

Uniforms and Civilian Attire

1024.1 PURPOSE AND SCOPE

This policy provides guidelines for Elkton Police Department-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of department uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Department.

This policy addresses the wearing and maintenance of department uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Department.

Other related topics are addressed in the Badges, Patches and Identification, Department-Owned and Personal Property, and Personal Appearance Standards policies.

1024.2 POLICY

The Elkton Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement. The Department may provide other department members with uniforms at the direction of the Chief of Police.

All uniforms and equipment issued to department members shall be returned to the Department upon termination or resignation.

1024.3 UNIFORMS

The Chief of Police or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all members as needed. Uniforms shall be worn as described therein and as specified in this policy.

The following shall apply to those assigned to wear department-issued uniforms:

- (a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.
- (b) Officers in a non-uniformed assignment shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Uniforms shall be worn in compliance with any applicable department specifications.
- (d) Members shall wear only the uniforms specified for their ranks and assignments.
- (e) Civilian attire shall not be worn in combination with any distinguishable part of a uniform except as outlined below.
- (f) Uniforms are only to be worn while on-duty, for court, at official department functions or events, while in transit to or from work, or when authorized by the Chief of Police or the authorized designee.

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- (g) Members are not to purchase or drink alcoholic beverages while wearing any part of department-issued uniforms, including the uniform pants.
- (h) All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

1024.3.1 ACCESSORIES

Members shall adhere to the following when wearing department uniforms:

- (a) Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy. Unless specifically authorized by the Chief of Police or the authorized designee, only the following jewelry may be worn with the uniform:
 - 1. Earrings shall be stud-style and only one earring may be worn in each ear.
 - 2. Necklaces must be worn inside the uniform shirt and must not be able to fall out.
 - 3. Rings
 - 4. Wristwatch
 - 5. Medical alert bracelet

1024.3.2 INSIGNIA, PATCHES AND BADGE

Only the following elements may be affixed to department uniforms unless an exception is authorized by the Chief of Police:

- (a) Shoulder patch - The authorized shoulder patch supplied by the Department shall be machine stitched or otherwise attached to the sleeves of all uniform shirts and jackets.
- (b) Badge - The department-issued badge, or an authorized cloth replica, must be worn and visible at all times while in uniform.
 - 1. The badge (officer identification) number must also be displayed while in uniform.
- (c) Nameplate - The regulation nameplate, or an authorized cloth nameplate, shall be worn at all times while in uniform.
- (d) Rank insignia - The designated insignia indicating the member's rank must be worn at all times while in uniform.
- (e) Assignment insignias - Assignment insignias (e.g., SWAT, FTO) may be worn as designated by the Chief of Police. They will be worn centered on the right pocket flap below the name plate.
- (f) American flag pin - An American flag pin may be worn, centered above the nameplate.
- (g) Citation Ribbons - citation ribbons awarded by the Department or allied agency may be worn on the Class A, B, or D uniforms. They will be worn centered above the name plate.
- (h) Firearms Marksmanship Badge - may be worn centered on the right pocket flap below the name plate.

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1024.3.3 MOURNING BAND

Uniformed members shall wear a black mourning band across the department badge whenever a law enforcement officer is killed in the line of duty or as directed by the Chief of Police. The following mourning periods will be observed:

- (a) Elkton Police Department officer - From the time of death until midnight on the 30th day.
- (b) An officer from the state of Maryland - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out-of-region fallen officer.
- (d) National Peace Officers' Memorial Day (May 15) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police.

1024.4 UNIFORM CLASSES

The Chief of Police or the authorized designee shall determine the uniform to be worn by each department member or any deviations that may be authorized.

Uniforms are classified as follows:

- (a) Class A
- (b) Class B
- (c) Class C
- (d) Class D
- (e) Class E
- (f) Specialized Assignment

1024.4.1 CLASS A UNIFORM

The Class A uniform consists of the following:

- (a) Campaign hat
- (b) Dress blouse
- (c) Long-sleeve shirt with tie
- (d) Tie tack or tie bar
- (e) Trousers
- (f) Black trouser belt
- (g) Sam Browne belt with shoulder strap (belt shall be equipped with a duty holster, one mag pouch on the support side front hip, and one handcuff case centered on the back)
- (h) Dark blue or black socks
- (i) Black polished dress shoes
 - 1. Boots with pointed toes are not permitted.

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- (j) White gloves (as directed)

1024.4.2 CLASS B UNIFORM

The Class B uniform consists of the following:

- (a) Campaign hat
- (b) Long-sleeve shirt
 - 1. A dark blue turtle neck shirt (either full shirt or mock turtle neck) t-shirt must be worn under the uniform shirt.
 - 2. Shirt sleeves must be buttoned at the cuff.
- (c) Trousers
- (d) Gun belt (equipped as needed for the member's assignment)
- (e) Black trouser belt
- (f) Dark blue or black socks
- (g) Black polished dress shoes or boots
 - 1. Approved black unpolished shoes may be worn.
 - 2. Boots with pointed toes are not permitted.
 - 3. Decorative stitching or adornment is not permitted.

1024.4.3 CLASS C UNIFORM

The Class C uniform consists of the following:

- (a) Outer Vest Carrier (equipped as needed for the member's assignment)
- (b) Long-sleeve armor skin type shirt
 - 1. A dark blue turtle neck shirt (either full shirt or mock turtle neck) t-shirt must be worn under the uniform shirt.
- (c) BDU Uniform Trousers
- (d) Gun belt (equipped as needed for the member's assignment)
- (e) Black trouser belt
- (f) Dark blue or black socks
- (g) Black polished dress shoes or boots
 - 1. Approved black unpolished shoes may be worn.
 - 2. Boots with pointed toes are not permitted.
 - 3. Decorative stitching or adornment is not permitted.
- (h) Lightweight jacket (optional)

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1024.4.4 CLASS D UNIFORM

The Class D uniform consists of the following:

- (a) Campaign hat
- (b) Short-sleeve shirt
 - 1. A dark blue crew neck t-shirt must be worn under the uniform shirt.
- (c) Trousers
- (d) Gun belt (equipped as needed for the member's assignment)
- (e) Black trouser belt
- (f) Dark blue or black socks
- (g) Black polished dress shoes or boots
 - 1. Approved black unpolished shoes may be worn.
 - 2. Boots with pointed toes are not permitted.
 - 3. Decorative stitching or adornment is not permitted.
- (h) Lightweight jacket (optional)

1024.4.5 CLASS E UNIFORM

The Class E uniform consists of the following:

- (a) Outer Vest Carrier (equipped as needed for the member's assignment)
- (b) Short-sleeve Armor Skin type shirt
 - 1. A dark blue crew neck t-shirt must be worn under the uniform shirt.
- (c) Gun belt (equipped as needed for the member's assignment)
- (d) Black trouser belt
- (e) Dark blue or black socks
- (f) Black polished dress shoes or boots
 - 1. Decorative stitching or adornment is not permitted.
 - 2. Boots with pointed toes are not permitted.
 - 3. Approved black unpolished shoes may be worn.

1024.4.6 SPECIALIZED ASSIGNMENT UNIFORM

The Chief of Police or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments, such as canine handlers, bicycle patrol, and other specific assignments.

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1024.5 CIVILIAN ATTIRE

There are assignments within the Department that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary.

- (a) Civilian attire shall fit properly, be clean and free of stains, and not damaged or excessively worn.
- (b) Members assigned to administrative, investigative and support positions shall wear business-appropriate clothing that is conservative in style.
- (c) Variations from this policy are allowed at the discretion of the Chief of Police or the authorized designee when the member's assignment or current task is not conducive to wearing such clothing.
- (d) No item of civilian attire may be worn while on-duty that would adversely affect the reputation of the Elkton Police Department or the morale of the members.
- (e) The following items shall not be worn while on-duty or when representing the Department in any official capacity:
 - 1. Clothing that reveals cleavage, the back, chest, stomach or buttocks
 - 2. T-shirt alone or exposed undergarments
 - 3. Swimsuits, tank tops, tube tops or halter tops
 - 4. Sweatshirts, sweatpants or similar exercise clothing
 - 5. Spandex-type pants or transparent clothing
 - 6. Shorts
 - 7. Clothing, buttons or pins displaying racial, sexual, discriminatory, gang-related or obscene language

1024.6 OPTIONAL EQUIPMENT

Any items that are allowed by the Elkton Police Department but that have been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the Department

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be managed as follows:

- (a) When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.
- (b) When the item is no longer functional because of damage in the course of the member's duties, it shall be replaced in accordance with the Department-Owned and Personal Property Policy.

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1024.7 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Elkton Police Department members may not wear any uniform item, accessory or attachment unless specifically authorized by the Chief of Police or the authorized designee.

Department members may not use or carry any safety item, tool or other piece of equipment unless specifically authorized by the Chief of Police or the authorized designee.