UNIFORMS, EQUIPMENT, & GROOMING AND APPEARANCE STANDARDS

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I. POLICY

Officers will be well groomed and present a professional appearance to maintain the public's trust and respect. Both the self-esteem generated in the individual and the respect commanded from the public they serve promote the excellent reputation of the department. Employees will be properly equipped and prepared for duty when on duty.

II. GENERAL RULES OF EMPLOYEE ATTIRE

1. All department employees must wear attire that presents a professional appearance and in accordance with this policy. Uniforms and/or plainclothes are required under this policy are based on job assignment and duties.
2. Uniforms must be worn in their entirety and in their intended fashion, and must be kept clean and pressed. Buttons and other metal accessories must be clean and bright.
3. When conducting law-enforcement duties or when firearms are exposed to public view, non-uniformed personnel must wear the badge on a chain around their neck, attached to a jacket pocket or lapel, or attached to their belt while outside of police facilities.
4. Exceptions to this policy may be made by sworn commanders for extraordinary circumstances and covert operations.
5. Uniform of the Day: The term "Uniform of the Day" indicates what uniform or the formality of plainclothes attire to be worn for personnel conducting specified activities or under particular command.

III. UNIFORMS

For purposes of this policy, a "uniformed officer" is a sworn officer of this agency who is wearing one of the uniforms in this section.

1. Class A Uniform – Full Dress Uniform
2. Class B Uniform – General Dress Uniform
3. Class C Uniform – General Duty Uniform
4. Bike Uniform – Police Bike Uniform

5. Special Duty Uniforms
6. External Ballistic Vest Carrier Uniform

A. Class A Uniform

The Class A uniform is the department's formal dress uniform worn primarily for ceremonial events such as awards ceremonies, promotion ceremonies, and funerals. Specifics requirements regarding how to wear the items in the below lists are detailed in Section IV of this policy. See IC 500 Appendix C for illustrations of how to wear the Class A uniform.

1. The uniform blouse worn as the outer garment
2. Long sleeve issued full-length buttoned uniform shirt
3. Eight Point Hat
4. Plain toe, black dress shoes, highly polished
5. Dark blue or black socks
6. Issued striped dress trousers
7. Black trouser belt
8. Issued tie
9. White gloves, as ordered
10. ***Department shoulder patch,*** badge, rank insignia, and nameplate, to be worn on blouse
11. Issued and approved department ribbons and medals
12. Issued leather gun belt, holster, issued full-size handgun, magazine pouch, handcuff pouch, and shoulder strap to be worn by officers below the rank of Lieutenant

B. Class B Uniform

The Class B uniform is the department's primary and general dress uniform. Members of specialized units are authorized to wear supplemental uniform articles as specified in their approved standard operating procedures. Specifics requirements regarding how to wear the items in the below lists are detailed in Section IV of this policy.

1. Short Sleeve Uniform
   a. Black shoes/boots, polished
   b. Dark blue or black socks
   c. Authorized T-Shirt
   d. Issued, striped, dress trousers
   e. Short sleeve issued full-length buttoned dress shirt.
   f. Eight-point hat (optional) (See IC 500 Appendix C for illustrations of how to wear the Eight-point hat).
   g. Black trouser belt with approved or issued holster, issued handgun, and approved or issued accessories

      OR

      Black trouser belt and issued or approved gun belt with approved and required accessories and issued full-size handgun

      (See Section VI for specific requirements based on Uniform of the Day and duty assignment)
   h. ***Department shoulder patch,*** badge and nameplate, to be worn on outermost garment
   i. Rank insignia
   j. Issued jacket (optional)
   k. Commendations/Shooting Awards (optional)
   l. External Ballistic Vest Carrier (optional)
2. Long Sleeve Uniform
   a. Black shoes/boots, polished
   b. Dark blue or black socks
   c. Authorized Mock Turtlenecks/T-Shirts

d. Issued dress trousers

e. Issued tie, authorized mock turtleneck, or authorized crew-neck t-shirt

f. Departmental Sweater (optional)

g. Eight-point hat (optional) (See IC 500 Appendix C for illustrations of how to wear the Eight-point hat).

h. Long sleeve issued full-length buttoned dress shirt, or issued long sleeve mock uniform polo shirt when worn under an External Ballistic Vest Carrier

i. Black trouser belt with approved or issued holster, issued handgun, and approved or issued accessories

OR

Black trouser belt and issued or approved gun belt with approved and required accessories and issued full-size handgun

(See Section VI for specific requirements based on Uniform of the Day and duty assignment)

j. Badge and nameplate, to be worn on outermost garment

k. Rank insignia

l. Issued jacket (optional)

m. Approved scarf (dark blue/black) (optional)

n. Black gloves (optional)

o. Commendations/Shooting Awards (optional)

p. External Ballistic Vest Carrier (optional)

C. Class C Uniform

The Class C uniform is a general duty uniform. Specifics requirements regarding how to wear the items in the below lists are detailed in Section IV of this policy.

1. Black shoes/boots
2. Dark blue or black socks
3. Authorized T-Shirt or, when worn with a long-sleeve mock uniform shirt, authorized turtleneck or mock turtleneck undershirt. (optional)
4. Issued, blue BDU trousers with flush-bottom, seamed, thigh and rear pockets
5. Issued, embroidered (badge, name, and ID number), mock uniform shirt
6. Issued baseball cap (optional)
7. Black trouser belt with approved or issued holster, issued handgun, and approved or issued accessories

OR

Black trouser belt and issued or approved gun belt with approved and required accessories and issued full-size handgun

(See Section VI for specific requirements based on Uniform of the Day and duty assignment)

8. ***Department shoulder patch, badge, rank insignia***
9. Issued jacket (optional)
10. External Ballistic Vest Carrier displaying badge, name, and ID number (optional, except required to be worn while assigned to patrol duties)

D. Bike Uniform

The issued Bike Uniform consists of:

1. Issued Bike shorts/trousers
2. Issued Bike shirt
3. Issued Bike Jacket (optional)
4. Bike Shoes
5. Dark blue or black socks
6. Authorized T-Shirt

7. Bike Helmet
8. Bike Gloves (optional)
9. Black trouser belt with approved or issued holster, issued handgun, and approved or issued accessories

   OR

   Black trouser belt and issued or approved gun belt with approved and required accessories and issued full-size handgun

   (See Section VI for specific requirements based on Uniform of the Day and duty assignment)
10. Badge and nameplate, to be worn on outermost garment
11. Rank insignia
12. External Ballistic Vest Carrier

E. Special Duty Uniforms

Special Duty Uniforms are authorized for specific component units and are defined by that unit's Standard Operating Procedures or commander. ***All Special Duty Uniforms must comply with Index Code 0501: Face Coverings and Identification***. The Special Duty Uniforms are:

1. Special Operations Division – QRT/K9 Uniform
2. Special Operations Division – Traffic Safety Uniform
3. Special Operations Division – Aviation Uniform
4. Special Operations Division – Motorcycle Uniform
5. Special Operations Division – Civil Disturbance Team Uniform
6. Training Division Uniform
7. Crisis Intervention Team Uniform

F. External Ballistic Vest Carrier Uniform

This uniform consists solely of the issued or approved External Ballistic Vest Carrier which meets the requirements of Section VII.E.

IV. WEARING THE UNIFORM

A. Rank Insignia

Rank insignia is issued by the department and worn as follows:

1. Shoulder rank insignia are worn on jackets, coats and outer sweaters on both epaulets so that the center of the insignia is one (1) inch from the shoulder seam. Shoulder rank insignia may not be worn on shirts.
2. Collar rank insignia on shirts are worn on both collars between one-half (1/2) inch and one inch from and parallel to the front edge of the collar.
3. Sleeve rank insignia must be sewn onto both sleeves of each outer garment or shirt so that the uppermost point of the left sleeve insignia is approximately one inch beneath the bottom of the uniform shoulder patch, and the right sleeve insignia matches the height of the left.
4. Insignia by rank:
   a. Chief of Police – Four gold stars and gold badge
   b. Assistant Chief of Police – Three gold stars and gold badge
   c. Deputy Chief of Police – Two gold stars and gold badge
   d. Major – gold oak leaf and gold badge
   e. Captain – two gold bars and gold badge
   f. Lieutenant – one gold bar and gold badge
   g. Sergeant – three blue chevrons and silver badge
   h. Corporal – two blue chevrons and silver badge
   i. Officer First Class – one blue chevron and silver badge
   j. Patrol Officer – no chevrons and silver badge

B. Badges, Emblems, Patches, Medals, Insignia, Pins, Crests, & Commendation Ribbons

1. A departmentally issued or authorized badge must be worn on the outermost garment on the left chest of all sworn officers' uniforms. Only metallic badges may be worn on the dress blouse of the Class A uniform, the full-length buttoned dress shirts of the Class B uniform, and the uniform sweater. Mourning bands may only be worn when authorized by the Chief of Police.
2. No emblem, patch, insignia, crest, pin, or commendation ribbon may be worn or displayed on an Anne Arundel County Police Department uniform unless authorized by department policy or the Chief of Police.
3. All Anne Arundel County commendation ribbons must be worn in accordance with Index Code 301.
4. All shirt and uniform coat patches must be centered on the left sleeve with the top of the patch three-quarters (3/4) inch from the shoulder seam.
5. Shooting medals issued or approved by the Training Division may be worn ½ inch under the badge.
6. Recognition pins and service crests recognize extensive training or lengthy service in an area, discipline or unit within the department. Authorized recognition pins and or crests are to be worn centered above the nameplate and spaced ½ inch apart. The FBI National Academy pin, Northwestern University School of Police Staff and Command, PERF SMIP, or Southern Police Institute pin must always be placed at the highest level, followed by crests, followed by pins.
7. Only those pins or crests listed in Index Code 500 Appendix B are approved for wear.

C. Nameplate

Nameplates must be worn, free of any obstructions and clearly visible on the outer garment of a uniform. Metallic nameplates, matching the officer's badge color, are to be worn with the Class A or Class B uniform shirts and sweater. Metallic nameplates are to be worn directly even with the top seam or right pocket flap, and centered with the bottom of the right pocket. Embroidered nameplates are to be worn with the Class C uniform and External Ballistic Vest Carrier. ***Nameplates must include the officer's last name and identification number in accordance with Index Code 0501: Face Coverings and Identification.***

D. Hats

1. The long sleeve and short sleeve uniform hat for sworn personnel is the issued eight-point hat. This hat may be worn with the Class A or Class B uniform.
2. The cold weather hat is a knit hat, dark blue in color, embroidered with the police department emblem. This hat may be worn with the Class B or Class C uniforms, or when the officer is professionally dressed in plainclothes.
3. The issued baseball cap, embroidered with the police department emblem, may be worn with the Class C Uniform. The cap must be in good condition and may only be worn forward facing.

E. Leather and Nylon Belt and Accessories

All leather or nylon belts and accessories worn with the uniform must be kept neat and clean in appearance, without scuffs or damage.

1. **Gun Belt & Accessories**: The gun belt must fit snugly around the waist, with departmentally issued full-size handgun and holster attached to the belt. Accessories such as handcuffs, batons, or other equipment must be worn in accordance with the policies below. A gun belt has also traditionally been known as a Sam Browne Belt.
2. **Shoulder Strap**: The shoulder strap is worn only by sergeants, corporals, and officers with the Class A uniform blouse. When the uniform blouse is worn, the gun belt rests on the belt hooks and the shoulder strap is worn across the shoulder opposite the holster and underneath the epaulet and lapel.
3. **Belt Keepers**: All officers are issued four (4) belt keepers to be worn with the department issued gun belt. Belt keepers may not be worn with the Class A uniform

F. Shirts

1. Shirts must be neat and tucked into pants. Nothing visible may be carried in the shirt pockets except approved pens or matching pen and mechanical pencil combination.
2. Shirtsleeves may not be rolled up in any fashion, except to use integrated reflective strips.
3. When wearing the long-sleeved, full-button uniform shirt, the shirt must be worn with an issued necktie and all buttons fastened, or alternatively, with a crew-neck t-shirt or authorized mock turtleneck with all buttons except the top button fastened. (See Section IV.J.4 of this Index Code)

4. When wearing the short-sleeve full-button uniform shirt, all buttons must be fastened and only the collar button may be unbuttoned.
5. When wearing a mock-uniform shirt, all buttons must be fastened except the top collar button.

G. Sweater

The issued sweater may be worn as part of the Class B or Class C uniform.

1. Rank insignia – required for sergeant and above. Sergeant stripes worn on sleeves, lieutenant and above insignia worn on shoulder epaulets.
2. ***Department shoulder patch,*** badge, and nameplate must be affixed to the area provided on the sweater.
3. The sweater must, at all times, be tucked into the trousers at the belt.
4. If wearing an external ballistic vest carrier with the Class B or Class C Uniform, the sweater may be worn underneath the carrier without the Class B or Class C uniform shirt, but a dark blue or black mock turtleneck shirt must be worn.

H. Rainwear

Officers may wear issued or authorized rainwear over any uniform during inclement weather.

I. Jackets

Issued or approved jackets may be worn with any uniform except the Class A uniform. While conducting routine patrol or other enforcement duties in a departmental uniform, only a uniform-style jacket may be worn. Uniform style jackets must conform to the following requirements:

1. Rank insignia – required for sergeant and above. Sergeant stripes worn on sleeves, lieutenant and above insignia worn on shoulder epaulets or collar.
2. Badge and nameplate, must be affixed to the tabs provided on the front of the jacket.
3. A jacket may be worn over an External Ballistic Vest Carrier if left un-zipped in a manner that allows the officer full access to all items attached to the External Ballistic Vest Carrier.

J. Non-Issued Uniform Accessories

The following items, if used, must be furnished by the employee and worn with the uniform in the manner or style stated below.

1. **Trouser Belts**

Trouser Belts which pass through trouser belt loops must be leather or nylon and one and one half (1 ½) inches in width (one quarter (¼) inch variance is allowed). Belt buckles must be either black or must match the color of the officer's badge (chrome or gold plated) and of plain or police related design (Anne Arundel County Police or F.O.P.).

2. Gloves

White gloves for special occasions are issued by the department as needed. Cold weather gloves must be a solid color black and worn only during inclement or cold weather. Nitrile or latex gloves may be worn as temporary personal protective equipment when conducing searches, processing evidence, or conducting other hazardous duties where such gloves will provide personal protection. Leather or cloth gloves may be worn as personal protective equipment during searches or emergency situations.

3. Tie Clasp/Tie Tack

Approved tie clasps/tacks are of a plain design and are chrome or gold plated to match the color of the officer's badge. The tie clasp/tie tack with the County emblem, design, or police badge is permitted provided such tie clasp/tie tack is chrome or gold plated as appropriate. Tie clasps/tacks may be worn with the issued necktie.

4. Authorized Mock Turtlenecks, T-Shirts, and Necktie

a. The issued necktie must be worn with the Class A uniform. The top shirt button must be buttoned.
b. The issued necktie may be worn with the long-sleeve Class B uniform. The top shirt button must be buttoned when wearing the necktie.
c. Officers are authorized to wear dark blue or black t-shirts without any visible logos or insignia under their uniforms. Officers are authorized to wear V-neck t-shirts that are not visible when wearing ***a*** short or long-sleeve uniform shirts.
d. Officers are authorized to wear dark blue or black mock turtleneck shirts under their long-sleeve uniform shirts.

e. Supervisors may require the departmental necktie to be worn in lieu of the mock turtleneck/crew-neck t-shirt during such occasions where the tie would present a more professional image (i.e., special meetings with government officials, meetings with dignitaries, and other special events).

5. Pens

Pens worn visibly in the Class B uniform shirt pocket must be standard sized and be either black or a color which matches the predominant color of the sworn member's badge, either silver or gold.

V. PLAINCLOTHES

Plainclothes officers must at all times be neat, clean, and well groomed. Police officers permitted to wear civilian clothing must conform to the standards normally followed by personnel in business offices, unless otherwise directed. Only articles of clothing of a conservative nature are permitted. Police officers must use discretion in their dress and appearance so as not to invite unfavorable comment upon the Department. Police officers may wear department-issued polo shirts as part of casual business plainclothes when authorized during the conduct of department business.

When wearing plainclothes, officers may wear the issued External Ballistic Vest Carrier in compliance with the requirements of this policy.

VI. UNIFORM OF THE DAY, REQUIRED EQUIPMENT, & COURT AND TRAFFIC CONTROL REQUIREMENTS

A. UNIFORM OF THE DAY: SWORN ROUTINE PATROL

The Uniform of the Day for sworn officers assigned to routine patrol duties and ranked sergeant and below is the Class C uniform. The Uniform of the Day for sworn officers assigned to patrol duties and ranked Lieutenant is either the Class B or Class C uniform. Additionally, patrol officers must be equipped with the following items. Items indicated with an asterisk (*) must be equipped on the officer's belt or External Ballistic Vest Carrier. Items indicated with a diamond (♦) are optional for the ranks of Lieutenant and above.

1. Ammunition magazines & issued ammunition *
2. Anne Arundel County Parking Citation book ♦
3. Anne Arundel County Traffic Warning book
4. Departmentally issued badge
5. Issued Baton and holder * ♦
6. Issued Body armor & carrier ♦
7. Issued Chemical spray and case * ♦
8. Flashlight and holder
9. Handcuffs and case*
10. Handcuff key
11. Issued or approved gun belt with holster (issued or approved) and issued departmental full-size handgun, fully loaded (see also: Index Code 0402 and 402.2)
12. Juvenile Civil Citation book
13. Maryland Adult Municipal Infraction/Civil Citation book
14. Valid driver's license issued by State of residence
15. Maryland Safety Equipment Repair Order book -- NOT required if officer is equipped with MDC & ETIX equipment
16. Maryland Uniform Criminal Citation book
17. Maryland Uniform Traffic Citation book -- NOT required if officer is equipped with MDC & ETIX equipment
18. Current MPTC certification card
19. Notebook and pen
20. Police Department identification card
21. Portable radio (charged & operational) *
22. Department issued cellular phone

23. Rain suit or reflective coat
24. Reflective vest
25. Riot helmet (if issued)
26. Weapons of Mass Destruction (WMD) gear
27. CEW * ♦
28. Narcan
29. Body-Worn Camera (see Index Code 1904.4: Body Worn Cameras)

B. BIKE PATROL

The Uniform of the Day for officers assigned to Bike Patrol duties is the Bike Patrol Uniform. Other Equipment required to be carried by officers assigned to Bike Patrol is as follows:

1. Ammunition magazines & issued ammunition
2. Flashlight
3. Handcuffs and case
4. Handcuff key
5. Holster (issued or approved) and issued departmental handgun, fully loaded (see also: Index Code 0402 and 402.2)
6. Notebook and pen
7. Police Department identification card
8. Current MPTC certification card
9. Valid driver's license issued by State of residence
10. Portable radio (charged & operational)
11. Department issued cellular phone

C. SWORN, ON DUTY: NON-PATROL, NON-COVERT, NON-BIKE

1. Uniform of the Day:
   a. The Uniform of the Day for the Training Division is the Training Division Uniform
   b. The Uniform of the Day for the Crisis Intervention Team is the Crisis Intervention Team Uniform
   c. The Uniform of the Day for the Special Operations Division is the QRT/K9 Uniform, Traffic Safety Uniform, or Aviation Uniform, based upon the officer's unit assignment.
   d. The Uniform of the Day for all other sworn officers assigned to non-patrol, non-covert assignments is determined by applicable Standard Operating Procedures or the officer's bureau commander.
2. Required Equipment:

ALL Sworn officers who are on duty in non-patrol, non-covert assignments must be equipped with the following items. Items indicated with a diamond (♦) are optional for the ranks of Lieutenant and above.

   a. Ammunition magazines & issued ammunition
   b. Departmentally issued badge
   c. Body Armor
   d. CEW ♦
   e. Handcuffs
   f. Handcuff key
   g. Firearm and Holster (See also: Index Code 0402)
      i. Holster (issued or approved) and issued departmental or approved personal handgun, fully loaded when the officer is expecting to only be engaged in non-enforcement duties.
      ii. Holster (issued or approved and issued departmental full-size handgun, fully loaded when the officer is expecting to be engaged in enforcement duties.
   h. Flashlight

i. Valid driver's license issued by State of residence
j. Current MPTC certification card
k. Notebook and pen
l. Police Department identification card
m. Portable radio (charged & operational)
n. Department issued cellular phone
o. Riot helmet (if issued)
p. Body-Worn Camera (see Index Code 1904.4: Body Worn Cameras)

D. SWORN, ON DUTY: COVERT

On-duty sworn officers assigned to covert assignments are required to be equipped and attired in conformance with applicable Standard Operating Procedures.

E. UNIFORMED PROFESSIONAL STAFF

The Uniform of the Day for professional staff and reserve officers is based on the component unit's Standard Operating Procedures. Professional staff and reserve officers must be equipped with all items stated in the Standard Operating Procedures manual of their section/unit, or as stated by their commanding officer or office supervisor. Professional staff and volunteers must carry their issued police department identification card at all times when on duty.

F. TRAFFIC CONTROL DUTIES

All employees and volunteers conducting or participating in traffic control, on roadways or in parking areas, are required to wear a reflective or high-visibility vest or jacket as the outermost clothing item, unless the employee is acting in an emergency situation.

G. COURT APPEARANCES

1. Official Business:

All sworn officers attending court on department business must be minimally equipped with a handgun that conforms with departmental policy and with approved handcuffs, and must be attired as follows:

a. **Attendance On-Duty or Contiguous to On-Duty Time**:
   i. **Generally**: Officers must wear either the Class B or Class C uniform or civilian business attire.
   ii. **Special Operations Division and CIT Officers**: Officers must wear either the Uniform of the Day, the Class B or Class C uniform, or civilian business attire.

b. **Attendance Off-Duty Not Contiguous to On-Duty Time**: Officers must wear either the Class B or Class C uniform or civilian business attire.

Officers appearing in court on department business are prohibited from wearing polo shirts, T-shirts, jeans, sneakers, sweatpants, or any other casual or business casual attire.

2. Personal Business

Members of the department who attend court on personal business are prohibited from carrying any weapon and wearing the departmental uniform into any courthouse or court annex where the case is to be adjudicated. Exceptions to this standard may be granted only by authority of the Chief of Police.

H. TRAINING FUNCTIONS

Unless ordered otherwise by the commander of the Training Division, the Uniform of the Day for sworn officers assigned to In-Service Training is the Class C uniform. Officers assigned in a covert/undercover capacity may wear casual attire, however shorts, sweatpants, tank tops or clothing with questionable wording or graphics are not acceptable.

The Uniform of the Day for members of the department attending other departmental training programs or external training programs is the Class B uniform, Class C uniform, business or casual business attire, or the attire prescribed by the organization conducting the training.

I. OFF DUTY – REQUIRED EQUIPMENT FOR SWORN OFFICERS

Except as required by applicable Standard Operating Procedures for sworn officers in covert assignments, the following equipment must be carried or accessible when specified below:

1. Police Department Identification Card: Sworn officers must carry their Police ID card whenever the officer is carrying a firearm or operating a police vehicle. (See also: Index Code 1500)
2. Flashlight: Sworn officers operating police departmental vehicle must have a flashlight accessible. (See also: Index Code 1500)
3. Handcuffs: All sworn officers must have a set of issued or approved handcuffs readily accessible when operating a police departmental vehicle. (See also: Index Code 1500)
4. All sworn officers operating a police departmental vehicle are required to be armed with an issued or approved handgun in compliance with Index Code 402. (See also: Index Code 1500)
5. Body armor: Off-duty sworn officers may wear body armor when the officer becomes involved in a law enforcement incident.
6. Jacket: Off-duty sworn officers may wear a departmentally issued jacket with department insignia when the officer becomes involved in a law enforcement incident.
7. Badge: Off-duty sworn officers may display their departmentally issued or approved badge when the officer becomes involved in a law enforcement incident or to identify themselves as law enforcement when necessary.
8. Radio: Off-duty sworn officers operating a police departmental vehicle must have access to the officer's issued portable two-way radio. (See also: Index Code 1500)

VII. SPECIFIC EQUIPMENT REQUIREMENTS

A. Badges

Officers may only carry or wear badges issued by or authorized by the agency. Officers may, upon authorization by the Chief of Police, wear or carry alternative badges.

B. Chemical Spray

Only department issued chemical spray may be carried and used in the performance of duty. All officers below the rank of Lieutenant are required to carry the issued chemical spray on their belt or External Ballistic Vest Carrier while conducting routine or directed patrol activities. (See also: Index Code 0404: Chemical Agents).

C. Handcuffs

Each sworn member of the department is issued handcuffs and a handcuff case. Personally-owned handcuffs may be carried by officers. Such handcuffs must be silver, nickel, chrome or black in color and from one of the following manufacturers:

1. Smith and Wesson
2. Peerless
3. Hiatt
4. ASP
5. Safariland

Officers must be equipped with handcuffs at all times when on duty or while operating a department police vehicle. (See also: Index Code 1500) While on duty and in circumstances when the officer is engaged in law enforcement duties, handcuffs must be carried on either the officer's belt or the officer's External Ballistic Vest Carrier. Secondary handcuffs may be worn on the officer's belt or External Ballistic Vest Carrier, but must be carried in a handcuff case or strap.

D. Baton

Sworn officers are authorized to carry straight baton that is in compliance with Index Code 402.2. Uniformed officers below the rank of Lieutenant on patrol are required to wear the issued expandable baton and holder on their belt or External Ballistic Vest Carrier at all times while on patrol duty. In addition, officers may have available or carry a baton that complies with Index Code 402.2.

E. Body Armor

The wearing of body armor is mandatory for all uniformed officers below the rank of Lieutenant when operating a police vehicle for patrol or enforcement duties. All other sworn officers are strongly urged to wear body armor while engaged in law enforcement activities.

Body armor must be readily available to all officers engaged in enforcement activity.

Officers assigned to covert assignments are not bound by this directive but must follow applicable SOP's which provide guidance on use of body armor.

1. External Ballistic Vest Carrier

a. The External Ballistic Vest Carrier approved by the Support Services Division Commander is authorized for use by sworn personnel wearing a departmental uniform. A jacket may be worn over an External Ballistic Vest Carrier if left un-zipped in a manner that allows the officer full access to all items attached to the External Ballistic Vest Carrier.

b. Firearms may NOT be carried on or attached to the External Ballistic Vest Carrier.

c. Uniformed personnel may wear a radio pouch and up to four (4) departmentally issued accessories, on the outside of the external ballistic vest carrier.

d. Only the following departmentally issued accessory pouches and accessories may be worn on the External Ballistic Vest Carrier:

i. Double magazine pouch with full, issued magazines

ii. Single handcuff pouch with handcuffs

iii. Baton pouch with issued baton

iv. Utility pouch

v. OC spray pouch with issued OC spray

vi. CEW holster with issued CEW

vii. Tourniquet pouch

e. External Ballistic Vest Carriers must be worn with ***the following visible:***

i. ***An issued*** non-metallic departmental badge displayed on the left upper chest area

ii. ***An issued patch displaying*** the officer's name & ID Number prominently displayed on the right upper chest area

iii. ***An issued patch displaying*** "ANNE ARUNDEL COUNTY POLICE" on the upper back.

iv. An issued patch displaying the name or abbreviation of the agency name on the chest.

f. Additional patches, insignia, or pins/crests are not authorized for display on the External Ballistic Vest Carrier for uniformed personnel.

g. All uniformed personnel wearing an External Ballistic Vest Carrier with attached accessories must receive familiarization training by Training Division personnel before being authorized to wear the External Ballistic Vest Carrier.

2. Other Body Armor

a. When warranted by exigent circumstances, officers may wear issued or personally owned plate-carrier body armor designed to protect against high-caliber threats. Such body armor must display a large "ANNE ARUNDEL COUNTY POLICE" label on the front and rear.

b. Officers assigned to QRT or other specialized units may wear other external ballistic vest carriers and equipment with the authorization of the officer's bureau commander.

F. Communications Equipment

1. All sworn personnel are issued a portable two-way radio, and are required to have it on and have constant access to it while in uniform, on duty, or operating a police vehicle. (See also: Index Code 1500)

2. Radios may not be modified in any way without the approval of the Radio Systems Manager. Personnel using a shoulder mic with a portable radio may only use the departmentally issued Motorola "Public Safety" shoulder mic (with or without the departmentally issued earpiece).

3. Personnel issued portable radios are also issued two batteries, a desk top battery charger/conditioner, and a portable 12-volt battery charger. Personnel are responsible to maintain their issued portable radio and batteries in a ready state. This includes "conditioning" the batteries utilizing the desktop charger/conditioner on a regular basis.
4. All sworn personnel and other personnel designated by the Chief of Police are issued cellular telephones and associated communications equipment as required for the conduct of their duties.

G. Eyewear

Eyeglasses and Sunglasses: Eyeglasses or sunglasses must be conservative in color and size, and must not detract from the professional appearance of the uniform. Trendy colors, including but not limited to red, yellow, purple, bright green, and orange are not authorized for wear. Eyeglass restraints are only authorized when required for safety purposes. Eyeglasses and/or sunglasses may not be attached to chains, bands, or ribbons.

Contact Lenses: Lenses that have designs on them that change the natural appearance or color of the iris are not authorized to be worn.

H. Equipment Used in Civil Emergencies

A riot helmet is issued to every sworn officer. Other equipment used in civil emergencies is securely stored at District stations and the Special Operations Division.

I. Identification Cards

All employees of the Police Department are issued an identification card, and must carry it on their person at all times while in uniform, on duty, or while operating a county vehicle. (See also: Index Code 1500) Sworn police officers must also carry their identification card whenever they are armed with department issued or approved firearms. (See also: Index Code 0402) Members must immediately report the loss of identification cards to their commanding officer in writing. The Technology Section is responsible for issuing identification cards and maintaining accurate records of all cards issued. The employee's identification number will always appear on the card.

J. Flashlight

Officers conducting routine or directed patrol activities must carry a flashlight on the officer's belt or External Ballistic Vest Carrier. Other officers must carry a flashlight on their person or in their police vehicle when on duty or operating a police vehicle. (See also: Index Code 1500)

K. Weapons, Holsters & Ammunition

All sworn officers are required to be armed while in uniform, on duty, or while operating a police vehicle. (See also: Index Codes 1500 and 402)

L. Conducted Energy Weapon

All uniformed officers below the rank of Lieutenant on patrol are required to carry the issued CEW and CEW holster on their belt or External Ballistic Vest Carrier. (See also: Index Code 406)

VIII. GROOMING & APPEARANCE STANDARDS

Supervisors are responsible for ensuring compliance with grooming standards.

A. Sworn Officers

This section applies to all sworn officers, except those assigned to covert duties or otherwise excused by the officer's bureau commander.

1. Haircuts

a. Hair must be neatly groomed. The length or bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance. Extreme or eccentric haircuts and hairstyles are not permitted. Examples of prohibited hairstyles include, but are not limited to, mohawks, "fauxhawks," mullets, spikes, or elaborate etched designs.

b. Officers may use dyes, tints, or bleaches but must choose a naturally occurring human hair color. Hair colors that are considered extreme or eccentric, such as fluorescent/neon colors, blue, orange, purple, pink, or green are prohibited.

c. The bulk or length of hair may not interfere with the wearing of issued personal protective equipment or the departmental issued hats worn squarely and level on the head with the center of the hat's visor in line with the nose.

When wearing departmental headgear, hair may not protrude from the front of the headgear.

d. Hair may touch the top of the ears but may not cover any portion of the outside of the ear.

e. Uniformed officers must wear their hair neatly trimmed and tapered, blocked, or squared to the sides of the head and to the back of the neck.

f. Uniformed officers must style their hair in such a manner as to ensure any hair that falls below the bottom edge of the shirt collar must be secured in a bun or pony tail.

g. Frontal hair may not fall below the eyebrows.

h. Braids, cultivated locs (individual sections of hair that are intertwined from the root tip, which creates a uniform ringlet or cordlike appearance requiring maintenance/upkeep and are uniform in appearance), or cornrows may be worn if styled, symmetrically, and close to the scalp. When a hairstyle of multiple braids is worn, each braid shall be of uniform dimension and tightly interwoven. Multiple braids, consisting of two or more braids that encompass the whole head, may be worn loose or may be pulled straight back into a bun or pony tail, assuming all other grooming guidelines are met.

i. Beads or other decorative items may not be braided into the hair.

j. Wearing objects in their hair, including, but not limited to, pins, barrettes, bands, and clips, must be singular in color and must be either blue, clear, brown and black. Such objects may not interfere with proper wearing of any issued equipment.

2. Sideburns

Sideburns must be neatly trimmed, not extending below the midpoint of the ear, and must conform with facial hair standards below.

3. Facial Hair

Well-trimmed mustaches, beards, and goatees are permitted. Beards and goatees may not exceed ¼ inch in length. Mustaches must be kept trimmed with no hair extending down over the upper lip nor extending past either side of the mouth. "Handle bar" mustaches are prohibited. A department member may be required to shave for annual respirator (gas mask) fit tests or when the use of a respirator (gas mask) is likely. Officers with facial hair must have a shaving kit readily available to enable the officer to remove facial hair in the event they are required to utilize a respirator (gas mask).

4. Wigs

Wigs or hairpieces may be worn as long as they conform to Section VIII.A.1.

5. Cosmetics and Colognes

Cosmetics, colognes, after shave lotion, perfumes, light makeup, etc. are permitted to be worn. Makeup, when worn, should give as natural an appearance as possible.

6. Fingernails

Fingernails must be kept clean and trimmed, and may not exceed 1/8" beyond the fingertip. Officers may wear fingernail paint which is clear or colored, but all nails must be the same color. Color and design must be conservative in appearance and compliment the uniform or attire being worn. Embellishments are not permitted.

7. Tee Shirts - Undergarments

Appropriate undergarments (tee shirts, bras) are to be worn. For approved t-shirts and mock turtlenecks see Section IV.J.4.

8. Jewelry

The wearing of visible jewelry is limited to a wristwatch, a medical alert bracelet, stud earrings (one per ear), and one acceptable ring on each hand (a wedding set is considered one ring). Examples of acceptable ring styles include wedding rings, law enforcement association rings, and school rings. The ring's appearance ***may*** not detract from the professional appearance of the uniform. Necklaces, chains and any visible body piercings are prohibited if they are exposed or interfere with the officer's performance of duty. Tongue piercings are prohibited.

9. Body Modification

a. Tattoos

i. Tattoos which are obscene, vulgar, offensive, sexually suggestive, or profane may not be visibly displayed when officers are representing the agency or displaying agency logos or insignia.

ii. Tattoos which are criminally suggestive, or discriminatory towards persons on the basis of their race, ethnicity, national origin, gender, gender identity, sexual orientation, disability, religion, age, marital status, political affiliation, or any other personal characteristic are prohibited.

iii. Facial tattoos are prohibited.

This rule may not be read to prohibit cosmetic tattooing to restore a natural appearance or to correct medical conditions.

b. Teeth

Officers are prohibited from wearing dental ornamentation whenever in uniform, representing the police department, or operating a county vehicle.

Officers are prohibited from modifying teeth to create an unnatural appearance, except for legitimate dental or medical purposes.

c. Body Modification

i. Intentional branding, scarification, and transdermal implants (not including hair replacement) which are obscene, vulgar, offensive, sexually suggestive, or profane may not be visibly displayed when officers are representing the agency or displaying agency logos or insignia.

ii. Intentional branding which is criminally suggestive, or discriminatory towards persons on the basis of their race, ethnicity, national origin, gender, gender identity, sexual orientation, disability, religion, age, marital status, political affiliation, or any other personal characteristic is prohibited.

iii. Intentional branding of the face is prohibited.

iv. Body modifications, including, but not limited to gauging, scalpelling, tongue forking, or intentional mutilation, which are not fully concealed by clothing or which create abnormal shaping of facial and mouth features are prohibited.

B. Professional Staff

Professional staff must at all times be neat, clean, and well groomed. The dress code for professional staff either appears in the standard operating procedures of the section/unit, or is explained by the employee's supervisor. Professional Staff must ensure that their appearance does not reflect unfavorably on the department.

C. Exceptions

Covert Assignments: Personnel assigned to investigative duties and other specialized enforcement activities which require an inconspicuous appearance may be exempted from the provisions of the grooming and appearance standards upon approval of the Chief of Police.

IX. SEPARATION FROM EMPLOYMENT

Upon separation from employment with the Department (Resignation, Retirement, Termination), personnel are required to return all issued equipment. The employee ***is*** responsible for returning all equipment and completing and signing the applicable forms, which will be provided to them by Police Personnel. The employee's immediate supervisor must allow the separating employee ample time during their working hours to return all department issued property to the respective units. The receiving unit will inspect the returned equipment and initial the applicable forms. The employee must turn in the completed forms to their immediate supervisor/commander on or before their last day of employment. The supervisor/commander must ensure that the forms have been completed with initials from the receiving units. The supervisor/commander must sign the properly completed form and promptly return it to Police Personnel.

X. EQUIPMENT AND UNIFORM ISSUANCE, REPAIR, ALTERATION, AND ACCOUNTABILITY

A. Equipment Issue

The department provides all sworn personnel and uniformed professional staff with uniforms and equipment, at no cost to the employee. The amount and content of the initial issued equipment, uniforms, and other authorized equipment and uniforms appears in the current applicable labor contract(s) and in Index Code 500 Appendix A. As specified in department policy or at the direction of the Chief of Police, various department elements issue, service, and maintain accountability records for departmental equipment.

B. Damaged or Lost Departmental Property

Any departmental property, which is lost or damaged, except for departmental or county vehicles, a written incident/offense report detailing how the property was lost or damaged. The officer assigned the damaged or lost

property is responsible for completing this report. The report must be forwarded to the Property Section Commander by the supervisor who approves the report and subsequently reviewed by the Bureau of Administration Commander.

For damage to departmental or county vehicles, see Index Code 1503: Departmental Collisions & Damaged Departmental Vehicles.

C. Replacement and Reimbursement

Departmental Property, which has become worn due to normal wear and tear, must be turned over to the issuing unit. The member requesting such replacement must complete any paperwork required by that issuing unit.

Reimbursement for a member's personal property that is damaged or destroyed while engaged in any law enforcement duty is considered on a case-by-case basis. Requests for reimbursement, with an explanation of circumstances leading to the loss, must be made via the chain of command to the Chief of Police. The employee must purchase the replacement property and forward the sales receipt to the Office of the Chief of Police along with a written request for reimbursement. If the Chief approves reimbursement, the Fiscal Management Section will have a check issued to the employee for the cost of the replacement property.

Approved jewelry is worn at the discretion of the employee. Therefore, other than a wristwatch or medic alert bracelets/necklaces, for which the department will cover the cost of repair or replacement for loss or repair up to a maximum of $100, employees may not be reimbursed for damages incurred to or loss of such items. Refer to Section VIII.A.8 listing of approved jewelry.

D. Repairs and Alterations

All sworn members, regardless of assignment, are required to have readily available a well-fitting set of summer and winter uniforms. Any member, whose physical size and body weight has changed, thereby necessitating re-measuring for the uniform, may report to the Quartermaster for re-fitting. Department uniforms are made solely by vendors contracted by the county and the department. Repairs to uniforms may be made by a competent tailor, but such repairs must conform to the specifications prescribed by the Quartermaster.

E. Disposal of Department Property

No department property must be thrown away, sold, destroyed, or otherwise disposed of, except with the permission of the Property Section Commander, subject to the approval of the Chief of Police. The Property Section Commander must ensure that inventory records reflect the disposition of the property.

F. Equipment Accountability

Department elements charged with maintaining accountability records for issued equipment are responsible for maintaining such records to ensure accountability of issued and returned equipment.

XI. TEST AND EVALUATION

The commander of the Property Management Section may authorize deviations from this policy for purposes of testing and evaluating equipment and uniforms.

XII. PROPONENT UNIT: Office of the Chief of Police.

XIII. CANCELLATION: This directive cancels Index Code 500, dated ***08-28-26***.