

*Maryland-National Capital Park Police*  
*Prince George's County Division*

## DIVISION DIRECTIVE

|   |                                       |  |                                     |
|---|---------------------------------------|--|-------------------------------------|
| TITLE<br><b>UNIFORMS AND EQUIPMENT</b>                                |                                       |  | PROCEDURE NUMBER<br><b>PG1700.0</b> |
| SECTION<br><b>Uniforms and Equipment</b>                              | DISTRIBUTION<br><b>A</b>              | EFFECTIVE DATE<br><b>10/15/04</b>                                    | REVIEW DATE<br><b>10/15/06</b>      |
| REPLACES<br><b>PG1700.0 "Uniforms and Equipment", issued 05/01/02</b> |                                       |  |                                     |
| RELATED DIRECTIVES<br><b>PG1722.0</b>                                 | REFERENCES<br><b>CALEA 26, 41, 53</b> | AUTHORITY<br><b>Commander Larry M. Brownlee, Sr.- Division Chief</b> |                                     |

### I. PURPOSE

To establish policies and procedures regulating the issuance, composition, wearing, replacement, and surrender of Division uniforms and related equipment.

### II. POLICY

It shall be the policy of this Division to hold all personnel assigned to the Division responsible for the provisions of this directive.

### III. DEFINITIONS

The term "uniform and equipment" within the context of this directive shall be held to include the types and items of clothing, accouterments, optional approved accessories and clothing, and related equipment described and/or depicted herein, whether issued by the Division or approved by the Division Chief, and intended for wear by specific individuals or groups of individuals assigned to the Division as prescribed.

The term "uniforms" shall be held to include the following articles:

|                         |             |
|-------------------------|-------------|
| Blouses                 | Breeches    |
| Raincoats               | Neckties    |
| Headgear and Rain Cover | Socks       |
| Shoes/Boots             | Duty Jacket |
| Trousers/ Shirts        |             |

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The term "equipment" shall be held to include the following articles:

|                         |                           |
|-------------------------|---------------------------|
| Badges                  | Ammunition Pouches        |
| Identification Card     | Soft Body Armor & Carrier |
| Baton                   | Weapon Trigger Lock       |
| Operations Manual       | Whistle/Chain/Hook        |
| Building Keys           | Name Plate Pin            |
| Rubber Boots            | D-Ring Keepers            |
| Handcuffs & Case        | Length of Service Pin     |
| Sam Browne Belt         | Specialty Unit Pin        |
| MPTC Certification Card | Rank Insignia             |
| Cross Strap             | Division Shoulder Patch   |
| Duty Weapon             | Award Ribbon(s)           |
| Garrison Belt           | Marksmanship Pin          |
| Holster                 | Tie Bar/Tack              |

**IV. UNIFORM CLASS REQUIRED**

The Area Operations Assistant Chief's shall, on a shift-to-shift/ section-to-section basis, have the authority to prescribe the particular class of uniforms to be worn by the officers of the uniformed Division. The class of uniform prescribed shall be consistent with assignments and in keeping with climatic conditions.

No uniform class other than that authorized will be worn. Officers shall wear the prescribed uniform class while on duty unless otherwise authorized or directed in writing by the Area Operations Assistant Chief's.

**V. UNIFORM CLASSES**

**A. Uniformed Officers**

1. Standard items to be worn with all uniform classes, except Class D, E and F:
  - a. Footwear: Black, plain toe, low quarter, polished or corafram finish, laced shoe; or a black, plain toe, polished or corafram finish, laced or zipper boot, maximum ten inches in height, boot uppers may be of manmade material. (Corafram is a trade name for a glossy-finished, manmade material also known as clarino or patent leather.)  
Riding Boots: black, plain toe.
  - b. Socks: black in color. (If socks are not seen while wearing boots they may be any color.)
  - c. Trousers: issued uniform trousers in approved color, or trousers of identical style and color as issued trouser; material content is optional.

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- d. Breeches: issued uniform breeches in approved color, or breeches of identical style and color; material content is optional (Mounted personnel only).
  - e. Shirts -Sergeants and below: issued uniform shirts in approved color, or shirts of identical style and color as issued shirt; material content is optional.  
Shirts - Command Staff: Issued white uniform shirts or identical style white shirts; material content is optional.
  - f. Ties: issued tie in approved color, or ties of identical style and color; material content is optional.
  - g. Tie bar or tack - Maryland State seal.
  - h. Belt: issued black Garrison belt with buckle, if issued.
  - i. Badge: breast.
  - j. Rank insignia: collar pins or Sergeant chevrons on sleeve, as issued.
  - k. Shoulder patch: Park Police Division (left).
  - l. Shoulder patch: specialty operations (right).
  - m. Nameplate and length of service pin.
  - n. Issued Sam Browne gun belt and cross strap, four- stitch, black in color.
  - o. Issued holster, black in color.
  - p. Issued ammunition pouch(s) with Velcro or hidden snap closure, black in color.
  - q. Issued handcuff case with Velcro or hidden snap closure (open case for administrative personnel only).
  - r. Issued D-Ring keepers, black in color.
  - s. Stetson, (2) Felt-Winter, and (2) Straw-Summer.
  - t. Issued baseball cap.
2. The following items are optional and only to be worn with the Class C, D, E, F and G uniforms.
- a. Black, crew neck, commando style, pullover sweater, without epaulets, with Division patch on left sleeve, operations specialty patch on right sleeve, and Division badge on left breast pocket area (see Appendix V).  
  
When the sweater is worn, the tie will not be used and the shirt collar with collar rank insignia shall be displayed on the outside of the sweater. No other accouterments shall be worn on the sweater.  
  
Black v-neck sweater- For Command Staff only, if worn must wear tie.
  - b. Tan Blauer lightweight jacket, Model 305, or an identical style and color jacket with Division patch on left sleeve, operations specialty patch on right sleeve, and Division badge on left breast pocket area.
  - c. Black turtleneck or dickie. If worn it shall be under the long sleeve shirt without the tie. (Sergeants and below only)
  - d. Dark brown pile cap, vinyl and cloth (C and D only).

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- e. Black knit skullcap with reduced size Division patch.
- f. Velcro gun belt without buckle, Velcro or hidden snap handcuff case, Velcro Garrison belt, Velcro or hidden snap keepers, mini-mag flashlight cases, double wide cuff cases, baton and/or flashlight rings. (Additional optional leather gear may be worn with the written approval of the Division Chief.)
- g. Black, plain toe, low quarter leather or manmade material, laced shoe with rubber or composite soles. Athletic shoes are not authorized except for Class E.

NOTE: When considering these optional items, officers should check the items on display with the Division Property Specialist as these items or items identical to these are the **only approved optional items that may be worn.**

### 3. Specific Classes of Uniforms

#### a. Class A: Dress Uniform

Blouse, long sleeve shirt, necktie, State seals, rank insignia, tie bar/tack, badge, nameplate, length of service pin, marksmanship pin, whistle/chain/hook, award ribbon(s), **issued** footwear (black, low quarter, polished or corafram finish, laced shoe), issued winter Stetson hat, issued four-stitch Sam Browne gun belt with buckle and cross strap, issued holster, ammunition pouch(s), handcuff case, and "D" ring keepers. No other leather gear will be worn with the Class A uniform. White gloves will be worn when authorized by the officer-in-charge (OIC) of the detail (see Appendix I for Sergeants and below; Appendix II for Lieutenants and above).

#### b. Class B: Special Detail Uniform

Issued duty jacket, short sleeve/long sleeve shirt with tie, tie bar/tack, summer/winter Stetson, badge, nameplate, length of service pin, award ribbon(s), collar rank insignia, footwear (approved shoe or boot--no optional footwear). Duty leather gear to include any approved optional leather gear. An optional outer jacket may be authorized by the OIC of the detail. **No other optional uniform items will be worn.**

#### c. Class C: Duty Uniform

Long sleeve shirt and tie with tie bar/tack or short sleeve shirt, summer/winter Stetson or issued baseball cap, badge, nameplate, length of service pin, award ribbon(s), collar rank insignia, approved footwear. Approved optional uniform items may be worn with this class uniform (see Appendix III for Sergeant and below; Appendix IV for Lieutenant and above).

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d. Class D: Utility Uniform

Issued utility long sleeve/short sleeve shirt, utility trousers, and approved or optional footwear. The badge, nameplate, length of service pin, and collar rank insignia will be the only accouterments worn on the shirt. Ties **will not** be worn. The issued baseball cap may be worn as headgear. Leather gear and equipment will be determined by the type of detail or assignment the officer is working.

Optional uniform items (i.e., jackets, sweaters, etc.) may be worn with this class uniform.

Those specialty personnel issued jump suits may wear them in lieu of the utility uniforms, with the written approval of their Area Operations Assistant Chief. Jump suits will not be worn when assigned to training or other details where personnel from another area of operation are present.

e. Class E: Bicycle Uniform

Long sleeve shirt with black turtleneck, dickie or short sleeve shirt, or issued collared golf style shirt, bicycle helmet, badge, nameplate, length of service pin, award ribbon(s), collar rank insignia, protective eye gear, plain black shoes or boots, plain white crew style athletic socks without a name brand or visible logo, issued black utility cycling pants or shorts, and standard department issued leather gear or issued nylon gear.

Optional authorized equipment: vented short sleeve shirt, plain black athletic shoes, plain black riding gloves, and police bicycle jacket.

The wearing of this uniform class is only permitted when the officer is assigned to ride the bicycle during their tour of duty.

f. Class F: Motorcycle Uniform

Long sleeve shirt, tie, tie bar/tack, or short sleeve shirt, name plate, length of service pin, motorcycle wings, Division approved award ribbon(s), collar insignia, authorized specialty unit accouterments, black leather gloves, DOT approved sun glasses, riding boots and footwear.

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Approved optional uniform items may be worn with either seasonal uniform, i.e., black leather motorcycle jacket, black crew neck sweater with wind resistant lining, rain gear, black Divisional baseball style hat, black utility uniform. Black turtlenecks may be worn with the uniform shirt in lieu of a necktie.

g. Class G: Investigative Operations Tactical Uniform

Black long sleeve or short sleeve shirt, name tape, embroidered Park Police badge patch and Division shoulder patch (subdued colors) with bloused battle dress uniform (BDU) trousers and black combat style boots. The appropriate head gear is the issued black Park Police baseball cap.

- Rank Insignias shall be worn on the collar of the long sleeve shirt.
- Black jackets may be worn with the tactical uniform during inclement weather.
- Black tactical vest covers, nylon gear and tactical holsters are authorized for wear with this uniform and shall be worn on designated assignments.
- Pancake holsters and leather gear may be worn with this uniform during administrative assignments, upon the Investigative Operations Managers approval.

The weather and nature of the special assignment shall dictate whether the long sleeve or short sleeve shirts are worn.

4. Seasonal class of uniform

- a. From 0700 hours on the first day of spring (March 20) or the beginning day of the tour which includes this date, to April 20, wearing of the short sleeve shirt with approved accouterments, summer Stetson or issued baseball cap, and footwear is optional.

From 0700 hours on April 21 to September 22, the uniform of the day will be Class C which is designated as short sleeve shirt with approved accouterments, summer Stetson or issued baseball cap, and footwear. Applicable appendices will apply. Wearing of an outer jacket is optional.

- b. From 0700 hours on the first day of autumn (September 23) or the beginning day of the tour which includes this date, to October 21, wearing of the long sleeve shirt with approved accouterments, tie with tie bar/tack, winter Stetson or issued baseball cap, and footwear is optional.

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From 0700 hours on October 22 to March 19, the uniform-of-the-day will be Class C which is designated as long sleeve shirt with approved accouterments, tie with tie bar/tack, winter Stetson or issued baseball cap, and footwear. Applicable appendices will apply, as well as optional items worn in their prescribed manner. Wearing of an outer jacket is optional.

- c. During the optional time periods, the Squad Supervisor will designate the proper attire within the provisions of Class C that the entire squad will wear.

**B. Non-Uniformed Officers**

Officers assigned to non-uniform duties are authorized to wear plain clothes, however, such plainclothes attire will be appropriate for the particular assignment.

**VI. RESPONSIBILITY**

**A. Officers are Responsible for:**

- 1. Maintaining a clean and neat uniform in good repair, and maintaining uniform accessories and issued equipment in a clean and/or polished and serviceable condition.
- 2. Wearing the uniform in accordance with prescribed regulations.
- 3. Within reason, producing any article of uniform or official equipment on demand by any superior officer.
- 4. Maintain a change of uniform at their assigned duty station at all times.

**B. Supervisors are Responsible for:**

- 1. Conducting daily inspections of officers under their supervision to ensure compliance with this directive.
- 2. Preventing any officer from going on, or continuing on, a tour of duty if the appearance of the officer does not conform to the uniform standards of this directive.
- 3. Investigating all reports of lost, damaged, or stolen items of uniform or equipment.

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- C. Operation Duty Officers are Responsible for:  
  
Ensuring that personnel under their command are adhering to the uniform regulations.
- D. Area Operations Assistant Chief's are Responsible for:  
  
Ensuring that all subordinate commanders and supervisors comply with and enforce the uniform regulations.
- E. Division Chief is Responsible for:
  - 1. Authorizing in writing the uniform-of-the-day for the division.
  - 2. Determining and authorizing such items of uniform and equipment that will be issued/approved for members of the division.

## **VII. GENERAL REGULATIONS**

- A. Uniform-Related Equipment  
  
Only leather items, weapons and other uniform-related equipment issued or approved for wear by the Division Chief will be worn, and in a manner specified.
- B. Personal Appearance  
  
Officers, while on duty, shall present a neat, clean, and well-groomed appearance. Uniforms and related equipment will be neat, clean, and serviceable.
- C. Wearing Uniforms
  - 1. The wearing of a Division uniform is authorized only when on duty, traveling to and from duty stations, in one's place of residence, at Commission or Division functions, or when directed by or granted permission from the Division Chief/designee.
  - 2. An outer garment of the officer's choice may be worn over the uniform while traveling to and from work. Officers enrolled in the take-home vehicle program, when not in uniform, shall have the Division issued baseball cap available in the vehicle as an aid to officer recognition.
- D. Wearing of Soft Body Armor  
  
The wearing of soft body armor may increase an officer's chances of surviving a traumatic injury to body areas protected by the soft body armor. Therefore, each officer will be issued soft body armor and will be strongly encouraged to wear it

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while on duty. Officers must have the soft body armor readily available when on duty. The wearing of soft body armor is mandatory when:

1. Serving or attempting to serve an arrest warrant.
2. Participating in the entry phase of any narcotics or other forced entry search warrant execution.
3. Deployed to the inner perimeter of a barricade situation.
4. Performing stakeout or surveillance duties when arrest or apprehension is a possible objective.
5. When deployed to details involving crowd control or riot duty.
6. When deployed to a strict enforcement traffic detail.
7. Conducting an interview/interrogation of a suspect who presents or may present a danger to the interviewer/interrogator.
8. When ordered to do so by a supervisor when a situation indicates a heightened risk of injury.

E. Wearing of Gloves - Fingerless driving gloves and weight lifting style gloves are prohibited in all uniform classes. All other type gloves are acceptable in accordance with this directive Section V.A.3.a-g, under "Specific Classes of Uniforms".

F. Issuance of Uniforms and Equipment

All officers shall, at a minimum, maintain in a serviceable condition the same number of uniforms and related equipment items consistent with the initial issue.

G. Maintenance of Uniforms and Equipment

1. Cleaning and replacement

- a. Leather items will be cleaned regularly. Uniform breast badges, collar insignia, marksmanship emblems, nameplates and other accouterments that are metal plated shall be polished with a non-abrasive type cleaner.

Soft body armor will be washed by hand and thoroughly rinsed to remove soap residue. Following hand washing, soft body armor should be hung to dry indoors never outside.

- b. Except for issued weapons, ammunition, handcuffs, badges, or communications equipment, the cost of cleaning, repairing, or replacing any item of Division uniform or related equipment, which is incurred as a result of normal wear, and weight gain or loss shall be the responsibility of the affected officer or employee. Until cleaned and/or repaired, such item shall be deemed

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unserviceable and shall not be worn. All replacement items must be identical in style and/or color as those originally issued

- c. Issued weapons, ammunition, handcuffs, badges, or communications equipment, in need of repair or replacement as a result of normal wear or malfunction, to which no negligence is attributed, shall be the responsibility of the Division. Until repaired or replaced, such items shall be deemed unserviceable and shall not be worn or used.

2. Stolen, lost, or damaged uniforms and equipment

- a. Officers and employees of the Division shall take all reasonable measures to safeguard their uniform and related equipment items from theft, loss, or damage that may result from their own negligence.
- b. Officers, upon suffering a theft of, loss of, or damage to any item of uniform or related equipment shall, as soon as possible, initiate the following actions:
  - 1) Notify and submit a detailed memo to their immediate supervisor relating all circumstances surrounding such theft, loss, or damage.
  - 2) After investigating the circumstances surrounding such reported theft, loss, or damage, the immediate supervisor shall indicate his/her findings in memorandum form, whether, in their opinion, the affected officer or employee has any liability for repair or replacement of the item. Lost and stolen items will also be reported on a multipurpose reporting form to include any serial number(s) of the equipment lost or stolen.
  - 3) The officer's report and the immediate supervisor's memorandum shall then be forwarded through the chain of command to the appropriate Area Operations Assistant Chief.
- c. Officers or employees who are found to be negligent in any loss, theft, or damage to their uniform or related equipment shall be responsible for repair and or replacement.
- d. Officers and employees who are found not to be negligent in any loss, theft, or damage to their uniform or related equipment will have such repair or replacement made at Division expense.

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H. Headgear

The wearing of appropriate Division headgear shall be optional, except as enumerated below:

1. Funerals and other special details.
2. Traffic details.
3. Crowd control.
4. Calls where the possibility of being mistaken for a prowler exists.
5. At the discretion of the Squad supervisor whenever special and/or unusual circumstances exist.
6. Bicycle Tactical Unit while actually patrolling on the bicycle.

I. Badges, Identification, and Weapons

Officers, while off-duty and dressed in civilian attire, shall not wear or carry their badges, identification, or weapons conspicuously exposed to view. While armed off-duty officers **will always** carry their Division identification.

J. Surrender of Uniforms and Equipment

1. Officers and employees shall surrender all items of uniforms and related equipment that are Division property to the Division Property Specialist, prior to termination of their last tour of active duty. Final pay or retirement checks shall not be issued until such turn-in is completed.
2. Upon being suspended, affected officers shall immediately surrender Division weapons, identification, and badges to the suspending officer.
3. In the event of the death of any officer or employee, the Division Property Specialist shall, within 30 days, take possession of all items of uniforms and related equipment that is Division property, which had previously been issued or assigned to the deceased person. The family may retain one uniform for burial purposes.

**VIII. INSIGNIA OF RANK: PLACEMENT AND DESCRIPTION**

A. Each officer of the uniform force, with the exception of those with the rank of Police Officer Candidate and Police Officer I, shall wear the appropriate insignia of rank while on duty, in the following prescribed manner:

1. The Division Chief will wear the gold eagle insignia, positioned in accordance with the diagrams in Appendices II and IV of this directive.
2. The Captain will wear the gold double bars insignia, positioned in accordance with the diagrams in Appendices II and IV of this directive.

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3. The Lieutenant will wear the gold single bar insignia, positioned in accordance with the diagrams on Appendices II and IV of this directive.
4. The Sergeant will wear three chevrons (stripes), positioned in accordance with the diagrams on Appendices I and III of this directive. Collar rank insignia will be worn when the optional sweater is worn (see Appendix V).
5. Officers of the rank Police Officer II through Police Officer IV will wear collar rank insignia, positioned in accordance with the diagrams in Appendices I and III of this directive.

## **IX. INSIGNIA, ACCOUTERMENTS, AND ACCESSORIES PLACEMENT OTHER THAN RANK DESIGNATION**

### **A. Shoulder Patch: Division and Specialty Operations**

The Division shoulder patch and specialty operation patch will be worn on all classes of uniforms in accordance with the diagrams in Appendices I and III

### **B. State Seal Collar Insignia**

Maryland State seal collar insignia will be worn in accordance with the diagram in Appendix I of this directive. State seal insignia will only be worn with the Class A uniform.

### **C. Breast Badge**

The police badge will be worn in accordance with the diagram in Appendix I when worn on the blouse. When worn on the duty jacket, uniform shirt, or utility shirt, it shall be centered above the left breast pocket flap in accordance with Appendix III of this directive.

### **D. Marksmanship Metal Pin**

The appropriate Division marksmanship metal pin issued to the officer will be worn only on the Class A blouse. It will be worn centered over the left breast pocket, one inch from the top of the pocket flap to the bottom of the pin (see the diagram in Appendix I of this directive).

### **E. Nameplates and Length of Service Pins**

The Division issued nameplate and length of service pin shall be worn in accordance with the diagram in Appendices I and III of this directive. Nameplates and length of service pins will not be worn on any duty jackets.

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#### F. Division Awards Ribbons/Specialty Unit Pin:

The ribbon will be worn on Class A uniforms and Class B uniforms in the following fashion:

1. Single ribbon will be worn 1/4" above and centered over the nameplate.
2. Additional awards will be worn side by side with a maximum of three across 1/4" above and centered over the nameplate.
3. Ribbons are to be worn by rank, from top to bottom and left to right, as described below:

**Medal of Valor** - Cloth ribbon, three equal sections of red, white and red.

**Officer of the Year** - Cloth ribbon, three equal sections of blue, yellow and blue.

**Meritorious Achievement** - Cloth ribbon, three equal sections of red, yellow and red.

**Commendable Service** - Cloth ribbon, three equal sections of yellow, white and yellow.

**Commander's Award** - Cloth ribbon, three equal sections of red, yellow and blue.

**Performance Award** - Cloth ribbon, two equal sections of black and red.

**\*\*Police Instructor** - Cloth ribbon, three equal sections of green, white and red.

**\*\*\*Field Training Officer** - Cloth ribbon, two equal sections of black and blue.

**Specialty Unit Pin** - Motorcycle Unit, Tactical Unit, Mounted Unit, Recruiting Unit, etc.

**\*\*** Ribbon may only be worn by those officers currently certified as training instructors.

**\*\*\*** This ribbon may only be worn by those officers currently serving as field training officers.

Note: Appurtenances used to designate additional awards in the same category will be added to the original ribbon as follows:

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- 1) Gold stars for second and subsequent awards.
- 2) First appurtenance is centered, two or three appurtenances are worn at intervals across the ribbon.

G. The FOP Lapel Pin (FOP #400) may be worn centered 1/2 inch above the nameplate or other Division award ribbon(s).

H. Accessories

1. Sunglasses will not be worn in formation, except when required for medical reasons.
2. Mirrored-type sunglasses, or sunglasses that present an extreme appearance are prohibited.

**X. MAINTENANCE OF STORED UNIFORM AND EQUIPMENT ITEMS**

The Property Specialist will be responsible for ensuring that stored uniform and equipment items are properly maintained for issue or reissue. Those items that, as determined by the Property Specialist, are not fit for issue or reissue will be disposed of in a manner that provides the best value to the Division. This may include donations of items, with Division identification removed, to local charities.

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