

4.1	Employee Attire
------------	------------------------

4.1.1 Uniform and Civilian Attire

The Sheriff will designate the appropriate uniform for all Sheriff's Office personnel. The Sheriff reserves the right to specify a specific uniform for personnel assigned to certain positions, and to authorize exceptions from customary practice. Absent special considerations, the proper attire for employees is as follows:

Dress Uniform

Conditions: Default uniform for deputies attending special events.

Mandatory Wear: Dress jacket, long sleeve dress shirt with necktie, and dress trousers. The felt service hat is mandatory for Honor Guard or other special conditions determined by the Sheriff. Otherwise, the felt service hat is optional.

Optional Wear: Felt service hat (except when formal attire is required).

Winter Duty Uniform

Conditions: October 1st to April 30th annually – default uniform for deputies.

Mandatory Wear: Long sleeved dress shirt with necktie and dress trousers.

Optional Wear: Coat, Felt service hat or other issued head gear. Issued Mock Turtlenecks and long-sleeved shirts can be worn at any time, except when formal attire is required.

Summer Duty Uniform

Conditions: May 1st to September 30th annually – default uniform for Deputies.

Mandatory Wear: Short-sleeved dress shirt and dress trousers.

Optional Wear: Issued service hat and light weight jackets. Short-sleeved shirts may be worn, if appropriate, according to weather conditions until December 1st.

Utility Uniforms/Operational-Tactical/Civilian Attire

Authorized Units: Operations Bureau - Warrant Teams
Security Bureau - Detention Command Unit
Canine Unit (K-9)
Sheriff's Emergency Response Team (S. E. R. T.)
Communications - Dispatchers

Conditions: Year round – Bureau Commanders may authorize this attire for employees assigned to certain specialized units or tasks.

Wear: Attire must comply with accepted norms and not invite unfavorable comment upon the Sheriff's Office. All articles must be in good repair (e.g., without holes, non-frayed, uniform in color, void of imposing or inappropriate logos). Tactical boots and athletic shoes of appropriate color may be worn.

Civilian Business Attire

Conditions: Year round. Civilian business attire, authorized for all non-sworn employees. Professional civilian business attire is optional wear for sworn personnel attending classroom training, court, and administrative assignments.

Wear: Attire must comply with accepted professional norms and not invite unfavorable comment upon the Office. Items not acceptable (e.g., shorts, tee shirts, halter tops, sweat-pants, flip-flops).

4.1.2 Wearing of Uniforms Generally

Employees assigned a uniform shall maintain their issued uniform and equipment in good repair, and shall wear the uniform as prescribed by the Sheriff. Only those patches, chevrons, medals, insignias, and items authorized by the Sheriff will be displayed on the uniform.

All sworn personnel, from the rank of Sergeant and below, are **required** to wear their issued protective vest (body armor) while on-duty or while working law enforcement-related secondary employment. Exceptions to wearing the vest will be considered on a case-by-case basis upon the employee's presentation of a doctor's note stating the medical condition and duration of the condition. Exceptions will expire on the date designated by the doctor, but will not exceed one year. Conditions exceeding one year must be re-submitted annually for approval by the Sheriff. The Sheriff may request a "fitness for duty" evaluation for any deputy who repeatedly submits requests for exceptions to wearing the vest.

The uniform is to be worn in its entirety, with no combination of uniform and civilian clothing permitted. Uniforms will be neatly pressed, metal objects shined, leather and shoes polished.

White or black undershirts may be worn with the uniform. Black shoes and black socks will be the default uniform footwear. Optional footwear may be approved by Bureau Commanders.

4.1.3 Insignia of Rank and Office Affiliation

The badge shall be affixed to the outermost garment of one's uniform, and approximately two inches (2") centered and above the left front pocket, or absent a pocket, in the vicinity thereof.

The large Maryland State collar brass insignias are to be worn on the lapels of the dress blouse. Lieutenants and above will wear rank insignias on the uniform shirt collar and have them affixed to the epaulets of outerwear. Sergeants will wear rank insignias on the sleeves of all uniforms on shirts and outer garments. Rank shall be centered on the sleeves just below the Office patch.

<u>Rank</u>	<u>Insignia</u>	<u>Years of Service</u>
Sheriff	One (1) Gold Star – per elected term	
Chief Deputy/Colonel	One (1) Silver Eagle	
Captain	Two (2) Gold Bars	
Lieutenant	One (1) Gold Bar	
Sergeant	Three (3) Gold Chevrons	
Corporal (CPL)		15
Lance Corporal (LCP)		10
Deputy First Class (DFC)		5
Deputy		

The Office patch shall be on all shirts and outer garments. It shall be worn on both left and right sleeves, and the patch shall be centered on the outside of the sleeve just below the shoulder seam.

Ranks of recognition for time in service are: Deputy First Class, Corporal, and Lance Corporal. These are awarded to an individual solely on the basis of continuous time in grade with this agency on a full-time basis. The recognition rank is only reflected in written correspondence and carries with it no supervisory responsibility.

4.1.4 Wearing of Awards and Pendants

The only awards and recognitions generally permitted to be worn on the uniform are those presented to, or earned by, an employee while he/she was employed by this Office (also refer to chapter 4.2, Awards, in this General Orders Manual).

Authorized and permissible exceptions include designations of training, skills, and awards earned or acquired by an employee who:

Has completed specialized training in a public safety discipline, has consistently maintained professional credentialing (if available), and that the acquired skill will actually or potentially be utilized by this Office. The only recognized designations currently falling in this category are: Field Training Officer (FTO), Canine (K-9), Sheriff's Emergency Response Team (S.E.R.T.), a bar-style blue/gold marksmanship designator, and "Firearms Instructor"; or the individual has completed a structured supplementary training course lasting sixty (60) days or more, and approved by the Designating Authority.

As a matter of routine, the Sheriff's Office Awards Board will recommend the standard for the wearing of uniform awards and designators. Requests for exceptions to this policy will be resolved by the Awards Board. It is the responsibility of the employee requesting the exception to present supporting documentation to the Awards Board for review. Determinations of the Board, both positive and contested, will be forwarded to the employee, Training Administrator, and Human Resources Coordinator, for inclusion in the soliciting employee's Office personnel file.

No unauthorized emblem, patch, insignia, pin, commendation bar, ribbon, or similar item shall be worn or displayed on an Anne Arundel County Sheriff's Office uniform.

Placement on the Uniform:

Bar-style ribbons will be worn one-half inch (1/2") below the nameplate, centered on a uniform shirt or jacket. When displaying more than one ribbon bar, there will be no gap between them. A designator from the FBI NA is to be worn below the name tag and centered between the right shirt button and name tag. Other designators of advanced supplementary training (e.g., AOMP or SPI) are to be worn in the same manner as award ribbons. Some awards have equivalent pendant medals. Pendant medals may be worn on the dress blouse jacket in lieu of the ribbon.

Acronyms and similar designations of specialized assignments, positions, or completed training, will be worn centered, vertically and horizontally, on the left pocket flap of the uniform shirt (e.g., FTO or K-9). The designators are to be of gold finish and consist of only acronyms.

Marksmanship designators of the bar-style are to be centered on the left uniform pocket, directly even with the top seam. In lieu of a marksmanship designator, on the uniform shirt, firearms instructors may wear a bar-style designator in its stead. Marksmanship designators of the pendant medal design are only to be worn on the blouse jacket. Command Staff, Lieutenant and above, will wear pendant medals on their uniform shirts, left pocket and centered below the badge. On the dress blouse jacket, both the firearms instructor bar-style designator and the marksmanship designator of the pendant medal design may be worn simultaneously.

Designations of Honor Guard status are usually only worn on the dress blouse jacket. An honor guard designator may only be worn on a uniform shirt if an employee is actually acting in the capacity of an honor guard, and in that capacity is specifically authorized to wear only a duty shirt (e.g., without the dress blouse jacket). Honor Guard designators of the pin type are to be worn centered in the middle of the left shirt/blouse jacket pocket, or absent an actual pocket in the area thereof.

4.1.5 Wearing of other Accessories

Nameplates: The nameplate is to be worn on the right side on the uniform shirt or jacket. Absent an existing and designated nameplate location, the nameplate should be worn directly even with the top seam of the right pocket flap, and shall be centered. The small nameplate should be worn on all shirts, and the large nameplate should be worn on all outer garments. Nameplate accessories and attachments are generally prohibited.

Service pins: One exception to the nameplate prohibition is the wearing of a pin stating a deputy's time of service with the Anne Arundel County Sheriff's Office (e.g., "Serving Since"). This pin must have a gold finish, worn directly below and abutting the nameplate.

Head Gear: When worn, issued head gear should be placed squarely on the head and tilted to the front. The issued felt hat should have the buckle positioned at the front of the hat, with the strap through the holes on the side and adjusted to fit behind the head.

Gloves: Uniformed employees may wear black gloves as deemed appropriate and necessary (e.g., inclement weather, frisking prisoners, searching property and handling questionably infectious items). As directed by a supervisor, white gloves may be worn for formal occasions, special events, and exceptional situations.

Ties/Belts: When wearing a tie with the uniform, an Office issued tie tack or clasp will be worn. It should be centered and even with the shirt pocket. Trouser belts should be black in color, one and one-half (1 1/2") in width. One quarter (1/4") inch variance is permitted.

Bar Flag Pin: The issued American flag bar pin will be worn centered above the nameplate and one half inch (1/2") above the highest worn pin or nameplate on the right side.

4.1.6 Leather Gear and Related Equipment

Absent prior supervisory approval, all sworn employees below the Command level (e.g., line officers and sergeants) will wear their issued leather gear when in uniform. This minimally includes duty belt, handgun and holster, two magazines with pouch, oleoresin capsicum and carrier, expandable baton with carrier, one (1) set of handcuffs and carrier, radio and accepted method of attachment (e.g., holder, clip, or carrier).

Sworn personnel wearing operational, tactical, or civilian attire, are minimally required to carry (i.e., affixed to their person) a handgun and a non-lethal weapon (e.g., chemical spray, baton, or taser), radio, one (1) set of handcuffs, and their Office credentials (badge & issued identification).

Command Staff: Lieutenants and above, due to the inherent nature of their duties, are routinely only required to wear a handgun and holster.