

## FREDERICK POLICE DEPARTMENT GENERAL ORDER

**Section 16:** Professional Ethics and Discipline  
**Topic:** UNIFORMS AND APPEARANCE  
**Approved:** 01/27/19  
**Review:** Annually in January by Professional Services Commander  
**Supersedes:** General Order 1663 dated 11/07/17

**Order Number:** 1663  
**Issued by:** Chief of Police

### **.01 PURPOSE:**

To establish standards regarding personal appearance and the wearing of the standard police uniform, specialty uniforms, and other attire worn by sworn and civilian personnel while on-duty or while representing the Department and to outline procedures for the distribution and return of clothing and equipment issued directly to personnel for their use by the Department.

### **.02 CROSS-REF:**

G.O. 920, "Firearms Equipment Regulations"  
G.O. 930, "Soft Body Armor"  
G.O. 980, "Bicycle Patrol"  
G.O. 1885, "Awards and Commendations"  
Labor Agreement  
CALEA STANDARDS: 17.5.3, 26.1.1, 41.3.5

### **.03 DISCUSSION:**

#### **.04 POLICY:**

Because the appearance of all of its employees, while on-duty or while officially representing the Department, has an impact on its image and reputation, it is the policy of the Frederick Police Department that all of its employees project a professional image as representatives of the Department and the City. To this end, the Department will issue to its personnel such uniform clothing and equipment as it believes necessary to enable personnel to meet those standards that it has established. It will also establish standards of grooming and personal appearance to which all employees must adhere. Except as required by assignment to a covert position or circumstances beyond their control, personnel will be neat, clean, and well-groomed at all times while they are on-duty, in uniform, operating a police vehicle, or representing the Department in any capacity.

Personnel will project, while dealing with the public in an official capacity, an image that leaves no doubt that they adhere to a common standard of behavior and appearance and abide by standards of law enforcement order and discipline.

This General Order will not apply to those times when an off-duty officer is obligated by law or regulation to take police action in exigent circumstances and must identify himself as a police officer, or when officers are assigned in an undercover capacity and are not in uniform.

The Frederick Police Department Patch is a registered insignia through the State of Maryland and accordingly, may not be worn, exhibited, displayed printed or used in any manner without the permission of the Chief of Police.

#### **.05 DEFINITIONS:**

ALTERNATE ATTIRE: For sworn employees, clothing that has been approved to be worn in place of the Uniform of the Day or Business Attire, as approved, and which consists of the approved Frederick

Police polo, khaki "Dockers" or tactical-type pants, and appropriate socks and footwear. The wearing of jeans of any color or type is prohibited. The wearing of sneakers or "cowboy" boots, except those that are solid black in color and without adornment, is prohibited unless specifically approved by a division commander.

**BIOHAZARD GLOVES:** Gloves that have as a primary purpose the protection of the hands from infection by bodily fluids.

**BUSINESS ATTIRE:** For males, a dress shirt, dress slacks or pants, a necktie, dress socks, dress footwear, and a suit or sport coat; for females, a dress or blouse and dress slacks/skirt or pantsuit, and dress footwear.

**EXPENDABLE ITEM:** Any item of clothing or equipment which because of the nature or length of its use or its condition upon return to the Department is considered by the Department to be inappropriate for reissue to another individual, e.g., athletic clothing, baseball hats, etc.

**LEATHER:** For purposes of this order, the term "leather" refers also to items made from leather substitute material that is made to appear as a leather product.

**UNIFORM OF THE DAY:** The type of official police uniform specified for a specific event, or the type specified department-wide as the uniform to be worn by all uniformed personnel for a specified period of time (i.e., the "summer uniform"). "Uniform of the day" for civilian personnel will consist of the "specialty" shirt and pants particular to their assignment, which has been issued to them by the Department, as well as approved footwear and other attire.

**UNIFORM EQUIPMENT:** For the purposes of this order, "uniform equipment" includes all items issued to a specific employee by the Department, including clothing, leather goods, weapons, electronic equipment, and all other items issued individually to an employee.

**.10 ESTABLISHMENT OF APPEARANCE, UNIFORM, AND EQUIPMENT STANDARDS; PURCHASE AND INVENTORY:**

1. The Chief of Police will establish, with input from the supervisory and command staffs, all appearance, uniform and equipment standards for the Department and all of its employees. No change in these standards will be made without the specific approval of the Chief of Police or his designee. The Department retains the right to determine on a case-by-case basis, if necessary, whether an employee's on-duty appearance or attire is inappropriate because it fails to meet the professional standards that it has established.
2. The Chief of Police may make changes or alterations in Uniform Equipment standards if, upon certification from a physician, such change is necessary for the health or welfare of an employee.
3. The Chief of Police may allow variations of uniform regulations for specific Divisions as appropriate.
4. The Fiscal Unit Manager will be responsible for:
  - A. Purchasing Uniform Equipment that meets the standards and requirements of the Department;
  - B. Establishing procedures for the issuance/reissuance of Uniform Equipment to authorized employees in accordance with this order;

- C. Maintaining up-to-date records of all equipment issued to employees, contracts and specifications for items purchased, as well as an inventory of extra Uniform Equipment in stock. Stock items will be in readiness for issuance as needed and appropriate;
  - D. Receiving returned Uniform Equipment from employees separating from service, and;
  - E. Establishing procedures for the emergency replacement of Uniform Equipment at any time.
5. Eligible officers will receive a clothing and/or cleaning allowance in accordance with the current Labor Agreement. The amounts of these allowances and a schedule of distribution will be as detailed in the Labor Agreement.

**.15 GENERAL APPEARANCE STANDARDS (ALL PERSONNEL):**

- 1. Employees will report for duty in a clean and well-groomed condition.
- 2. The applicable regulations dealing with hair standards, wearing of jewelry, and cosmetic use are applicable only when the sworn member or civilian employee is on duty or representing the Department in any capacity, exclusive of off-duty enforcement actions taken as required by exigent circumstances.

**.20 HAIR STANDARDS:**

- 1. **GENERAL - FOR ALL EMPLOYEES**
  - A. Hair will be clean, neat, and present a well-groomed appearance. Hair will not present a ragged, unkempt, or extreme appearance. The length and/or bulk of the hair will not be excessive.
  - B. Hairpieces or wigs may be worn as long as they conform to these regulations.
  - C. Hairstyles that the Department deems are so unusual or extreme as to cause an unprofessional appearance or be a hazard to an employee are prohibited.
  - D. If any dyes, tints, or bleaches are used on the hair, colors must be natural to human hair.
- 2. **MALE EMPLOYEES (SWORN):**
  - A. Hair will present a tapered appearance and when combed will not extend over the bottom of the ear opening or extend in the back below the top edge of the shirt collar.
  - B. The bulk, length or style of the hair will not interfere with the proper wearing of the uniform hat by sworn personnel.
  - C. Hair in front will be groomed so that it does not fall below the band of a properly worn uniform hat.
  - D. Sideburns will be neatly trimmed and tapered. The base will not be flared and will be a clean-shaven horizontal line. Sideburns will not extend below the lowest part of the ear opening.
  - E. The face will be clean-shaven when reporting for duty or for any other assignment (i.e., court or secondary employment), except that a moustache is permitted. If

worn, moustaches must be kept neatly trimmed and tidy. No portion of the moustache will cover the upper lip line nor extend beyond the crease of the upper and lower lips. Unusual varieties of moustache, including but not limited to a curl, a curve, or a "handlebar" design, as well as beards of any type, are prohibited. EXCEPTION: Facial hair will be permitted for officers with medical conditions that preclude them from shaving, provided such medical condition is detailed in writing from a physician and prior approval is obtained from the Chief of Police or his designee. Beards must be maintained to a length not to exceed ½ inch when measured from the bottom of the chin. Beards shall not be permitted below the Adam's apple, must be well groomed and neatly trimmed at all times in order not to present a ragged appearance. Sworn personnel working in undercover assignments, or specialized assignments requiring facial hair not otherwise authorized by this policy, shall be exempt from these restrictions at the discretion of the Patrol Commander and Chief of Police.

- F. Male officers who desire to wear their hair in an "Afro" style may do so as long as the hair does not exceed two inches from the scalp, as long as they conform to all other hair regulations, and the hair does not interfere with the wearing of the uniform hat.

3. **FEMALE EMPLOYEES (SWORN)**

- A. If the hair is of a length that it will fall below the top of the shoulders, the hair may not remain loose, but must be secured in some fashion.
  - B. The hair may be worn in a single ponytail, a single braid, or placed in a bun or similar hairstyle.
  - C. The hair will not be worn in pigtailed.
  - D. Any barrettes or hair ornaments to keep the hair in place will be neutral in color (i.e., white, black, brown, etc.)
4. Hair standards for undercover or plainclothes personnel may be established by unit Standard Operating Procedures.

**.25 COSMETIC USE:**

Cosmetic use by female personnel, both sworn and civilian, is permitted if applied conservatively. Lipstick and nail polish use by sworn female personnel are acceptable as long as colors are conservative and complement the uniform. Extreme shades of lipstick or nail polish will not be worn.

**.30 WEARING OF JEWELRY (SWORN):**

- 1. The wearing of jewelry, other than provided in this section or specifically authorized by the Chief of Police, is prohibited.
- 2. Jewelry which the Department approves to be worn is a single ear post per earlobe of a female employee; a neck chain, necklace or religious symbol which is worn under the shirt so it is not exposed to public view under normal conditions; a "medic alert" bracelet or neck chain; a wristwatch; an approved tie tack; no more than two rings per hand (with a wedding set being considered one ring), and any other items which are considered medically necessary and may be considered "jewelry" which have been approved by the Chief of Police.
- 3. 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 \$50, **employees will not be reimbursed for damages incurred.**

**.35 THE WEARING OF JEWELRY (CIVILIAN):**

Civilian personnel will **not** wear any items of jewelry whose size, color or amount the Department deems to be excessive and whose appearance the Department determines detracts from the professional image and appearance of the employee. Likewise, the Department may forbid the wearing of any jewelry items that interfere with an employee's ability to perform his job.

**.40 DESTRUCTION OF DEPARTMENT OR PERSONAL PROPERTY**

Other than instances where there is probable cause to believe that there was an intentional and specific intent to destroy property, officers will not place charges against persons for the damage or destruction of their own property and/or that of the Department. Restitution may be sought either as a part of any plea agreement or through the civil courts by the officer as a private citizen.

**.45 ISSUANCE OF UNIFORM EQUIPMENT:**

1. The Training Unit serves as the Quartermaster for the Department. It will ensure that upon the distribution of any Uniform Equipment to any individual within the Department, including both sworn and civilian personnel, the distribution is documented and that an inventory of Uniform Equipment issued to any employee is readily available.
  - A. For sworn employees in the police academy, documentation will consist of the completion of a "Uniform Equipment Issue List" which will be initialed/signed and dated by the employee receiving the Uniform Equipment, as well as signed by the issuing employee. Once completed, the Uniform Equipment Issue List will be given to the Training Unit Supervisor for his files.
  - B. For other Uniform Equipment distributions, the Training Unit Supervisor will ensure that a requisition is submitted, signed and dated by a supervisor, by the recipient and the issuer, and returned to the Training Unit for filing. **Every item of Uniform Equipment issued must be listed on a requisition, be approved by a supervisor, and be signed for. Only uniform equipment listed in this order and approved by a supervisor will be issued, and only to employees whose assignment and/or position entitle them to that equipment. A division commander/ manager must approve all other requests for uniform equipment not listed in this order prior to the item being ordered/issued.**
  - C. In cases where an employee is requesting replacement of damaged or unusable Uniform Equipment, the employee **MUST** return the damaged or unusable items prior to a replacement being issued.
2. The Firearms Coordinator in the Training Division will issue and receive all firearms to/from authorized personnel.
3. The Commander, TSD or his designee, will distribute and account for any communications/technical equipment **issued to individual employees**. The Commander, TSD or his designee will maintain a current record of all such items distributed to employees that includes the serial number or any other particular identifier.

**.50 LOST, WORN OR DAMAGED UNIFORMS:**

1. Personnel will immediately report to their supervisor any loss of or damage to Uniform Equipment assigned to or used by them.

2. Supervisors will be notified immediately of any defects existing in any Uniform Equipment.
3. Personnel may be required to reimburse the Department, replace an item at their own expense, and/or be subject to appropriate disciplinary action if any article of issued uniform clothing or equipment is lost, damaged, or cannot be accounted for through the employee's negligence.

#### **.55 RETURN OF EQUIPMENT - SEPARATION FROM SERVICE:**

1. As soon as the Special Services Division Commander has been advised that an individual is separating from service, he will provide that individual with Form FA-001, "Employee Clearance Form." The individual who is separating from service will be responsible for returning or accounting for those items listed on the form to the appropriate receiving party.
2. **Personnel will return ALL issued Uniform Equipment and property listed on the Employee Clearance Form on or before their last day of employment with the Department to the appropriate receiving party listed on the Employee Clearance Form. The receiving party MUST be a supervisor or Command member. The receiving party will initial the form indicating the property has been returned and sign where indicated when all property from the separating employee has been received. Weapons must be made safe.**
3. The separating employee is responsible for obtaining clearances from all entities listed on the Employee Clearance Form and for submitting the form to the Personnel Unit Supervisor.
4. If an individual's last day of service or shift is *not* a regular business day (Monday through Friday, 0800-1600 hours), then the separating employee must make prior arrangements in compliance with numbers 1-3 above. If exigent circumstances make compliance with the above sections impossible, the separating employee will make other arrangement as directed by the Special Services Division Commander.
5. ***Individuals who fail to return, or return a damaged, non-expendable clothing or equipment item, which was issued to them by the Department, may be held responsible for the cost of the replacement or repair of that item, and their final payouts of accumulated leave or salary may be withheld.***
6. All returned Uniform Equipment that is in serviceable condition will be returned to stock for reissuance.

#### **.60 GENERAL UNIFORM REGULATIONS (SWORN):**

1. Whenever officers wear the uniform, they will wear, whether on-duty or off-duty, the entire uniform, which will be specific to the assignment.
2. The uniform will be worn by all on-duty personnel, (except for personnel assigned to administrative, investigative, undercover, covert, or plainclothes assignments) unless authorized by their supervisor to dress otherwise.
3. Officers will not wear any decoration, insignia, or equipment on their uniforms that has not been specifically authorized by General Order or the Chief of Police or his designee. The Chief of Police or his designee will determine where, when, and in what manner any clothing, decoration, insignia, or equipment is to be worn.
4. Officers are to wear/use Department issued equipment when such has been issued to them, and may not substitute Uniform Equipment that has not been specifically approved by the

Chief of Police.

5. Officers will not permit any citizen or civilian employee who is not entitled to do so to wear any part of the uniform or to utilize any Uniform Equipment (except PT clothing) unless authorized by their Bureau Commander.
6. Officers will regularly polish and maintain in a professional appearance all of their footwear and Uniform Equipment that require polishing. All Uniform Equipment will be maintained in a clean and serviceable condition and be available for operational use. Uniforms will be kept clean, pressed neatly, and in good repair.
7. Uniform Equipment with visible areas of repair, which detracts from an officer's appearance, will not be worn.
8. Officers will wear the uniform only while on duty, while traveling to or from duty, while attending department functions when its wear is prescribed, for approved uniformed secondary employment, and travel to and from that secondary employment, or at other times as approved by the Chief of Police or his designee.
9. While not specified to be carried in a particular location, uniformed officers are required to have on their person a field notebook, and biohazard gloves.
10. While in uniform, officers will not place their hands in their pants pockets except momentarily to retrieve objects.
11. Division commanders may authorize temporary uniform changes in extreme weather conditions (i.e., snow, extreme heat, wind) for limited periods of time.
12. Officers may wear either the short or long sleeved uniform, at their discretion, year round.
13. The care and maintenance of issued body armor will be in accordance with [G.O. 930](#), "Body Armor."

**.65 UNIFORM CLASSIFICATION SWORN:**

1. Operational work environments and ceremonial occasions dictate which uniform classification is appropriate. Unless otherwise directed via a commander's written or verbal directive, the uniform of the day is the Standard Uniform.
2. Department classifies uniforms into categories of Class/Dress, and Standard/Specialty uniforms.
  - A. Class/Dress A/Honor Guard:
    - (1) Class A Uniform:
      - a. Dress coat with appropriate insignia and devices
      - b. Blue or white long sleeve dress uniform shirt with appropriate collar devices.
      - c. Necktie
        - (i) Officers of the rank of Sergeant and below: Gray necktie

- (ii) Officers of the rank of Lieutenant or above: Navy blue necktie
- (iii) Gray trousers with navy blue pinstripe
- (iv) Black footwear shined to a high gloss
- (v) Eight-point cover with appropriate badge 
- (vi) Firearms and associated equipment will be worn in accordance with Section .70 of this order
- (vii) White gloves (optional)



(2) Class/Dress B Uniform: (Commanders)

- a. White uniform dress shirt with appropriate insignia
- b. Gray trousers with navy blue pinstripe
- c. Navy blue necktie
- d. Black footwear shined to a high gloss
- e. Eight-point cover with appropriate badge 
- f. Firearms and associated equipment will be worn in accordance with Section .70 of this order



(3) Honor Guard Uniform:

- a. Dress coat with appropriate insignia and devices
- b. White uniform dress shirt with appropriate insignia
- c. Black necktie
- d. Patent leather footwear shined to a high gloss
- e. Eight-point cover with appropriate badge 
- f. Firearms and associated patent leather equipment will be worn in accordance with Section .70 of this order
- g. White gloves



B. Standard/Specialty Uniform consists of the following uniform items:

(1) Standard Uniform:

- a. Navy blue BDU pants
- b. Navy blue short/long sleeve button down shirt or Navy blue polo shirt with appropriate insignia
  - (i) Commanders and officers will wear the appropriate collar pins for their rank
  - (ii) Officers of the rank of Sergeant and Corporal will wear their rank insignia on their sleeves
- c. Black footwear shined to a high gloss
- d. Firearms and associated equipment will be worn in accordance with Section .70 of this order
- e. Baseball style hat or winter hat (cold weather) with departmental insignia (optional)

- f. All sworn members will wear concealable ballistic protection (under the standard uniform shirt or the Molle Carrier over the standard uniform shirt) OR have external ballistic protection immediately available when wearing the service uniform
- g. Turtleneck or mock turtleneck shirts may be worn with the long sleeve uniform short during inclement weather months



(2) Hot Weather/Bicycle/Segway Uniforms:

- a. Navy hot weather uniform pants (hot weather or bicycle)
- b. Navy short-sleeve polo shirt
- c. Black or white athletic socks
- d. Solid black sneakers
- e. Baseball style hat with appropriate insignia or bicycle helmet if on bicycle or Segway
- f. Firearms and associated equipment, ie, duty belt or Molle Carrier will be worn in accordance with Section .70 of this order



(3) Soft Uniform:

- a. Navy BDU pants, Khaki pants or gray BDU pants (academy student officers – gray pants)

- b.. Navy polo with appropriate insignia (both academy student officers and sworn officers)
- c. Black duty boots/shoes unless alternate footwear is approved
- d. Firearm in proper plain black approved holster, in accordance with G.O. 0920, "Firearms Equipment Regulations"
- e. Departmental badge clearly displayed (unless firearm is not visible)



(4) Service Uniform

- a. The Service Uniform will be consistent for all sworn members of the Department regardless of rank.
- b. Long or short sleeve navy blue uniform shirt with appropriate insignia
  - (i) Commanders will wear the appropriate rank insignia on the shirt collars.
  - (ii) Officers of the rank of Sergeant and below will wear the "Frederick PD" collar pins on the shirt collar.
- c. Gray Uniform trousers with navy blue pin stripe
- d. Black footwear shined to a high gloss
- e. Firearms and associated equipment will be worn in accordance with Section .70 of this order
- f. All sworn members will wear concealable ballistic protection or have external ballistic protection immediately available when wearing the service uniform.

**.70 WEARING THE UNIFORM:**

1. **UNIFORM SHIRT:**

- A. Officers will wear a white or navy blue undershirt underneath their shirt and body armor if the undershirt is visible at the collar. Undershirt or turtleneck sleeves will not extend beyond the end of the sleeve of the uniform shirt.
- B. Nothing but the microphone holder, microphone, or glasses may be placed or carried

on the epaulets of the shirt.

- C. Body worn camera, if issued, will be worn on the front of the uniform shirt or Molle Carrier.
- D. Shirts will not be altered in any way from standard issue without the permission of an officer's Division Commander.
- E. Uniform shirts will have the following items on them while worn:
  - (1) Standard Uniforms:
    - a. Officers of the rank of officer first class, corporal, or sergeant will wear the appropriate rank designation as outlined in Section .85 of this order.
    - b. Optional items (See G.O. 1885 for specifications):
      - (i) No more than two flap insignia indicating specialized training or assignment on the flap of the right breast pocket.
      - (ii) Unit Citation and/or Commendation pins may be worn between the nameplate and the pistol qualification award, in accordance with G.O. 1885.
      - (iii) A small American Flag pin
      - (iv) The pistol qualification award the officer has been issued.
      - (v) A Motorcycle Unit pin in lieu of the pistol qualification award.

2. **DUTY BELT/MOLLE CARRIER:**

- A. Officers will wear wide (at least 1”), plain, black belt, with a plain buckle or no buckle with all uniform trousers.
- B. Uniformed Officers will wear the duty belt (Sam Brown or Sally Browne belt) issued by the Department, without the shoulder strap, when other than the Dress Uniform is prescribed.
  - (1) Standard Approved Duty Belt Equipment



- (2) The following items are approved as optional duty belt equipment:
  - a. TASER, if approved.

- b. Flashlight ring – black leather or plastic with or without hardware;
  - c. Small flashlight(s) and holder(s) – plastic, black leather or nylon with or without nickel or black hardware
  - d. Biohazard gloves and carrier – black leather or nylon with or without nickel or black hardware (NOTE: Biohazard gloves MUST be carried, but are not mandated on the duty belt);
  - e. Keys and holder – black leather with or without nickel or black hardware;
  - f. Multi-tool (“Leatherman”) and holder – black leather or nylon with or without nickel or black hardware;
  - g. Cell phone;
  - h. Additional handcuff case (one);
  - i. Body worn camera if issued.
- C. Officers can also wear the Molle Carrier, in addition to the duty belt with the Department approved pouches in accordance with G.O. [0930](#).

Standard Approved Molle Carrier Equipment



3. **SOCKS AND FOOTWEAR**

- A. Black or navy blue socks will be worn if the socks are visible above the footwear while sitting.
- B. Black, plain, laced footwear, with a smooth finish made of either leather capable of taking and maintaining a high luster shine or man-made material which has a permanent high shine finish, will be worn.
- C. Footwear will be free of obvious ornamentation (i.e., stenciling, patches, stripes, etc.), will not have excessive exterior design, with the toe area of plain design. Laces will be solid black.
- D. For inclement weather, plain black rubber boots or shoe coverings may be worn over the above footwear.

4. **UNIFORM HAT**

- A. Standard 8-point hat
  - (1) The summer uniform hat has ventilation openings for air flow. The winter hat does not.

- (2) The hat will be set squarely on the head. The hat is not to be worn tilted to the side or worn on the back of the head.
- (3) Officers will wear the hat whenever they are wearing the Dress or Honor Guard Uniforms and are outdoors or any other time designated by the Chief of Police or his designee. In addition, command officers should wear the hat under all circumstances in which it would be expected or appropriate.
- (4) Officers below the rank of corporal will wear their uniform hat with the standard issued black band.
- (5) Ranking officers will wear on the hat, in place of the black band, the following:

Corporals - royal blue cord  
 Sergeants - white cord  
 Command officers - gold band

- B. Officers may wear the approved winter knit hat, in place of the uniform hat whenever weather conditions warrant.
- C. The baseball style hat associated with the Standard/ Hot Weather/ Bicycle/ Segway Uniform may be worn at the discretion of the officer. It will be worn squarely on the head. The hat will not be worn tilted to the side or back of the head.



**.75 OTHER UNIFORM EQUIPMENT:**

**1. DRESS BLOUSE**

- A. Command officers will wear the standard insignia of their rank on the epaulets of their blouses. The insignia will be centered on the cross point of the seams.
- B. Officers below the rank of lieutenant will wear the shoulder strap with the duty belt when the Dress Uniform is prescribed.
- C. The following items will be worn on the dress blouse:

**(1) COMMAND:**



(2) OFFICERS BELOW THE RANK OF LIEUTENANT:

D. The following items may also be worn on the dress blouse unless directed otherwise:

(1) The pistol qualification award:



(2) Commendatory awards, displayed as set out in [G.O. 1885](#).



(3) The Honor Guard patch, as appropriate.

E. White gloves will be worn for ceremonial occasions with the dress blouse as determined by the Chief of Police or his designee and issued by the Training Unit.

2. **JACKET**

A. The jacket may be worn as dictated by weather conditions whenever the summer or winter uniform is prescribed.

B. The following items will be worn on the jacket when it is worn:

(1) The badge, in the provided location.



(2) The issued nameplate and the "years of service" attachment in the provided location.



(3) The official Department shoulder patch centered on the left sleeve.



- (4) An American Flag emblem centered on the right sleeve approximately two inches below the shoulder seam.



- (5) Officers of the rank of officer first class, corporal, or sergeant will wear the appropriate rank designation as outlined in Section .85 of this order.



- (6) Command officers will wear the standard insignia of their rank on the epaulets of their jackets. The insignia will be centered on the cross points of the seams.

- C. No other items may be attached or sewn to the jacket.  
D. Officers may wear a solid navy blue or black scarf with the jacket.

3. **RAINCOAT** Officers may wear the standard raincoat/rain jacket issued by the Department when weather conditions warrant.

4. **GLOVES**

- A. Officers may wear black gloves with the Winter Uniform as weather conditions warrant. They will not be worn in warm weather. Any gloves worn must allow the wearer to access/utilize carried equipment without removing the gloves (i.e., firearm, radio, etc.) Gloves may not have any enhancements such as sand, lead, or other like materials.
- B. Officers will wear latex biohazard gloves that have been provided by the Department, or other personally purchased protective gloves approved by their division commander, when there an ongoing biohazard or safety issue is at any location that the wearing of the gloves will alleviate to some degree. However, immediately after the hazard has been minimized, the situation concluded, or the officer leaves the area, the protective gloves will be removed.
- C. Officers may use personally purchased and approved protective gloves when conducting a search or patdown, putting the gloves on immediately prior to the search/patdown and removing them immediately after. If an officer chooses to use personally purchased gloves, the officer assumes responsibility for the repair or replacement of them if they are damaged.
- D. Uniformed officers in field assignments are required to carry on their person, as part of their normally carried equipment, biohazard gloves that are either provided by the Department or approved by their division commander.

5. **SUNGLASSES/GLASSES CORDS**

- A. Sunglasses may be worn as appropriate for weather conditions and time of day. Lenses may not reflect a mirrored image. Gaudy or colorful frames and lenses, as well as initials or other adornments, are prohibited. Aviator sunglasses are

preferred.

- B. Glasses cords are prohibited unless designed to come off the neck when pulled and are a solid navy blue or black in color.
6. **SWEATERS** The issued V-neck sweater may be worn as appropriate for weather conditions with the winter uniform.

**.80 SPECIALTY UNIFORMS:**

- 1. Specialty Uniforms are those for special purposes, such as bicycle, motorcycle, or SRT Uniforms.
- 2. The wearing of specialty uniforms, if not addressed in this order, will be addressed in other general orders or unit standard operating procedures.
- 3. **HOT WEATHER UNIFORM/ BICYCLE/ SEGWAY:**
  - A. During summer months, when the summer uniform is worn, officers who are assigned to special assignments, walking beats, or other appropriate assignments as determined by their division commander, may elect to wear the Hot Weather/ Bicycle/ Segway Uniform with supervisory permission.
  - B. The Hot Weather Uniform will consist of the duty belt, the short-sleeved Polo shirt, uniform shorts with belt, white or black athletic socks, and solid black sneakers
  - C. Officers may request to be issued Hot Weather/ Bicycle/ Segway Uniform shorts, and shirts to be worn during events as stated above. Wearing of this uniform is approved when the approximate temperature outside is greater than eighty (80) degrees.

**.85 RANK INSIGNIA:**

- 1. Command officers will wear the following insignia denoting their rank on the collars of their uniform shirts and epaulets of their dress blouses and jackets:
  - A. Colonel - standard U.S. Army silver eagle insignia
  - B. Major - standard U.S. Army gold-plated oak leaf
  - C. Captain - standard U.S. Army chrome-plated double bars
  - D. Lieutenant- standard U.S. Army chrome-plated single bar
- 2. Officers holding rank below lieutenant will display on each of their blouses, shirts, and jackets the following, centered on both sleeves approximately six inches from the shoulder seam, pointing up (except on Officers First Class where pins are on the collar):
  - A. Sergeants - the Department's standard three stripe, royal blue chevrons with white trim on black cloth;

- B. Corporals - the Department's standard two stripe, royal blue chevrons with white trim on black cloth;



- C. Officers First Class – Pins on the collar on Standard Uniform only.



**.90 COURT ATTIRE:**

1. Any officer appearing for any judicial or quasi-judicial proceeding as a representative of/for the Department will wear either the Standard Uniform or Business Attire (see Section .95 regarding "alternate attire") and adhere to all other provisions of this order. ***Specialized uniforms may be worn if an employee is assigned in a specialty capacity during the tour of duty that court falls in (i.e. hot weather/ bicycle/ Segway, motorcycle, SRT). Officers appearing for court when off-duty will wear the Patrol Division Uniform of the Day or Business Attire.***
2. Employees summoned to jury duty will wear appropriate civilian business attire that does not identify them as a police department employee. Employees will have their work attire available if they are released from jury duty and are available to return to work.

**.95 ALTERNATE ATTIRE:**

1. Officers attending the academy will be issued Alternate Attire shirts and pants. All other clothing required for Alternate Attire, including replacement of any academy-issued clothing, must be purchased at the employee's expense.
2. Unless otherwise stated, Alternate Attire may be worn in place of Business Attire or the Uniform of the Day for in-service training and other assignments approved by a Division Commander.
3. Firearms will be worn in accordance with [G.O. 920](#). If a badge is clearly displayed while wearing Alternate Attire, the Alternate Attire will be considered a "uniform" for purposes of firearm carry. Otherwise, Alternate Attire will **not** be considered a "uniform" for the purpose of wearing of firearms, e.g., the firearm must not be visible to the public, etc

**.100 BUSINESS ATTIRE IN PLACE OF UNIFORM:**

1. Officers who are assigned to a non-uniformed assignment, or officers whose police powers have been suspended, will wear Business Attire or other clothing appropriate to their assignment, as approved by their division commander. All personnel will have the Utility Uniform readily available if needed.
2. Civilian personnel may wear suitable business attire in place of their issued uniform when authorized to do so by their immediate supervisor.

**.110 EQUIPMENT FOR OFFICERS IN NON-UNIFORM ATTIRE:**

1. On-duty officers in Business or other non-uniformed attire will carry, at a minimum, the following equipment:
  - A. Firearm, in a proper, plain black leather or other approved holster (issued as appropriate);
  - B. Single ammunition magazine and magazine holder (issued as appropriate);
  - C. Handcuffs;
  - D. OC Spray.
2. Officers will also have immediately available to them their Department-issued soft body armor, expandable baton, and biohazard gloves.

**.115 CIVILIAN ATTIRE:**

1. Civilian employees who have been issued uniform attire will wear that attire when reporting for duty unless exempted by their supervisor or unless sufficient uniform attire is not available due to budget or other shortages. If issued attire is not available due to budget restrictions, employees who desire to do so may be authorized to purchase approved uniform attire at their own expense.
2. If exempted from the civilian uniform or when issued attire is not available, the employee will wear appropriate, professional business attire. Supervisors may, for legitimate work-related reasons, authorize their subordinates to wear other attire which may be more appropriate for a specific job, e.g., disposing of evidence, cleaning storage areas, etc.
3. Civilian personnel who are summoned for court as representatives of the Department will wear either their designated civilian attire or appropriate business attire.
4. Bureau or division commanders may issue a Standard Operating Procedure (SOP) which governs the details of this section for their area of command.

**.120 ISSUED EQUIPMENT:**

1. Issuance of Firearms other than handguns will be dependent on an officer's position and assignment, and will be handled through the appropriate entity as stated in General Orders.
2. The following Uniform Equipment is issued by the Department to employees, dependent on their assignment(s) and/or position and budgetary feasibility:

Personnel	Quantity	Equipment	Comments
All Employees/ Volunteers	1	Department Access / ID Card	Issued through TSD Commander or his designee
All Sworn Department Members and Civilian Supervisors	1	Cellular phone w/ charger(s)	Issued through Technical Services Division Commander or his designee
Command Staff	2	Frederick PD Collar Pins-gold	
	2	Shirts- long sleeved, white	
	1	Uniform Tie- navy blue	
	1	Command Dress Blouse	
	1	Concealable Holster	
	1	Small OC Spray Canister	
	1	Single Magazine Pouch	
Sworn	1	Glock Handgun	
	3	Magazines	
	2	Name Tags and "Serving Since" Plates	Can be retained after separation from service
	1 set	Badge and Hat Shield	
	1	Duty Belt w/ buckle	
	1	Cross Strap	
	2	Sliding "D" Rings	
	4	Belt Keepers	
	1	Gun Holster (right or left)	
	1	Handcuff Set w/keys	
	1	Handcuff Case	
	1	Double Magazine Pouch	
	1	Canister O.C. Spray	
	1	O.C. Spray Holder	
	1	Baton Holder	
	1	Expandable Baton	
	1	Latex Glove Pouch	
	1	Riot Helmet, Face Shield, and Carry bag	
	1	NPR Protective Mask	
	1	CPR Mouthpiece	
	1	Radio w/ holder	Issued through TSD Commander or his designee
	1	Radio Charger	
	2	Radio Batteries	
	1	Shoulder Microphone with Holder	
	1	Summer Uniform Hat	
	1	Winter Uniform Hat	
	1	Winter Knit Hat	
	1	Utility BB style hat	Expendable-can be kept after separation from service
	1	3-season Jacket	
	1	Dress Blouse	
	1	Raincoat/ Jacket	

Sworn cont.	4	Shirts, Short-sleeved- navy blue	
	1 set	Body Armor with 2 Carriers	
	4	Shirts, Long-sleeved- navy blue	
	6 pr.	Uniform Pants	4 summer, 2 winter
	1	Uniform Tie- gray	
	1	Hospital Access Card	
	1	Traffic Cone	
	1	Traffic Vest	
	1	Key to Traffic Control Boxes	Issued by Patrol Commander
	1	MPTC ID Card	
	1	Parking Deck Card	
	1	Pullover V-neck Sweater	Optional
	2	Hot Weather Uniform Shirts	Optional based on assignment
	2	Hot Weather Uniform Shorts	
Student-Officers	1	BB Hat	Academy Uniform Expendable- can be kept after separation from service
	2	Navy Blue Academy "Polo" Shirts	
	2 pr.	Pants - Alternate Attire	
	2	Shirts, Tee	
	1	Sweatshirt	Physical Training Clothing Expendable- can be kept after separation from service
	1 pr.	Sweat Pants	
	1	Jacket, Hooded Nylon	
	2 pr.	Shorts	
Bicycle Unit	1	Bicycle Helmet	
Motorcycle Unit	1	Motorcycle Helmet	
	1	Leather Jacket	
	1 pr.	Black Riding Boots	
	1 pr.	Eyewear	
Canine Unit	4	Blue Battle-style long-sleeved shirts	
	2	Blue Short-sleeve Polo style shirts	
	4 pr.	Blue BDU – style pants	
Honor Guard	2	Long Sleeve Uniform Shirts- White	
	1	Blue Infantry Cord	
	1	Patent Leather Duty belt	
	1	Patent Leather Cross Strap	
	1	Patent Leather Sliding D-Ring	
	1	Patent Leather Holster	
	1	Patent Leather Magazine Pouch	
Honor Guard cont.	1	Patent leather Handcuff case	
	4	Patent Leather Belt Keepers	
	1	Honor Guard Pin	Issued after completion of first event
	1	Honor Guard patch	Worn on Dress Blouse
	1 pr.	White Cotton Gloves	

Special Response Team	1	Level IIIA Vest	
	1 set	Level IV Ceramic Plates (2)	
	1	M-17 Mask w/ Carrier	
	1	Ballistic Helmet	
	1 pr.	Nomex Gloves	
	1	Nomex Hood	
	1 pr.	Goggles	
	1	Call-Out bag, Black	
	1	Tactical Holster	
	1	M-3 Tactical Light	
	1	Thigh Pouch	
	2	9mm Pistol Pouches	
	2	9mm Magazines	
	3	5.56 Pouches	
	3	5.56 Magazines	
	2	Additional Glock Magazines	
	1 set	Keys (Van, Sally, Bunker)	
	1	Sniper Rifle w/ Scope	Snipers Only
1	Rifle Drag Bag		
1	Rifle Hard Case		
1	Cleaning Kit incl. Bore Rod/ Bore Guide		
1	Backpack		
1	Medical Pouch		
Criminal Investigators	1	Concealable Holster	
	1	Magazine pouch/Handcuff case combo	
	1	Small OC Spray Canister	
	1	Detective Badge	
	1	Single Magazine Pouch	
	1	Winter Raid Jacket	
	1	Small OC Spray Canister	
	1	Stinger Flashlight w/ Charger	
	1	Assigned Buy Money	
Crisis Intervention Team	1	Jacket lightweight	
	1	Navy Polo	
	2	Black CNT T-Shirts	
	2	Black Long Sleeve Shirts	
	2	Tan 5-11 BDU pants	
	1	Black CNT Sweatshirts	
Training Division	4 pr.	BDU Pants	
	4	BDU Long Sleeved Shirts	
	4	BDU Short Sleeved Shirts	
	1	5.11 3-Season Jacket	
Dispatchers	2	Short-sleeved polo shirts	
	2	Khaki Pants	
	1	Work Shirt	

	1	Short-sleeved t-shirt	
Crime Scene Unit	5	Shirt, Long-sleeved	
	5	Shirt, Short-sleeved	
	5 pr.	BDU Pants	
	1	Raincoat	
	1	Jacket, three-season	
	1	Light Weight Jacket	
	1	Cellular phone	Issued through TSD Commander or his designee
	1	Portable Radio	
	1	Radio Battery	
1	Radio Battery Charger		
Fleet Vehicle Coordinator	5	Shirt, Short-sleeved	
	5	Pants	
	1	Jacket	
	1 pr.	Work boots	
	1	Cellular phone	Maintenance - Issued through TSD Commander or his designee
Property Custodians	4	Shirt, Short-Sleeved	
	4	Shirt Long-Sleeved	
	4	Pants	
	1	Work boots	
Auxiliary Officers/Volunteers	2	Pants	
	2	Shirts, Short-sleeved	
	2	Shirts, Long-sleeved	
	1	Tie	
	1	Belt	
	1	Glove Holder	
	1	Raincoat	
	1	Traffic Vest	
	1	Hat	
	1	Hat Band, Winter	
	1	Hat Shield	
	2	Auxiliary Collar Devices	
	1	Auxiliary Badge	
	1	Duty Belt	
	1	Duty Belt Buckle	
	4	Duty Belt Keepers	
	2	Name Tags	Expendable - can be kept after separation from service
	2	"Serving Since" Pins	
	1	Jacket w/Liner & Fur Collar	
1	HQ Building Access Key	Issued through TSD Commander or his designee	
1	Radio		
1	Radio Battery Charger		
2	Radio Batteries		
1	Shoulder Microphone		

Chaplains	1	Badge	
	1	Jacket	
	1	Polo Shirt	
	1	Hat Shield	
Explorer Scouts	1	Shirt, Short-sleeved	
	1	Shirt, Long-sleeved	
	1 pr.	Uniform Trousers	
	1	Tie	
	1	"Eight Point" Hat	
	1	Winter Jacket	
	1	Summer Jacket (Windbreaker)	
	1	Raincoat	
	1	Class "B" Shirt - Gray	
	1 set	Collar Insignia	
	1	Belt	
	1	Baseball Cap	
	1	Nameplate	Expendable- can be kept after separation from service
	1	Glove pouch	
	1	CPR Mask	
1	Hat Shield		