

<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p>AD NO: 03.22 DATE: February 6, 2024 SUBJECT: Personnel TITLE: Dress Code FOR PUBLIC RELEASE: Yes</p>
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- I. Reference: AD 03.01, 03.04; Memoranda of Agreements between Anne Arundel County and the Fraternal Order of Detention Center Officers and Personnel, Inc., International Union of Police Association's Local 141, Teamsters Union Local 355, AFSCME Local 2563, AFSCME Local 582
  
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
  
- III. Purpose: To provide dress and appearance guidelines for all personnel to reflect a professional image.
  
- IV. Policy:
  - A. All AACDDF employees, including contractor personnel, shall dress and maintain an appearance demonstrating their professional commitment to the Department, County Government and citizens we serve.
  
  - B. Staff shall be expected to adhere to the dress code whenever reporting to duty, to include weekends and holidays. The only exception shall be when reporting for an emergency.
  
  - C. Professional judgement and safety standards should be exercised in choosing appropriate attire for the workplace. Clothing must be neat, clean and professional in appearance.
  
  - D. The four (4) elements of a grooming standard are safety, neatness, cleanliness and professional image. The public, elected representatives and the inmate population draw certain conclusions about correctional effectiveness based upon the image presented by AACDDF staff. This image must instill public, staff and inmate confidence in order for staff to perform their duties in a professional manner.
  
  - E. Non-Uniformed staff shall be required to wear staff identification cards at all times while on the Department of Detention Facilities' grounds. Identification Cards shall be clearly visible and worn above the waist.
  
  - F. The County has adopted a business casual dress code for all non-uniformed employees. Through this directive, business casual attire shall apply to all non-uniformed personnel.
  
- V. Procedure:

A. Non-uniformed Personnel

1. Non-uniformed, civilian employees, including contractor personnel, shall conform to dress and grooming standards that reflect a professional office setting.
  - a. Business casual attire shall include casual pants or slacks, such as Dockers style or khakis, shirts with collars (to include polo shirts recognizing the Department or County), sweaters, blouses, jumpers, casual dresses, (dress length must fall below the top of the knee), skirts, culottes and casual shoes. Ties will be optional.
2. Inappropriate business casual dress includes sports/exercise apparel, beachwear, lycra/spandex items, leggings, jeggings or similar items. Slippers, sandals, athletic shoes or sneakers, flip flops, stiletto heels, athletic shirts, T-shirts, shorts, tank tops, halter/cropped tops or similar items. Solid colored scrubs in shades of orange, blue or green matching the inmate uniform are not permitted. Denim jeans of any color are inappropriate in an office setting.
3. Facial hair and mustaches are permitted. If worn, mustaches must be neatly trimmed and tidy. Mustaches must not present a chopped off or bushy appearance. Handlebar mustaches, goatees and beards with length of 1 ½ inches or less are authorized. Additionally, the jawline and neck must be free of hair.

**NOTE: ACCOMMODATIONS FOR RELIGIOUS BELIEFS SHALL BE CONSIDERED ON A CASE-BY-CASE BASIS.**

4. Haircuts & Hairstyles: The haircut/style must be neatly groomed and present a professional appearance. The length and bulk of the hair may not be excessive and must present a professional appearance.
  - a. Bangs, if worn, shall not fall below the eyebrows.
  - b. Males and females shall be permitted to wear ponytails, French-style braids or buns.
  - c. Hairstyles shall not interfere with the proper wearing and fit of emergency equipment.
5. Jewelry: Non-uniformed staff shall be permitted to wear only one (1) pair of earrings while on duty.

6. Other jewelry may be worn, but may not interfere with the wearing of security equipment or pose a safety risk to an employee while performing his/her duties. Non-uniformed staff members are encouraged not to wear expensive wrist watches or other jewelry, as they can be damaged in a physical altercation and the county does not reimburse for these items.
7. Facial Piercings: Only one (1) stud-type visible facial piercing shall be permitted while on duty.
8. Court Attire: Staff shall wear, at a minimum, business casual attire when appearing in court as a representative of the AACDDF. Male non-uniformed staff are not permitted to wear earrings for court appearances.
9. Employees assigned to perform a special project outside the scope of their normal duties shall request permission to wear jeans and athletic shoes from his/her Assistant Correctional Facility Administrator (ACFA).
10. Supervisors shall be responsible for enforcing this policy.

**B. Uniformed Personnel**

1. Facial hair and mustaches shall be permitted. If worn, mustaches shall be kept neatly trimmed. Mustaches shall not present a chopped off or bushy appearance. Handlebar mustaches, goatees and beards with a length of 1 ½ inches or less are authorized. Additionally, the jawline and neck must be free of hair.

**NOTE: ACCOMMODATIONS FOR RELIGIOUS BELIEFS SHALL BE CONSIDERED ON A CASE-BY-CASE BASIS.**

2. Haircuts and Hairstyles: The haircut/style must be neatly groomed and present a professional appearance. The length and bulk of the hair may not be excessive and must present a professional appearance.
  - a. Hair shall not hang/lie lower than the lowest edge of the uniform shirt collar. Bangs, if worn, shall not fall below the eyebrows.
  - b. Males and females shall be permitted to wear ponytails, French braids or buns as long as their hair does not hang/lie below the lowest edge of the shirt collar across the back of the neck.
  - c. Hairstyles shall not interfere with the proper wearing and fit of emergency equipment.

3. Jewelry: Male and female Officers shall be permitted to wear only one pair of stud-type earrings while in uniform and on duty. Male Officers are not permitted to wear earrings while in court.
4. Other jewelry may be worn, but must not interfere with the wearing of security equipment or pose a safety risk to an employee while performing his/her duties.

**NOTE: OFFICERS ARE ENCOURAGED NOT TO WEAR EXPENSIVE WRIST WATCHES OR OTHER JEWELRY, AS THEY CAN BE DAMAGED IN A PHYSICAL ALTERCATION; THE COUNTY DOES NOT REIMBURSE FOR THESE ITEMS.**

5. Facial Piercings: Only one (1) stud-type visible facial piercing shall be permitted while on duty.
6. Court Attire: Uniformed staff shall wear the complete uniform.

C. Uniforms for Security Personnel/Booking Officers

1. Wearing of the uniform is authorized only when on actual duty, traveling to and from duty and at Departmental functions, when required. The uniform shall always be worn in its entirety and never partially worn with civilian clothing items. In no case shall an employee in uniform purchase or consume alcohol in a public establishment. A civilian winter coat may be worn to and from work, but not while on duty. While on duty, all Security Staff and Booking Officers shall be dressed in provided uniforms to include:
  - a. Dark Blue Polo Shirt (long or short sleeve). Long-sleeve shirts shall not be rolled up. Shirts are to be worn tucked into the pants.
  - b. Black or Blue undershirt shall be worn with provided Polo Shirt.
  - c. Polo shirts shall be embroidered as instructed by the Superintendent with badges and names and shall be worn without modification.
  - d. Booking Officers shall wear the Booking Officer collared shirt embroidered as instructed by the Superintendent with badges and names and shall be worn without modification.
  - e. Black Belt
  - f. Boots - full leather black boots in six (6) or eight (8) inch height, as included on the uniform order list.

- g. Socks - navy blue or black. White socks may only be worn underneath the authorized blue or black socks.
- h. Fleece or TacShell Jacket - as included on the uniform order list.
- i. Jackets - TacShell with AACDDF Patch on the left sleeve.
- j. All authorized headgear shall be worn "squared away" (a dignified manner, level on the head with the bill parallel to the ground).

2. Utility Uniforms

- a. Firearms qualified Officers (Detention Officer/Corporal/Sergeant) shall wear the utility uniform when on duty.
- b. The utility uniform shall consist of a navy-blue shirt (undershirt, if visible, should match the uniform color) and pants worn with the shirt tucked into the pants and the pants bloused into the boots.

3. All insignia and patches shall be worn as approved by the Superintendent and shall not be modified.

4. Uniform for Pregnant Officer - when an Officer can no longer wear the regular uniform, the Officer is authorized to wear the following in lieu of the uniform:

- a. Khaki maternity pants
- b. Navy or Black polo-style shirt
- c. Departmental identification card

D. Inspection

- 1. The Supervisors shall be responsible for inspecting all staff (uniformed/non-uniformed) and are responsible for the general appearance and compliance with the dress code for all personnel on duty under his/her supervision.

E. Medical Exceptions

- 1. Medical documentation shall be required for the Correctional Facility Administrator (CFA) or designee to consider any requests that do not comport with this directive. Documentation shall include the following:

- a. Justification of medical necessity indicating need for exception.
  - b. Duration to include beginning and end date for exception (renewed annually).
  - c. Specific description of alternative attire recommended.
2. The CFA or designee shall review and approve or disapprove documentation for the medical exception. Special exceptions may be considered on a case-by-case basis.

**NOTE: IF APPROVED FOR ALTERNATIVE FOOTWEAR, THE ONLY AUTHORIZED COLORS SHALL BE SOLID BLACK OR BROWN.**

F. Uniforms for AFSCME 582 Personnel

1. Staff provided uniforms by the Department or through a rental uniform company shall wear these uniforms while on duty and shall not be authorized to wear civilian clothing.
2. For safety reasons, staff shall wear safety shoes while on duty.

G. Honor Guard/Color Guard

1. With the approval of the Superintendent, the Honor Guard/Color Guard commander shall designate the uniform for the Honor Guard/Color Guard.
2. The Honor Guard/Color Guard shall adhere to AD 03.34 for uniform compliance when representing the AACDDF when deployed for detail or training.

H. Training

1. Staff shall wear business or business casual attire to all training activities.
2. Jeans, t-shirts and tennis shoes may be worn, as determined by the Training Department, during training activities that require some physical activity (e.g., First Aid, CPR, Specialized Equipment, Firearms and Defensive Tactics).

I. Casual Day

1. The Superintendent may authorize casual dress on days to recognize special events. While the dress code is relaxed, staff members are still expected to present a professional appearance.
2. T-Shirts recognizing the Department, team or specific activities shall only be authorized by the Superintendent in recognition of special events.
3. All other business casual dress requirements shall apply on these days unless specified otherwise by the Superintendent.

J. Initial Issue Uniform - the following items shall be issued to all newly hired Detention Officers:

<u>Item</u>	<u>Quantity</u>
Jacket – TacShell	1
Fleece - Soft Shell	1
Shirts - Short Sleeve	6
Shirts - Long Sleeve	6
Pants	4
Duty Belt - Nylon or leather	1
Badges	1
Handcuff Carrier	1
Flashlight Carrier	1
Key Holder	1
Boots	1 pair
Glove Pouch - Latex gloves	1
Belt Keepers - Black (set of 4)	1
Summer Head Cap - Ball Cap	1
Winter Head Cap - Blue Beanie (with DDF Patch)	1

K. Uniform Replacement - Security Personnel

1. In accordance with the Memoranda of Agreements, security personnel shall be authorized to replace issued items of clothing and equipment deemed unserviceable.
2. Uniform replacement shall be authorized in accordance with the following criteria:
  - a. The uniform or equipment is deemed unserviceable due to wear or appearance unbecoming an Officer.

- b. The employee has gained or lost weight to the degree the uniform or equipment does not fit and cannot be altered to fit.
  - c. The employee presents the items being replaced and turns these in upon receiving the new uniforms.
3. Authorized uniform replacement shall be submitted, via Operative IQ, to the Correctional Support Services Manager (CSSM).
4. The number of replacement uniforms and equipment shall not exceed the list of approved items and shall be in compliance with the union contract as stated on the uniform order forms.

<u>Item</u>	<u>Quantity</u>
Shirts - Short or long sleeve Combination	6
Pants	4
Boots (per year)	2 pair
Fleece - Soft Shell (every 2 years)	1
Jacket - TacShell (every 2 years)	1
Duty Belt (Nylon or leather) (every 2 years)	1
Utility TDU - Shirts	6
Utility TDU - Trousers	4

Utility Officer's Jacket, Fleece-Soft Shell, Duty Belt and Belt Keepers are replaced every two (2) years.

5. To monitor the quantity, the Quartermaster shall maintain a listing of items ordered for each employee.
- L. Upon resignation, termination or retirement, an Officer shall be required to turn in all uniform items to their ACFA or assigned designee.
- M. Uniforms being discarded by Officers shall be stripped of all patches and insignia.

This directive shall be reviewed at least annually and revised as necessary.

  
Christopher Klein  
Superintendent

Rescinds: AD 03.22 dated September 20, 2004



AD 03.22 dated October 28, 2004  
AD 03.22 dated September 21, 2017  
AD 03.22 dated September 23, 2019  
AD 03.22 dated June 14, 2021  
AD 03.22 dated October 31, 2022  
AD 03.22 dated May 5, 2023  
AD 03.22 dated July 1, 2023

