



Subject: Department Uniforms

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I. Purpose:

The nature of police work and the need for visibility in the basic police function require uniformity in appearance of employees. The intent of this policy reflects the Department's desire to make employees readily recognizable to the public, provide for their safety, to foster "esprit de corps" through similarity of appearance and to present a professional image. This policy establishes regulations governing the issuance and wearing of Departmental uniforms and equipment.

II. Definitions:

- A. **Civilian Clothing:** Any garment or article of clothing that is not issued to the employee by the Department or is not authorized for wear as part of a uniform.
- B. **Commander(s):** Sworn Employees holding the rank of Lieutenant, Captain, Major, and Chief of Police.
- C. **Employee(s):** Persons who perform services for or on behalf of the Department and whose duties and assignments are directly controlled by the Department.
- D. **Equipment:** All uniforms, uniform items, vehicles, accessories, tools and property owned by the Department that is issued, or comes into the possession of an employee at any time.
- E. **Non-Sworn Employee(s):** Employees who are not police officers.
- F. **Supervisor (s):** Sworn employees holding the rank of Corporal through Chief of Police, and non-sworn employees designated by the Department as holding supervisory authority over other non-sworn employees.
- G. **Sworn Employee (s):** Employees who are police officers vested with law enforcement authority.
- H. **Uniform:** Issued Departmental Class "A", "B", "C", "D" or "E" uniforms or other authorized, and recognized uniform items as described in Department policy or approved by the Department.



III. Policy

The Ocean City Police Department uniform, with appropriate insignia, is designed primarily to show at a glance the public position and rank of the employee authorized to wear it. The uniform represents visual evidence of the authority and responsibility vested in the employee by the Department. The policy of the Department is to provide all employees with the equipment necessary to perform their duties. The Department requires that employees adhere to the approved uniform, equipment and grooming standards as described in this and related Department policy.

IV. Uniform Guidelines

A. General

The uniform of the Department is symbolic of the dignity and authority of the Agency and the Town of Ocean City and has been adopted as a means by which employees of the Department are recognized by the public.

1. Unless otherwise directed, or stipulated by policy, employees while on duty will wear the uniforms and equipment issued or approved by the Department.
2. When the uniform is worn, care shall be taken that it fits properly, is neat, and properly pressed, cleaned or polished. Leather gear shall be kept with a polished appearance, and not scuffed or worn, and nylon duty gear shall be kept clean.
3. Employees shall wear Department uniforms in their entirety and in their intended fashion;
 - a. Employees will present a professional appearance.
 - b. Buttons and other metal accessories shall be clean and bright.
4. Supervisors may authorize the wearing of any type of clothing or equipment when the nature of duties requires it for a temporary period and it is reasonably necessary for the performance of duty.
5. Sworn employees, when wearing a uniform shall courteously salute Commanders when in public view. Commanders shall salute Commanders holding a higher rank.
6. Employees who report for duty in an improper, unfit or incorrect uniform may be sent home to correct the uniform by his/her supervisor.
7. Employees are responsible for the proper care and maintenance of all uniforms and equipment issued to them by the Department.
8. Supervisors are responsible for periodically inspecting employees to ensure equipment is maintained in good working order.



B. Prohibitions & Limitations

1. Sworn employees shall not wear any uniform item or equipment that would indicate he/she holds a higher rank than actually attained.
2. Non-sworn employees shall not wear any rank insignia, shoulder patch, badge, hat, hat crest, tie clip or any other uniform item that would indicate or would lead one to believe that the employee is a police officer.
3. Employees shall not wear any part of the uniform when off-duty, except while in transit to and from authorized work assignments.
4. Employees shall not wear civilian clothing with Class "A", "B", or "C" uniforms except for appropriate under garments.
5. Employees MAY wear civilian outer garments (ex; Jacket) with the Class "D" Training / Utility uniform and Class "E" uniforms where authorized by this policy.
6. Employees shall not wear any articles of clothing or equipment not specified in this policy, or deviate from it without the approval of the Chief of Police.
7. Employees shall not attach any unauthorized objects, articles, buttons badges, patches or insignia to any part of the uniform.
8. Employees may not make unauthorized alterations to uniforms. Alterations for proper fit and permanently sewn creases in pants are authorized alterations.
9. Employees shall not allow or permit others to wear parts of the official uniform.

V. Classes of Uniforms

The class of uniform to be considered the uniform of the day shall be designated by the Department. Division Commanders may designate an alternate uniform of the day for specific assignments under their command which may necessitate the wearing of a different class or modification of the uniform.

Employees shall not deviate from the uniform class standards without approval of the Department. The designated uniform standards for each class are as follows;



A. Class "A" Uniform

This uniform shall be worn by sworn employees for ceremonial or formal functions, public speaking engagements, and other assignments as directed by the Department. The Class "A" Uniform shall consist of the following;

1. Issued dress blouse, fully buttoned;
 - a. Rank insignia shall be displayed on the sleeves for ranks of Sergeant and below.
 - b. Ceremonial cords shall be worn on the left shoulder of the dress blouse by members of the Honor Guard while engaged in designated Honor Guard details and assignments.
2. Issued uniform hat with fabric cover and proper rank badge and designated band.
3. Issued long sleeve white uniform shirt, fully buttoned down the front and at the cuffs.
4. Issued black necktie.
5. Approved, low cut, black shoes, holding or capable of holding a high gloss shine.
6. Issued uniform dress pants
7. Black socks.
8. Issued white gloves, if specifically required by the occasion
9. Issued or approved black waist belt.
10. Leather Gear;

Ranks of Sergeant and below shall wear the following leather gear on the outside of the Class "A" dress blouse;

- a. Issued plain leather duty belt.
- b. Issued plain leather shoulder belt.
- c. Issued duty security holster.
- d. Issued plain leather handcuff case, worn on the belt centered on the back, with handcuffs inside the case.



- e. Issued plain leather double magazine pouch, worn on the duty belt on the opposite side from the holster, with issued, loaded magazines carried in the case.
- f. Members of the Honor Guard, while engaged in designated Honor Guard assignments will wear issued high gloss leather gear in lieu of plain leather gear.

11. Issued Firearm

- a. Commanders shall wear their departmentally issued firearm concealed beneath the dress blouse, carried in an issued or approved holster.
- b. Sergeants and below shall wear their issued firearm in the issued security holster, carried on the duty belt on the outside of the dress blouse.

B. Class "B" Uniform

This uniform shall be worn by sworn employees from November 1 through March 31 of each year. This uniform may also be worn optionally by sworn employees from April 1 through April 30 and from October 1 through October 31. The Class "B" uniform consists of the following;

1. Issued uniform hat with fabric cover and proper rank badge and designated band or approved or issued cold weather winter hat (optional in compliance with this policy).
2. Issued navy blue multi-season jacket (optional as needed).
3. Issued long sleeve uniform shirt, buttoned at the wrist;
 - a. Commanders shall wear the issued white uniform shirt with issued black tie except as permitted in "9" below.
 - b. Ranks of Sergeant and below shall wear the issued navy blue uniform shirt with issued black tie except as permitted in "9" below.
4. Issued navy blue uniform pants.
5. Navy blue or black socks.
6. Issued or approved black shoes or boots. Footwear shall have a black sole.
7. Issued body armor with vest carrier to match the uniform shirt color.
8. Issued or approved black waist belt.



9. Optional Class "B" Uniform Gear;
 - a. Issued navy blue sweater worn over the uniform shirt.
 - b. Issued or approved navy blue mock turtleneck shirt worn under the long sleeve uniform shirt in lieu of the issued tie for Sergeants and below.
 - c. Issued or approved white mock turtleneck shirt worn under the long sleeve uniform shirt in lieu of the issued tie for Commanders assigned to Patrol Watches or while engaged in patrol-related duties.

C. Class "C" Uniform

This uniform shall be worn by sworn employees from May 1 through September 30 of each year. This uniform may also be worn optionally by sworn employees from April 1 through April 30 and from October 1 through October 31. The Class "C" uniform consists of the following;

1. Issued uniform hat with mesh cover, proper rank badge and designated band (optional in compliance with this policy).
2. Issued navy blue multi-season jacket (optional as needed).
3. Issued short sleeve uniform shirt;
 - a. Commanders shall wear the issued white uniform shirt.
 - b. Ranks of Sergeant and below shall wear the issued navy blue uniform shirt.
4. Issued navy blue uniform pants.
5. Navy blue or black socks.
6. Issued or approved black shoes or boots. Footwear shall have a black sole.
7. Issued body armor with vest carrier to match the uniform shirt color.
8. Issued or approved black waist belt.

D. Class "D" Uniform

Class "D" uniforms are determined by, and may be modified from time to time by the Chief of Police and/or the Commander or Supervisor of an affected Specialty Unit, Department Section, or specialized assignment. Class "D" uniforms will always display Departmental insignia for identification purposes. Class "D" uniforms are as follows;



1. Class "D" Bicycle Patrol Uniform

The Class "D" bicycle patrol uniform shall be worn by sworn employees only when engaged in police assignments requiring the employee to operate a Departmental patrol bicycle and shall consist of;

- a. Headgear;
 - i. Issued bicycle helmet to be worn at all times while physically operating Department bicycles.
 - ii. Optional issued solid black or other approved black bandana or similar headgear. The bandana may only be worn under the bike helmet when the helmet is on the head.
 - iii. Issued baseball style hat; only permitted when the helmet is removed, and is the only authorized headgear when the helmet is removed.
- b. Issued bicycle patrol shirt with rank insignia affixed to sleeves for the ranks of Sergeant and below.
- c. Issued black cycling shorts, or issued black cycling pants.
- d. Issued cycling jacket, optional as needed with rank insignia affixed to sleeves for the ranks of Sergeant and below.
- e. Issued or approved cycling gloves.
- f. Footwear
 - i. Black low-cut socks.
 - ii. Shoes designed for police bicycle patrol duty, or hard soled shoes/boots that are 6 inches or shorter or athletic shoes.
 - iii. All footwear shall be black in color, or a combination of predominantly black and gray, shall bear minimally visible brand insignia, and shall be compatible with pedal retention systems.
- g. Issued body armor.
- h. Issued or approved black waist belt and duty belt with issued equipment.



- i. Other Optional Uniform gear;
 - i. Issued or approved long-sleeved black mock turtle neck worn under the issued bike shirt, in lieu of wearing the cycling jacket or in combination with the cycling jacket.
 - ii. Issued or approved black or black/gray winter cycling gloves.

2. Class “D” Mounted Patrol Uniform

The Class “D” Mounted Patrol uniform may be worn by sworn employees who are members of the Department’s Mounted Patrol Unit when in training, when on-duty with their mount, or when designated by the Mounted Unit Commander or the Department. The Class “D” Mounted Patrol uniform shall consist of specialized uniforms and equipment items as designated by the Department and the Mounted Unit Commander. Issued body armor shall be worn with this Class “D” uniform. The manner of display of rank insignia shall be determined by the Unit Commander.

3. Class “D” K-9 Uniform

The Class “D” K-9 Patrol uniform may be worn by sworn employees who are members of the Department’s K-9 Patrol Unit when in training, when on-duty, or when designated by the K-9 Unit Commander or the Department. The Class “D” K-9 Patrol uniform shall consist of specialized uniforms and equipment items as designated by the Department and the K-9 Unit Commander. Issued body armor shall be worn with this Class “D” uniform. Issued uniform hats shall be worn consistent with Section “VII”, Sub-Section “J” of this policy. The manner of display of rank insignia shall be determined by the Unit Commander.

4. Class “D” Training / Utility Uniform

The Class “D” Training / Utility uniform is designed to be a comfortable, less formal uniform that may be worn as an alternative to other class uniforms while still maintaining the professional and standardized appearance that the Department desires. The Class “D” Training / Utility uniform may be worn by both sworn and non-sworn employees as follows;

- i. When attending authorized Department or Town training as a student or instructor in compliance with General Order 800 A-1 and this policy.
- ii. When assigned to employee applicant written and physical abilities testing as determined by the test Administrator.
- iii. When assigned to Department recruiting activities.



- iv. When attending authorized meetings on behalf of the Department or the Town and other attire is not specified.
 - v. When working in a restricted duty status.
 - vi. When assigned to administrative positions that do not involve uniformed enforcement activity as the primary duty and with the approval of the Department.
- b. The Class "D" Training / Utility uniform shall consist of the following;
- i. Issued navy blue polo shirt, except that employees attending training as instructors may be distinguishable from student employees as follows;
 - a. Red polo shirt - Firearms Instructor.
 - b. Black polo shirt - Defensive Tactics Instructor.
 - ii. Optional issued or approved long sleeve black or navy blue shirt worn under the polo shirt.
 - iii. Issued Khaki 5.11 Tactical pants.
 - iv. Black, navy, white or khaki colored socks.
 - v. Conservative athletic or casual dress footwear.
- c. Issued or approved plain leather or nylon waist belt with buckle.
- d. Issued handgun worn in compliance with this policy.
- e. Issued badge worn visibly on the waist belt on the front of the body near the handgun.

5. Class "D" Police Officer Trainee Uniform

The Class "D" Police Officer Trainee uniform will be worn by sworn employees who are assigned to the Training and Recruiting Section and who are attending entrance-level police officer certification training at the regional police academy. The Class "D" Police Officer Trainee uniforms shall be determined by the Police Academy. Upon graduation from entrance level training, these sworn employees are authorized to wear other appropriate Class uniforms as designated by this policy.



6. Class "D" Quick Response Team

The Class "D" Quick Response Team (QRT) uniform will be worn by sworn employees who are members of the Department's QRT when in training, when engaged in tactical callouts and when designated by the QRT Commander or the Department. The Class "D" QRT uniform shall consist of specialized uniforms and equipment items as designated by the Department and the QRT Commander. Issued body armor shall be worn with this Class "D" uniform. The display of rank insignia shall be determined by the Unit Commander.

7. Class "D" Inclement Weather Uniform

The Class "D" Inclement Weather uniform may be worn when authorized by the Department by employees when weather conditions become severe and the need to shield other uniforms and equipment is desired or necessary. The Class "D" Inclement Weather uniform will be worn as the outer layer on top of other uniforms, will not display rank insignia except for the badge and will consist of the following;

- a. Issued or approved waterproof rain pants.
- b. Issued or approved waterproof rain jacket.
- c. Issued headgear and water-proof cover if necessary.
- d. Footwear appropriate for the weather event and as determined and authorized by the Department.

E. Class "E" Uniform

Class "E" uniforms are issued to non-sworn employees and volunteers and are determined by, and may be modified from time to time by the Department. Class "E" uniforms will always display Departmental insignia for identification purposes. Class "E" uniforms are as follows;

1. Class "E" Public Safety Aide;

- a. Issued navy blue uniform pants.
- b. Issued navy blue uniform shirt, except that Public Safety Aides assigned to Parking enforcement shall wear issued yellow shirts in lieu of navy blue.
 - i. Long-sleeve or short sleeve shirts may be worn from April 1 through April 30 and from October 1 through October 31
 - ii. Long sleeve shirts shall be worn from November 1 through March 31.
 - iii. Short sleeve shirts shall be worn from May 1 through September 30.



- c. Issued multi season jacket (optional as needed).
- d. Navy blue or Black socks.
- e. Footwear;
 - i. Detention Section; Issued or approved black shoes or boots. Footwear shall have a black sole.
 - ii. Parking Enforcement; Footwear as described in “i” above or predominantly black/gray athletic footwear.
- f. Headgear

Issued black baseball style hat to be worn at all times while engaged in work assignments in public view.
- g. Issued or approved black waist belt.

2. Class “E” Services

The Class “E” Services uniform will be worn by non-sworn employees assigned to the Records Section and Property and Evidence Section and consists of;

- a. Issued navy blue uniform pants.
- b. Issued Gray polo shirt.
- c. Navy blue or black socks.
- d. Issued or approved black shoes or boots. Footwear shall have a black sole.
- e. Issued or approved black waist belt.

3. Class “E” Evidence Technician

The Class “E” Evidence Technician uniform will be worn by employees who are assigned to the Criminal Investigation Division, Forensic Services Unit and shall consist of the following;

- a. Issued navy blue polo shirt.
- b. Issued navy blue pants.
- c. Issued or approved black waist belt.
- d. Navy blue or black socks.
- e. Issued or approved black shoes or boots. Footwear shall have a black sole.



4. Class "E" Animal Control

The Class "E" Animal Control uniform will be worn by non-sworn employees assigned to Animal Control duties. Class "E" Animal Control uniforms shall consist of specialized uniform and equipment items as designated by the Department, but shall minimally consist of the following;

- a. Issued navy blue polo shirt;
 - i. Long-sleeve or short sleeve shirts may be worn from April 1 through April 30 and from October 1 through October 31
 - ii. Long sleeve shirts shall be worn from November 1 through March 31.
 - iii. Short sleeve shirts shall be worn from May 1 through September 30.
- b. Issued navy blue pants.
- c. Issued or approved black waist belt.
- d. Navy blue or black socks.
- e. Issued or approved black shoes or boots. Footwear shall have a black sole.
- f. Optional issued or approved black or navy blue mock turtleneck.

5. Class "E" Police Auxiliary

The Class "E" Police Auxiliary uniform will be worn by non-sworn volunteers assigned to the Police Auxiliary program and shall consist of the following;

- a. Issued light blue polo shirt;
 - i. Long-sleeve or short sleeve shirts may be worn from April 1 through April 30 and from October 1 through October 31
 - ii. Long sleeve shirts shall be worn from November 1 through March 31.
 - iii. Short sleeve shirts shall be worn from May 1 through September 30.
- b. Issued navy blue pants.
- c. Issued baseball style hat.
- d. Issued or approved black waist belt.



- e. Navy blue or black socks.
- f. Black shoes or boots. Footwear shall have a black sole.

VI. Rank Insignia

The following rank insignia will be worn on all shirts, jackets and other outer garments, including sweaters, of sworn employees of the respective ranks for Class "A", Class "B" and Class "C" uniforms. Rank insignia for Class "D" uniforms is specified in Section "V", Sub-Section "D" of this policy.

A. Chief of Police

Two gold stars will be centered on the epaulet of blouses, coats and winter outer garments. Two gold stars will be affixed to each collar, parallel to the bottom edge of the collar and centered lengthwise. The bottom of each star shall be $\frac{1}{4}$ inch from the seam line. Four $\frac{1}{2}$ inch gold braids will be sewn on each sleeve of the dress blouse with $\frac{3}{8}$ inch separation between braids. The braids will begin $2\frac{1}{2}$ inches from the bottom of the sleeves.

B. Major

A single gold oak leaf will be centered on the epaulet of blouses, coats and winter outer garments. A single gold oak leaf shall be affixed to each collar and three $\frac{1}{2}$ inch gold braids will be sewn on each sleeve of the dress blouse positioned as described in Section VI, Sub-Section "A" above.

C. Captain

Twin gold bars will be centered on the epaulet of blouses, coats and winter outer garments. Twin gold bars shall be affixed to each collar and two $\frac{1}{2}$ inch gold braids will be sewn on each sleeve of the dress blouse positioned as described in Section VI, Sub-Section "A" above.

D. Lieutenant

A single gold bar will be centered on the epaulet of blouses, coats and winter outer garments. A single gold bar shall be affixed to each collar and one $\frac{1}{2}$ inch gold braid will be sewn on each sleeve of the dress blouse positioned as described in Section VI, Sub-Section "A" above.

E. Sergeant

A three chevron patch will be centered on the sleeves of all garments, positioned $\frac{1}{2}$ inch below the departmental patch and in a like location on the opposite sleeve. The Ocean City Police seal collar device will be worn on the collars of all shirts, the bottom of the device pointing toward the point of the collar. Each edge of the device will align with the respective thread lines of the collar. One $\frac{1}{4}$ inch silver braid shall be sewn on each sleeve of the dress blouse positioned $2\frac{1}{2}$ inches from the bottom of the sleeves.



F. Corporal

A two chevron patch and the Ocean City Police seal collar device will be worn on the collars of all shirts and will be worn and positioned as described in Section VI, Sub-Section "E" above. One ¼ inch silver braid shall be sewn on each sleeve of the dress blouse positioned 2 ½ inches from the bottom of the sleeves.

G. Police Officer First Class

A single chevron patch and the Ocean City Police seal collar device will be worn on the collars of all shirts and will be worn and positioned as described in Section VI, Sub-Section "E" above. One ¼ inch silver braid shall be sewn on each sleeve of the dress blouse positioned 2 ½ inches from the bottom of the sleeves.

H. Police Officer

The Ocean City Police seal collar device will be worn on the collars of all shirts and will be worn and positioned as described in Section VI, Sub-Section "E" above. One ¼ inch silver braid shall be sewn on each sleeve of the dress blouse positioned 2 ½ inches from the bottom of the sleeves.

VII. Uniform Wear and Other Insignia

A. Uniform Accessories

All accessories and insignia for Commanders shall be gold or brass. All accessories for Sergeants and below shall be silver or chrome.

B. Badge

Employees shall wear issued badges on the left breast of the outer garment of the uniform of the day, where a badge holder is provided and on uniform shirts designed to display the badge.

C. Nameplate

Employees shall wear issued nameplates as follows;

1. On the right breast of the outer garment of the uniform of the day, where a nameplate holder is provided and;
2. On uniform shirts with breast pockets, the nameplate shall be centered horizontally above the right breast pocket with the bottom of the nameplate at the top of the pocket flap.

D. Police Department Patch

The uniform patch shall be worn ½ inch from the upper seam of the left sleeve on all outer garments.



E. Awards and Commendations

1. Employees shall only wear issued or authorized award and commendation ribbons.
2. Sworn employees shall wear all Departmental awards and commendation ribbons individually on the Class "A" uniform as follows;
 - a. The ribbons shall be centered above the right breast pocket, the bottom ribbons located ¼ inch above the top of the nameplate, and;
 - b. The ribbons shall be worn in rows of no more than four per row with ¼ inch between ribbons, and ¼ inch separating each row.
3. Sworn Employees may wear Departmental awards and commendation ribbons on shirts of Class "B" and Class "C" uniforms as follows;
 - a. One ribbon will represent each type of commendation earned, with a number centered on the ribbon indicating the number of ribbons earned of that type.
 - b. Ribbons will be placed in one column, centered above the right breast pocket, the bottom award(s) ¼ inch above the nameplate.
4. Service pins, or other special awards approved by the Chief of Police, may be worn centered above the right breast pocket, ¼ inch over commendation ribbons, or centered on the flaps of shirt breast pockets (Ex: FBINA, SPI, Office of the Year pins)

F. Specialty Assignment Designation

Employees may wear issued and approved Specialty Assignment Pins / Insignia for specialized training or Departmental Unit assignments on garments with outer breast pocket flaps. The pins shall be centered on the flap of the left breast pocket between the button and the top of the flap. Multiple pins will be placed horizontally across the flap. Employees shall hold a current membership in the unit or assignment to be authorized to display the pin. The following are authorized Specialty Unit / Assignment pins:

1. Mounted Unit
2. K-9 Unit (K-9)
3. Quick Response Team Tactical (Q.R.T.)
4. Traffic Safety Unit (T.S.U.)
5. Field Training Officer (F.T.O.)
6. Traffic Safety Specialist (T.S.S.)
7. Drug Recognition Expert (D.R.E.)
8. Honor Guard
9. Crisis Negotiation Team
10. Domestic Violence Investigator (D.V.U.)



G. Badge Shrouds

Badge shrouds shall be authorized by the Chief of Police, for a specific time period. When authorized, employees shall wear the badge shroud centered horizontally across the badge.

H. Firearms Award Pins

Firearms award pins may be worn on issued uniform shirts or outer garments with breast pockets. The pins shall be centered on the right breast pocket, ¼ inch below the top of the pocket flap.

I. Safe Driver Award Pins

Safe driver award pins may be worn on issued uniform shirts with breast pockets and on the Class "A" dress blouse. The pins shall be centered above award and commendation pins.

J. Uniform Hat

1. Employees shall wear the issued uniform hat when in public view while wearing the Class "A" uniform.
2. The wearing of the issued uniform hat is encouraged, but optional for employees wearing Class "B", Class "C" and Class "D" K-9 uniforms except in the following circumstances;
 - a. When assigned to a foot post excluding "park and walk" foot patrol initiated by the officer.
 - b. When assigned to parades or special details.
 - c. When assigned to a traffic direction post.
 - d. During inspections.
3. When worn, the hat shall be placed squarely on the head and not tipped to the sides. It shall be slightly tilted toward the front of the head.
4. Employees shall have issued hats readily available to them at all times, when on duty. Hats are considered readily available when they are in the vehicle being operated by the employee in a police patrol assignment, or in a departmental locker or office of an employee in a non-police patrol assignment.
5. Baseball-Style hats are prohibited when wearing Class "A", "B" and "C" uniforms, but may be worn with Class "D" and Class "E" uniforms where authorized by this policy.
6. Uniform headgear for Class "D" and Class "E" uniforms will be determined by Section "V", Sub-Sections "D" and "E" of this policy.



7. Riot helmets shall be issued to every sworn employee for use in civil emergencies. Other equipment used in civil emergency situations shall be stored at police headquarters in a secure area.

K. Shirt (s)

1. Long sleeve shirts shall be worn with the sleeves extended and;
 - a. All buttons fastened when worn with the issued tie, or;
 - b. All buttons fastened except the top button when worn with the issued mock-turtleneck
2. Short sleeve shirts shall be worn with all buttons fastened except the top button.
3. Uniform polo shirts both long sleeved and short sleeved, shall be worn with the bottom button fastened, or the bottom two buttons fastened.
4. In addition to where otherwise authorized in this policy, employees may wear issued or approved long sleeve shirts under uniform polo shirts provided that the long sleeve shirt is solid black or solid navy blue in color.

L. Sweater

Employees shall wear the issued sweater as follows;

1. Under the uniform jacket or in lieu of the uniform jacket when the officer is wearing the Class "B" Uniform.
2. The only accoutrements permitted on the sweater shall be;
 - a. Rank insignia on the sleeves for Sergeants and below.
 - b. Rank insignia on the epaulets for Commanders.
 - c. Badge.
 - d. Nameplate.

M. Jackets

1. The issued Navy Blue Multi Season Jacket may be worn with Class "B" and "C" Uniforms, and with Class "D" and "E" uniforms where authorized by the Department.



2. The only accoutrements permitted on the jacket shall be;
 - a. Rank insignia;
 - i. On the sleeves for Sergeants and below.
 - ii. On the epaulets for Commanders.
 - b. Badge.
 - c. Nameplate.
3. Other issued jackets may be worn only with the Class uniform that they are designed for.

N. Necktie and Tie Tack/Tie Bar

Employees shall wear only the issued necktie with the uniform. Tie bars and tie tacks shall be issued or approved, shall be chrome or metal so as to match the employee's badge, and will be worn parallel to and even with the bottom edge of the shirt pocket flaps.

O. T-Shirts

1. T-shirts or other such garments worn under the departmental shirt shall be solid in color and bear no emblem or design visible through the uniform shirt.
2. Navy blue T-shirts shall be worn under Navy blue uniform shirts.
3. White T-shirts shall be worn under white uniform shirts.

P. Gloves

1. White gloves may be worn, as directed, with the Class "A" uniform for certain ceremonial functions.
2. Solid black gloves may be worn in cold weather with the Class "B" uniform.
3. Gloves may be worn with Class "D" uniforms that are approved or issued and are specific to the individual assignment; (ex: Bike Unit, Mounted Unit, etc.).
4. Employees may carry protective gloves for use when responding to incidents that have a high potential to expose the officer to blood borne pathogens, or when circumstances temporarily warrant the need for protective gloves.
5. Mittens, sap gloves, fingerless gloves except bike gloves, and knuckle-less gloves are prohibited.



Q. Footwear

1. Footwear for the Class "A" uniform shall be low cut, solid black in color, round toe plain-tip style, with no buckles, snaps or velcro. Shoes shall be free from perforations or holes in the uppers, other than arch vents. The shoes shall be highly polished at all times. A "clarino" type finish is acceptable in lieu of leather upper.
2. Footwear for Classes "B" and "C" uniforms shall be:
 - a. Footwear as described in Section VII, Sub-Section "Q-1" above, or;
 - b. Solid black boots; round toe, plain tip style, have no buckles, snaps, or visible Velcro. Side zippers are permissible on boots which otherwise conform to standards.
3. Footwear for Class "D" uniforms shall be determined by the Department and by affected Commanders or supervisors of the work units or groups wearing Class "D" uniforms, but will otherwise comply with the intent of this policy.
4. Footwear for Class "E" uniforms shall comply with Section "V", Sub-Section "E" of this policy.
5. In cases of inclement weather, supervisors may waive footwear standards to conform to weather conditions.

R. Body Armor

1. Sworn employees shall wear issued body armor with all Class "B" and Class "C" uniforms, and with Class "D" uniforms where specified in this policy.
2. Public Safety Aides assigned to the Arrest and Detention Section, or who are assigned to uniformed patrol shifts shall wear issued body armor with Class "E" uniforms.
3. Non-uniformed sworn employees shall wear issued body armor;
 - a. In potentially dangerous or high risk situations. Situations that are considered potentially dangerous or high risk are, but shall not be limited to:
 - i. Service of search and seizure warrants.
 - ii. Service of arrest warrants where suspect is known to have a history of assaultive conduct or is known to carry any weapon.



b. During the arrest and apprehension of any individual, unless an exigency exists and time does not permit the donning of body armor.

4. Non-uniformed employees involved in covert operations where the wearing of body armor would present a danger of identification, or where the wearing of body armor would compromise the operation / investigation shall wear issued body armor as determined by the Supervisor / Commander of the covert operation.

S. Belts

1. Waist Belt (Garrison Belt)

An issued or approved black, plain leather or nylon waist belt, with buckle, shall be worn by employees with all uniforms when not wearing a duty belt.

2. Duty Belt (Gun Belt)

a. An issued or approved black duty belt with attached issued or approved equipment shall be worn by all sworn employees while engaged in uniformed enforcement activities.

b. The issued duty belt shall be worn over the waist belt and shall fit snugly, completely covering the waist belt.

T. Portable Radio

Sworn employees engaged in uniformed enforcement activities shall carry the issued portable radio, with lapel microphone, on the duty belt.

U. Force Weapons, Tools & Equipment

1. Handgun

a. On-duty sworn employees shall carry the issued handgun in an issued or approved holster on the strong side of the body. The handgun shall be fully loaded.

b. Policies concerning the carrying of issued handguns for plain-clothes employees will be established and approved by the appropriate Division Commander in accordance with the needs and circumstances of the plain-clothes duties to be performed by the employee

2. Firearm Magazines

On-duty sworn employees engaged in uniformed enforcement activities shall carry two issued fully loaded magazines, in addition to the magazine in the firearm, on the duty belt.



3. Handcuffs

- a. Employees engaged in uniformed enforcement activities shall wear at least one pair of issued or approved handcuffs. Additional handcuffs may be carried in an issued or approved handcuff case.
- b. Plain-clothes employees engaged in enforcement activities, when practical, shall wear at least one pair of issued handcuffs. Additional handcuffs and/or flex-cuffs may also be carried.

4. Friction Lock Expandable Baton and Carrier

Employees engaged in uniformed enforcement activities shall carry the issued friction lock expandable baton in the issued carrier on the duty belt.

5. Oleoresin Capsicum

Employees engaged in uniformed enforcement activities shall carry the issued oleoresin capsicum spray in the issued carrier on the duty belt.

6. Electronic Control Device (ECD)

Employees engaged in uniformed enforcement activities shall carry the issued ECD in the issued carrier on the duty belt on the opposite side of the body from the handgun.

V. Flashlights

The Department shall issue a flashlight to all sworn employees; however, a personally owned flashlight may be used in lieu of the issued flashlight. All employees engaged in enforcement activities shall have a flashlight readily accessible to them at all times.

- W. Whistles shall be readily accessible for use by uniformed employees engaged in enforcement activities.

X. Portable CPR Kit

Employees engaged in uniformed enforcement activities shall carry the issued portable CPR kit in a location where it is readily accessible.

Y. Suspenders

Load bearing suspenders designed for law enforcement duty to support the weight of a duty belt may be worn with Class "B", Class "C" and Class "D" Bicycle Patrol, Quick Response Team, Mounted Patrol, & K-9 uniforms. Suspenders shall be solid black in color.



VIII. Issuance of Uniforms and Equipment

A. Sworn Employees

Issuance of Department uniforms and equipment to all sworn employees will be consistent with the Collective Bargaining Agreement between the Town of Ocean City, Maryland and Fraternal Order of Police, Lodge 10.

B. Non-Sworn Employees

The Department shall issue the following uniforms and equipment to non-sworn employees as follows where the uniform or equipment item is applicable to the employee's specific assignment;

1. (1) Navy blue multi-season jacket
2. (6) Uniform pants
3. (6) Polo shirts (color according to use)
4. (6) Long-sleeve uniform shirts
5. (6) Short-sleeve uniform shirts
6. (2) Badge(s)
7. (1) Black Tie
8. (1) Uniform Sweater
9. (2) Department Collar Insignia
10. (1) Baseball-style hat
11. (1) Waist belt
12. (1) Flashlight and flashlight holder
13. (1) Uniform hat
14. (2) Nameplate
15. (1) Class "D" Inclement Weather uniform
16. (1) Traffic Vest
17. (1) Tie bar
18. (1) Whistle
19. (4) Mock turtleneck shirts
20. (1) O.C Spray and case
21. (1) Body Armor

IX. Item Replacement

A. Department Property

Issued uniform items or equipment which have become worn, damaged, destroyed or otherwise unserviceable due to normal use will be submitted to the Property & Evidence Section for replacement.

1. Items which are in Department inventory will be replaced immediately.
2. If needed items are not contained in Department inventory, the Property & Evidence Section shall obtain the items and notify the employee when the item is available for issuance.



B. Personally Owned Property

1. If property that is personally owned by an employee is damaged, lost, or destroyed while the employee is engaged in any law enforcement duty, the Department will not typically reimburse the employee for the loss. However, the Department will consider reimbursement, on a case by case basis, for items such as;
 - a. Prescription eyewear and contact lenses;
 - b. Prescription hearing aids;
2. The affected employee shall make the requests for reimbursement on a Form 95 submitted via the chain of command to the Chief of Police. The Form 95 shall explain the complete circumstances of the loss.
3. The employee will purchase the replacement property and forward the sales receipt to the Office of the Chief of Police with the written request for reimbursement.
4. If the Chief approves reimbursement, the Fiscal Affairs Section shall ensure that reimbursement is made to the employee.

C. Negligent Loss / Damage of Property

1. Employees may be required to compensate the Department for issued equipment and property that has been lost, damaged, or destroyed due to carelessness, neglect, negligence, or a failure to follow policies and procedures.
2. Damaged items, if not completely physically destroyed shall be turned into the Property & Evidence Section.
3. If the Department elects to seek reimbursement under this policy, the reimbursement must be made in the form of a monetary reimbursement only. Payment shall be coordinated by the Fiscal Affairs Section.
4. These guidelines are intended to be an administrative mechanism to obtain compensation for lost, damaged, or destroyed property or equipment due to negligence. They are applicable in addition to any disciplinary action that may result from the incident in question.
5. The provisions of this section are not applicable to damage sustained to Department vehicles as a result of a motor vehicle collision.



X. Repairs & Alterations

- A. All employees, regardless of assignment, are required to have well-fitting uniforms.
- B. Employees whose physical size and body weight has changed sufficiently to necessitate the re-measuring of uniform items, including body armor, shall request such on a Departmental Form 95 to the employee's Division Commander via the chain of command.
- C. Once approved by the Division Commander, properly fitted uniforms shall be issued to the employee, and the improperly fitted uniforms shall be returned to the Property & Evidence Section.

XI. Equipment Disposal

- A. Department equipment or uniforms shall not be thrown away, sold, destroyed or otherwise disposed of without the permission of the Department. This section does not apply to items which are commonly used and discarded in the daily operation of the Department.
- B. An employee, upon separation from employment, shall return all Department equipment issued to the employee or in the employee's possession to the Property & Evidence Section.

XII. Seasonal Employees

- A. When the Department issues uniform items to seasonal employees, the items will be the same as are issued to full-time employees, consistent with this policy.
- B. The number of uniform items and the type of equipment issued to seasonal employees shall be designated by the Department and may change from time to time, but shall minimally include the following items;
 - 1. Three uniform pants
 - 2. Four uniform shirts (short-sleeved or long-sleeved per policy)
 - 3. Two uniform bike patrol shorts (when applicable)
 - 4. Three uniform bike patrol shirts (when applicable)
 - 5. Bike helmet (when applicable)



- C. Seasonal employees may use personally owned uniform items provided that;
1. The uniform item is one that is not issued to the employee by the Department and;
 2. The personally owned item is the exact same brand, model/style and color as the departmentally issued item and;
 3. The Chief of Police approves the use.
- D. Sworn seasonal employees who are assigned to uniformed enforcement activities shall be issued body armor.
- E. The Department will not monetarily or otherwise reimburse seasonal employees for the purchase of personally owned uniform and equipment items.

References:	G.O. 800 A-1, G.O. 800 D-1		
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