC reconstructions
10. Range operations other than for qualifications
11. Search Warrants
12. SWAT operations
13. Other situations as pre-approved by the Sheriff or Major

D. Motorcycle Operations

Deputies, when operating an agency motorcycle, will wear the Class B or C uniform. Black polished boots may be worn in lieu of uniform shoes.

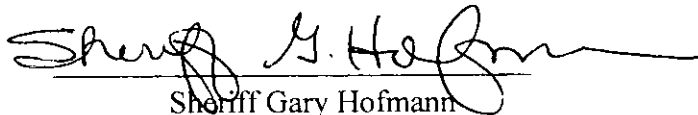
IX. Plain Clothes

Deputies assigned to details or units requiring the wearing of plain clothes will follow the standard operating procedures for that particular detail or unit.

X. CALEA References: 26.1.1,
41.3.5 & 41.3.6.

XI. Proponent Unit: Support Services Division.

XII. Cancellation: This directive cancels Index code 502 dated 9/24/20.


Sheriff Gary Hofmann