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I. Policy

Only those uniforms issued by the Division or authorized and approved by the Chief of Park Police or designee, will be worn, used or carried by affected personnel.

- II. Employee Identification - The Property Specialist will issue all Park Police officers' photo identification cards.
- III. Body Armor – All officers working in a Patrol capacity will be required to wear their soft body armor panels when on duty.
- IV. Issuance/Return of Uniforms
 - A. The Property Specialist will:
 - 1. Arrange for the measurement and ordering of uniforms and equipment items for all new recruits/advanced entry officers of the Division.
 - 2. Order uniforms necessary for duty. **All** uniforms will be shipped to Park Police Headquarters and at no time will uniforms be shipped directly to an employee or a substation. Upon order verification of delivery, take custody of the uniforms pending employee dissemination.
 - 3. Will issue employee uniforms necessary for duty and ensure all employees sign for all issued uniforms.
 - 4. Maintain and update an electronic database that will be utilized to track uniforms issued to employees. Maintain files by employee name with detailed and signed Uniform and Equipment Records.
 - B. Fitting Procedures
 - 1. All uniform, equipment and ballistic vest fittings will be conducted in a private setting.
 - 2. At the time of uniform, equipment or ballistic vest fittings the employee being fitted may request the presence an employee of the same sex to attend the fitting.

3. In the event that an employee does not want the vendor to perform the measurements, they may elect to:
 - a. Have an employee of the same sex perform the measurements with the assistance of the vendor; **or**
 - b. Take the Division's or vendor's measurement form to a private party (tailor or seamstress) to take the measurements.
 - c. If an employee elects to take a form to a private party, they assume all costs associated with this option. Additionally, if an employee elects this option, all measurements will be final. If the uniform, equipment and/or ballistic vest does not fit, all alterations or replacements are at the cost of the employee.
 4. The size form will be completed and returned in a time frame to be determined by the Property Specialist.
- C. Uniform Tracking
1. All issued uniforms will be entered into an **electronic database**.
 2. The database will be maintained by the Property Specialist.
 3. Only personnel with a need to know will have access to the database, such as, Internal Affairs and the Support Branch Chief.
- D. When officers move into or out of specialized units, or are promoted, the required uniform and equipment items will be ordered, issued or returned, with the Uniform and Equipment Record and database being updated appropriately.
- E. Uniform Returns and Surrender
1. Designated Division issued uniforms will be returned to the Property Specialist upon reassignment to another section or Division, separation from service or as directed.
 - Upon transfers the Property Specialist will provide the Prince George's County Division Property Specialist with a signed copy of the uniform and equipment record.
 2. **Officers separating from the Division will contact the Property Specialist to obtain a list of items to be returned prior to the last day of employment.**
 3. The Property Specialist will update the database with the returns. Both the employee and the property specialist will sign the updated "Uniform and Equipment Record."
 4. **Prior** to any personnel action being completed, the Property Specialist will notify Internal Affairs and the Support Branch Chief, via the chain of command and confirm the status of the equipment returns.

- a. In the event the Property Specialist does not receive all requested uniforms, notification, to include missing uniform items and the replacement value, will be made to the Support Branch Chief via the chain of command.
 - b. The Support Branch Chief will notify the employee that payment will be necessary for item replacement.
 - c. Upon notification that all issued uniforms have been returned and/or the financial obligations for uniform replacement have been met, the Support Branch Chief will advise the Division's Personnel Coordinator to process the personnel action form.
 5. The Property Specialist will update the database and will forward the updated and signed Uniform and Equipment Record to the Support Branch Chief and to Internal Affairs.
 - F. Maintenance of Stored Uniforms - The Property Specialist will be responsible for ensuring that stored uniform items are properly maintained for issue. Those items that, as determined by the Property Specialist, are not fit for issue will be disposed of in a manner that is consistent with Commission policy.
- V. Uniform Classes for Sworn Personnel
- A. Class "A" Uniform – Uniform Blouse, Long Sleeve Shirt (white for Command Staff, silver tan for Sergeants and below) with Tie and tie bar, pink tan pants, Black Corfam Shoes or Riding Boots, Leather Gear, Stratton felt dress hat and all appropriate insignia. The gold whistle, black shoulder cord, and Honor Guard pin are authorized for, and will be worn by, Honor Guard Members.
 - B. Class "B" Uniform - Long/short sleeve silver tan shirt with tie and tie bar, pink tan pants, black shoes, boots or riding Boots, nylon/leather gear, Stratton hat or Division issued ball cap and appropriate insignia. Division approved black sweater and/or black turtleneck may be worn with this uniform. Command staff may wear white turtleneck.
 - C. Class "C" Uniform - Patrol Duty Uniform (PDU) long/short midnight blue sleeve shirt with rank insignia, midnight blue twill pants, black boots, nylon/leather gear and appropriate insignia. Authorized for wear while patrolling by ATV.
 - D. Class E Utility - Uniform black long/short sleeve shirt with rank insignia, black tactical pants, Black Boots, nylon/leather Gear and appropriate insignia. Canine officers are authorized to wear tan polo style shirt with the badge imprinted on the front and Police on the back. Authorized for purchase and wear, at officers' expense, by current canine officers.
 - E. Class F - Bicycle uniform will consist of one or more of the following components; Tan polo style shirt with the badge on front and Police on back, black uniform long or short riding pants, yellow over black gortex uniform cycling jacket with badge patch on left breast area, and Park Police on back of jacket, black turtle neck long sleeve shirt, black socks, black tennis style, cross-trainer type shoe or black uniform boots, outside ballistic

vest carrier with badge on front and police on back and bicycle helmet.

- F. The Property Specialist will maintain a list of approved uniforms, to include uniform manufacturers and uniform specification. Officers purchasing and wearing specialized uniforms must meet Division specifications.

VI. Uniform Requirements

- A. All officers will wear their prescribed uniform at all times while on duty unless otherwise authorized by their Branch Chief or the Chief.
- B. Shirts
1. Long sleeve uniform shirts will be worn from October 15th through March 14th.
 - March 15th – May 1st will be at the discretion of each individual officer.
 2. Short sleeve uniform shirts will be worn from May 2nd through Sept. 14th.
 - Sept. 15th – Oct. 14th will be at the discretion of each individual officer.
- C. Platoon/section/unit supervisors will not allow any officer/employee to begin or continue a tour of duty if the appearance of the officer/employee fails to comply with the provisions of this Directive.
- D. Officers attending court, special events/functions or training on duty will wear the Class "A", "B" or "C" uniform unless otherwise authorized, exempted or instructed by the appropriate authority. This also applies to off-duty officers who choose to wear a uniform in lieu of civilian attire (refer to Division Directive, "Dress Code for Plainclothes).

VII. General Regulations

- A. Standard items to be worn while on duty:
1. Footwear –Black, plain toe, low quarter polished or Corfam finish, laced shoe; or black, plain toe, low quarter polished or Corfam finish laced or zipper boot, maximum ten inches in height, boot uppers may be manmade material. (Corfam is a trade name for a glossy finish, manmade also known as clarion or patent leather.) Socks must be black if visible when the employee is standing or sitting.
 2. Belt - black, nylon/leather Garrison type.
 3. Pants - uniform pants, riding britches or utility trousers/shorts.
 4. Appropriate uniform shirt.
 5. Rank insignia, applicable.
 6. Badge or embroidered badge on utility uniform.
 7. Shoulder patch(es), except on knit-type shirts.

8. Name plate with Serving Since plate. Serving Since Plate must be worn on Class A Uniform.
 9. Gun belt, holster and weapon, magazine(s) and pouch, handcuffs and case/strap.
 10. T-shirt - White t-shirt for class A or B uniforms; black t-shirt for Class C uniforms.
- B. All officers and employees, while on duty, will present a neat, clean and well-groomed appearance. All uniforms and equipment will be pressed, neat, clean and serviceable.
- C. The wearing of the Division uniform is authorized only while on duty, traveling to and from duty assignment locations, at Commission or Division functions, or when directed or granted permission by the Chief, Park Police or designee.
- D. Maintenance of Uniforms
1. All officers will maintain, in a clean, neat and serviceable condition, the same number of uniforms, accessories and equipment that they were originally issued.
 2. Care of Uniforms:
 - a. Leather items should be cleaned and polished regularly.
 - b. Badges will not be polished with any abrasive type cleaner but should be regularly washed with soap and water.
 - c. Collar insignia, rank insignia, name plates with serving since plates and other accoutrements having a brass type finish will be highly shined.
 - d. The cost of cleaning, repairing or replacing any uniform item or related equipment which is incurred, as a result of normal wear will be the responsibility of the affected personnel.
 - e. Uniform items that need to be cleaned, repaired or replaced, will be deemed unserviceable and will not be worn.
 3. Any uniform item issued by the Division and subsequently damaged in the line of duty will be replaced at the Division's expense. (See XI. Lost, Stolen and Damaged Uniforms and the Collective Bargaining Agreements for affected personnel)
- E. The wearing of appropriate headgear, including ball caps, will be determined by the appropriate Branch Chief.
- F. Personnel in plainclothes assignments will conform to the requirements of Division Directive, "Dress Code for Division Plainclothes Personnel."
- G. The Property Specialist will provide uniform manufacturers and uniform specifications to

officers for purchasing additional/replacement uniforms.

- H. Officers are authorized to wear a turtleneck, dickey, pile cap, approved pins, sweater and/or lightweight jacket in addition to the standard issued items. Officers may be required to purchase these items at their own expense (See Collective Bargaining Agreement with F.O.P. Lodge 30). Tools such as “Leatherman” type multi-tools, small bladed instruments, etc., may be carried. The individual’s supervisor is responsible for ensuring compliance with the intent of this Directive. Interpretations and disputes regarding personal equipment and uniforms will be handled through the individual’s chain of command.
 - I. Any employee may be required to produce any uniform item for inspection by any personnel of supervisory level or above.
 - J. Supervisors and Watch Commanders will conduct periodic inspections of personnel under their supervision to ensure compliance with the provisions of this Directive. Violations will be documented and appropriate actions taken to gain compliance.
- VIII. Rank Insignia - Description and Placement (See also appropriate Appendices)
- A. All officers, while in uniform, will wear the appropriate rank insignia:
 - 1. Class A Blouse
 - a. The Chief will wear the gold eagle insignia on the epaulets.
 - b. A Captain will wear the gold double bar insignia on the epaulets.
 - c. A Lieutenant will wear the gold single bar insignia on the epaulets.
 - d. A Sergeant will wear the brown three chevron patch on the sleeves (see appendix for placement).
 - e. A Police Officer IV will wear brown two chevron patch on both sleeves (see appendix for placement).
 - f. A Police Officer III will wear brown one single chevron patch on both sleeves (see appendix for placement).
 - g. Police Officer Candidate and Police Officer II do not wear rank insignia.
 - 2. Uniform Shirts
 - a. The Chief will wear the gold eagle insignia on the collar.
 - b. A Captain will wear the gold double bar insignia on the collar.
 - c. A Lieutenant will wear the gold single bar insignia on the collar.
 - d. A Sergeant will wear the appropriate colored three chevron patch on both sleeves (see appendix for placement).
 - e. A Police Officer IV will wear the appropriate colored two chevron patch on both sleeves (see appendix for placement).
 - f. A Police Officer III will wear the appropriate colored one chevron patch on both sleeves (see appendix for placement).

g. Police Officer Candidate and Police Officer II do not wear rank insignia.

3. Rank insignia shoulder patches specifications for uniform shirts for Sergeants, Police Officer IVs and Police Officer IIIs are as follows:

- a. Class B utilizes the brown Chevron.
- b. Class C utilizes the gold chevron.
- c. Class E utilizes the black or gold chevron.

IX. Other Insignia - Description and Placement (placement is the same for both long sleeve and short sleeve shirts)

- A. Division Shoulder Patch - Division shoulder patches will be worn on the left upper sleeve of all uniform shirts, jackets, sweaters, coats and blouses. It will be centered on the sleeve ½" below the top seam.
- B. Special Operations Section Shoulder Patch - Special Operations Section shoulder patches will be worn on the right upper sleeve of all uniform shirts, jackets, sweaters, coats and blouses by officers currently assigned to this section. It will be centered on the sleeve ½" below the top seam.
- C. Maryland State Seals - The Maryland State Seal will be worn by all officers on the collar of the Class A uniform blouse.
- D. Badge - The police badge will be worn above the left breast pocket area on the outer garment of all uniforms, except the sweater.
- E. Name Plate and Length of Service Plate
 - 1. The name plate will be worn on the uniform shirt or the outermost garment worn. The length of service plate is optional.
 - 2. The name plate and length of service plate must be worn on the dress blouse.
 - 3. It will be worn centered above the right breast pocket with the bottom of the name plate being flush with the top of the right breast pocket.
- F. Award Medals and Ribbons - Personnel are authorized to wear Division and Montgomery County Chamber of Commerce medals and ribbons as symbols of recognition. (See appendix for award placement.) At the Chief's discretion, via memo through the chain of command, additional awards and ribbons may be authorized to be worn.
- G. Special Unit Emblem, American Flag, F. O. P. - Officers may wear special unit, American Flag, F. O. P. pins on uniforms. Pins must be centered over and ½" above the name plate or centered over and ½" above any awards. The American Flag pin must always be displayed as the highest pin worn (See appendix for placement).

- H. Gold Whistle - All Honor Guard Members performing at special functions will wear the gold whistle over the right shoulder and hooked to the right breast pocket.
- I. Shoulder Cord - All Honor Guard Members performing at special functions will wear the appropriate shoulder cord attached to the left shoulder as determined by the applicable SOP.
- J. "Hash marks" sleeve patches denoting years of service are discontinued and will no longer be issued.
 - 1. Officers who have hash marks on Class A blouses are permitted to continue wearing them.
 - 2. Effective immediately, officers are no longer required to wear hashmarks on uniform shirts or blouses.
- X. Lost, Stolen or Damaged Uniforms
 - A. Officers and employees will immediately notify their supervisor of all Division issued or approved uniforms that are lost, stolen or damaged. This includes uniforms, equipment and employee identification cards.
 - B. All reasonable measures will be taken to safeguard Division uniforms from loss, theft or damage.
 - C. An Incident Report will be completed documenting lost, damaged or stolen reportable property. If the loss or damage is discovered on-duty, the report will be completed before the end of the employee's tour of duty. If the loss or damage is discovered off-duty, the report will be completed immediately upon return to duty.
 - D. A loss or theft of reportable property will be reported to the appropriate police agency if the loss or theft occurs outside this Division's jurisdiction. The affected employee will obtain a copy of any related police report regarding the loss or theft.
 - E. Shift Supervisors will personally complete the appropriate Incident Report when reportable property, issued to a civilian employee, is reported lost, stolen or damaged.
 - F. Supervisors will conduct a preliminary review of the circumstances surrounding the loss, theft or damage of reportable property reported by officers under their immediate supervision, to include a Lost/Damaged/Stolen Equipment Report. When necessary supervisors will complete a Supplement Report to the original Incident Report detailing the results of their investigation.
 - G. Supervisors will ensure that a teletype is sent by Communications to all neighboring police jurisdictions concerning a loss or theft of reportable property. The serial number(s) of the lost/stolen item(s) will be included for identification purposes. This teletype will be sent within twenty-four (24) hours after discovery of the loss/theft.
 - H. Upon notification Communications will, within twenty-four (24) hours, send an administrative lost/stolen property message to all metropolitan area police agencies

concerning the reportable lost/ stolen property. This teletype will include the serial number(s) of the lost/stolen property. If the reportable property was lost or stolen outside the Washington, D.C. metropolitan area, the lost/stolen property teletype will be directed to the primary police agency of the area where the property was lost/stolen. The property will be entered into the appropriate NCIC stolen property files and, when an outside police agency has taken the original report, verify entry by that agency.

- I. Section Commanders will review all reports regarding the loss, theft or damage of reportable property and forward a written recommendation as to the employee's liability to the appropriate Branch Chief.
 - J. The appropriate Branch Chief will review all reports of lost, stolen or damaged reportable property and assess the totality of the circumstances. Notification of findings will be made in writing. A finding of no employee negligence authorizes the Management and Technology Commander to replace the property at Division expense. Findings of employee negligence are forwarded with recommendations to the Chief, Park Police Division.
 - K. The Chief, Park Police Division, or designee will review all reports and findings regarding the loss or theft of reportable property. Upon finding an employee negligent he/she will notify the employee of such finding in writing and order restitution.
- XI. Uniform Allowance
- A. It is Division policy to discontinue the monthly Uniform Clothing Allowance should an Officer be on extended leave (disability, sick, or administrative) for thirty consecutive days **or** should an Officer be in a non-pay status.
 - B. The Chief, Park Police or designee will inform the Commission's Secretary/Treasurer when an officer has entered the thirty-first consecutive day of the aforementioned leave or when an officer has entered a non-pay status.
 - C. The Uniform Clothing Allowance will be discontinued until the Officer returns to full duty status.
 - D. The Chief, Park Police or designee will certify that the officer is able to return to full duty and inform the Secretary/Treasurer of the change in the officer's status.
- XII. APPENDIX: Uniform Photographs

**By Authority of
Chief Darryl W. McSwain
Maryland-National Capital Park Police
Montgomery County Division**

**Approved Park Police Document
Signed Original on File**

End of Directive