

From: Vincent B. Luther
Sent: Friday, December 20, 2024 10:15 AM
To: Vincent B. Luther
Subject: RELEASE: Appearance and Uniform Policy Revisions.

RELEASE: Appearance and Uniform Policy Revisions.
EFFECTIVE: Immediately.

This message is being distributed to advise members that the following sections of the Administrative Manual have been revised:

- Article 1, Section 2.0, Appearance and Grooming Standards (Sworn Members);
- Article 8, Section 2.0, Uniforms;
- Article 8, Section 2.1, Issued Uniform Items;
- Article 8, Section 2.3, Rank Insignia;
- Article 8, Section 2.4, Unit Insignia and Awards; and
- Article 8, Section 3.5.1, Ballistic Protective Soft Body Armor.

Article 1, Section 2.0 has been revised to reflect the temporary modifications that were distributed to the Department on October 20, 2022 in Message Requiring a Form 159, Appearance and Grooming Standards - Temporary Modification. The remaining sections have been revised to address revisions to the policies addressing the wearing of exterior vest carriers, the items that may be carried on an exterior vest carrier, the wearing of military service pins, and rank insignia.

Effective immediately, the attached copies of the aforementioned sections supersede those currently displayed in the Administrative Manual. The attached copy of Article 8, Section 2.1 also supersedes the copy of that section distributed to members on April 19, 2024 in Message Requiring a Form 159, Revised Body Worn Camera Policies. These revisions will be placed into the Administrative Manual in a future General Order. Message Requiring a Form 159, Appearance and Grooming Standards - Temporary Modification (dated October 20, 2022) is also rescinded by this message.

Members are reminded that Forms 145A, Request to Carry Non-Departmental Equipment, cannot be used to obtain approval to wear privately owned uniform items (e.g., shirts, pants, coats, etc.). The authorized uses of the Form 145A are described in Administrative Manual, Article 8, Section 3.2, Non-Departmental Equipment. The Department's Non-Department Equipment Guidelines referenced in the section only address uniform accoutrements, not non-issued uniform items. Members should see Administrative Manual, Article 8, Section 2.2, Non-Issued Uniform Items, for information on non-issued uniform items approved for on-duty wear.

Members should be aware that the Strategic Planning Team is currently working on additional revisions to sections of Administrative Manual, Article 8 that will be released in the future. Revisions are being made to:

1. Section 2.2 (mentioned above) to provide specifications to allow the wear of personally purchased 5.11 Stryke trousers in midnight navy as part of the patrol uniform. This update is being made to reflect authorization distributed via e-mail by the Administrative & Technical Services Bureau Chief on October 23, 2023. Members who have privately purchased these trousers may continue to wear them with the Class C Uniform.
2. Section 3.1, Departmentally Issued Equipment, is being updated to remove a requirement stating that portable radios will be worn on the gun belt in the case by uniformed personnel.

Commanders: Please complete a Form 159, Order/Directive Verification Form, for each member in your command and attach one printed copy of this message and the attached document. Members will sign the Form 159 stating that they received a copy of this message and the attached document, which is located in their Department e-mail account. A copy of the message and document will also be posted on the Department's Intranet site.

Please contact the Strategic Planning Team with any questions at X2260.

This message has been reviewed and approved by Captain Joseph W. Donohue (3844).

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Strategic Planning Team
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1-2.0 APPEARANCE AND GROOMING STANDARDS (SWORN MEMBERS)**APPEARANCE STANDARDS**

- All members will be professional, clean, and well-groomed.
- May only be deviated from with the approval of the member's commander.
NOTE: Commanders may not approve deviations from the Department's appearance standards addressing tattoos and markings unless expressly permitted below.

COMMANDERS

- Exercising discretion in deviating from the non-uniform clothing standards for sworn members (for other than short-term or limited duties), will communicate this policy, in writing, to the members of the command.
- Are to monitor each member's appearance within his/her command and ensure compliance with established policy to maintain the Department's professional standards (e.g., makeup, tattoos, dress, hair, etc.).

HAIR

- Must be clean, neatly groomed, and not interfere with the normal wearing of standard departmental headgear.
- Will not touch the eyebrows or shirt collar when a male officer is standing.
- Will present a tapered appearance and may cover the top one quarter of the male officer's ears.
- Will not fall over the eyebrows or hang down beyond the back, bottom edge of the shirt collar when a female officer is standing.
- May be dyed or frosted if extreme colors are avoided.

WIGS

- Are permitted as long as they meet the above hair standards.

MUSTACHES

- Will not extend beyond the corners of the mouth or beyond the caliper lines of the face and must be kept neatly trimmed.
- In the form of extreme styles, such as handlebars, are prohibited.

SIDEBURNS

- Will have a clean-shaven, horizontal line at the base and be neatly trimmed.
- Must not extend downward below the lowest part of the ear.
- In the form of extreme styles, such as muttonchops, are prohibited.

BEARDS

- Must comply with the following restrictions when worn by members who are not generally prohibited:
 1. Beards will not exceed a length of one-quarter of an inch;
 2. Beards must be trimmed, shaped, and reflect a professional appearance; and
 3. Only "full profile beards" accompanied by a mustache will be allowed.**EXCEPTION:** The above restrictions do not apply to:
 1. Members in plainclothes assignments who have the approval of their commander; and
 2. Members with a physician's certification of a medical condition which requires a beard length over one-quarter of an inch for medical purposes.

- Are prohibited generally for:
 1. Members of the Executive Corps;
 2. Members attending entrance level or lateral entry training;
 3. Pre-academy recruits; and
 4. Cadets.

NOTE: These members must be clean shaven while on duty, unless they have submitted a physician's certification of the medical condition to their commander.

BEARD PROHIBITION EXCEPTIONS

- Members unable to comply with the above beard restrictions due to a diagnosed medical condition must:
 1. Submit a physician's certification of the medical condition to their commander.
 2. If the condition is not deemed permanent, as indicated on the medical certification, supply their commander with updated certification from their physician every 90 days.
 3. If the condition is deemed permanent, as indicated on the medical certification, supply their commander with updated certification from their physician every 12 months.
 4. Wear the beard at a length not exceeding one-quarter inch unless otherwise dictated by their physician for medical purposes only.

FINGERNAILS

- Must be kept neatly trimmed and manicured.
- May not exceed one-quarter of an inch beyond the fingertip.
- May be colored in nail polish while in uniform.

NOTE: Nail polish must be solid in color, without designs, and reflect a professional appearance.

EXCEPTION: The following members are only permitted to wear clear nail polish while in uniform:

1. Members of the Executive Corps;
2. Members attending entrance level or lateral entry training;
3. Pre-academy recruits; and
4. Cadets.

TATTOOS AND MARKINGS

- Department members considering a new tattoo or marking should give due consideration to compliance with this policy.

NOTE: Members having tattoos or markings that fall within the prohibitions listed below may be subjected to discipline based upon the Department's interpretation of their tattoo or marking.

- Department members are reminded that the prohibitions listed below are subject to interpretation and that interpretations of images or markings may change over time (i.e., a tattoo or marking considered acceptable today, may appear to be a violation of the policy in the future).
- Department members will ensure all of their tattoos and markings are concealed by either the Department uniform or as outlined in this policy, unless the tattoo or marking has been reviewed by the Tattoo Review Committee and approved for display while working.

EXCEPTION: The Human Services & Planning Division Commander may allow, on a case-by-case basis, a member to work temporarily undercover with a tattoo or marking visible that has not been approved by the Tattoo Review Committee.

- Each tattoo or marking will be reviewed and approved individually by the members of the Tattoo Review Committee. All modifications or additions to previously approved tattoos and markings must be resubmitted to the committee for subsequent approval to continue having the tattoo or marking visible while working.
- Department members wishing to have a tattoo or marking visible while working, will follow the procedures below under the heading **TATTOO REVIEW COMMITTEE APPROVAL PROCESS**.
- Prohibited tattoos and markings include:
 1. Depictions of extremist philosophies, organizations, or activities: those that advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, sex, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the United States Constitution and federal or state law.
 2. Depictions of nudity or violence.
 3. Sexually explicit or vulgar art works or phrases including profane language.
 4. Those that are grossly offensive to modesty, decency, or propriety.
 5. Symbols likely to incite a negative reaction by the public or in the workplace (e.g., swastikas, etc.).
 6. Those that depict illegal drugs or names, symbols, acronyms, or numbers related to illegal drugs.
 7. Names, initials, acronyms, or number that represent criminal or historically-oppressive organizations or street gang names (e.g., Aryan Brotherhood (“AB”), Ku Klux Klan (“KKK”), the Nazi Party or Third Reich, Mexican Mafia (“MM”), Black Guerilla Family (“BGF”), Hells Angels (“HA”), Mara Salvatrucha (“MS-13”), 666, etc.).
 8. Those displayed above the collarbone (i.e., visible skin while wearing the assigned uniform), or on the hands (i.e., wrist to fingertips).

EXCEPTIONS:

 1. Commitment band tattoos, which are around a single finger and used to replace a ring as a symbol of a significant event, or a commitment between two people.
 2. Restorative tattooing, micropigmentation, derma pigmentation, or cosmetic tattooing of the lips, eyebrows, or eyelashes is permitted, as long as it is subdued and moderate in tone and application.
 9. Those that a reasonable person would find offensive.

EXCEPTION: The Criminal Intelligence Section Commander may authorize, on a case-by-case basis, the display of a non-permanent tattoo or marking that would otherwise be prohibited for the sole purpose of an undercover operation.
- Tattoos and markings that have not been approved by the Tattoo Review Committee to be visible while the member is working, may be covered by an elastic bandage or elastic wrap, provided the wrap covers the entire tattoo or marking and does not exceed four inches in width. Only one elastic bandage or elastic wrap can be worn per member and must be located only on the arm or leg. The wrap must coincide with the uniform shirt color and be solid dark blue, black, or white with no emblem, logo, or writing thereon.

TATTOO REVIEW COMMITTEE APPROVAL PROCESS

- Members wishing to have a tattoo or marking visible while they are working will ensure the tattoo or marking is not prohibited as provided above.
- Members who have an existing tattoo(s) or marking(s) they wish to have visible while working, will submit clear, color photographs of the tattoo(s) or marking(s) they wish to have reviewed by the committee.

- Members who are considering obtaining a tattoo or marking that they wish to have reviewed by the committee, will submit detailed sketches and/or drawings depicting how the finished tattoo or marking will appear.
- NOTES:**
1. Clear, color photographs of the tattoo(s) or marking(s) will be submitted after completion for the committee to compare against the submitted sketches and/or drawings.
 2. Substantive differences between the sketches or drawings and the final product will require reevaluation by the committee and may result in denial of a previously approved request.
- Requesting members will complete a Form 12L, Intra-Department Correspondence, containing the following:
 1. A complete description of the tattoo(s) and/or marking(s).
 2. The meaning behind the tattoo(s) and/or marking(s) as interpreted by the member.

NOTE: Submission of the interpreted meaning is optional, but should be included if the member feels it may provide useful context for consideration by the committee.
 - Requesting members will submit their Forms 12L to their commander and attach the photographs, drawings, or sketches of the tattoo(s) or marking(s).
 - Commanders receiving Forms 12L and related photographs, drawings, or sketches, will submit the documentation to the **Human Services & Planning Division Commander** for review at the next Tattoo Review Committee meeting.
 - Members submitting requests to the Tattoo Review Committee:
 1. May not have the tattoo or marking visible while they are working until an approval from the Tattoo Review Committee is received.
 2. May be called to appear before the committee if its members have additional concerns or questions in reference to a tattoo or marking.
 3. Will be notified in writing of the committee's determination via their chain of command.

NOTE: The **Human Services & Planning Division Commander** will ensure all documentation submitted to the Tattoo Review Committee and copies of the committee's determinations are forwarded to the Police Human Resources Section (PHRS) for inclusion in the members' personnel files.
 - Members wishing to appeal a denial by the Tattoo Review Committee, may submit a Form 12L to the Chief of Police, or his/her designee, via their chain of command.

NOTE: A written response will be provided to the member via his/her chain of command and a copy of the response will be sent by the Office of the Chief, or his/her designee, to the PHRS for inclusion in the member's personnel file. A designee will consult with the Legal Section prior to providing a response to the member.

TATTOO REVIEW COMMITTEE

- Comprised of:
 1. **Human Services & Planning Division Commander**.

NOTE: The **Human Services & Planning Division Commander** will serve as the committee's chairperson.
 2. Eastern or Western Patrol Division Commander on a yearly rotating basis (i.e., May 1 to April 30).
 3. Criminal Intelligence Section Commander.
 4. Youth & Community Services Unit Commander.
 5. Legal Section Commander.

NOTE: Additional members may be assigned at the discretion of the Chief of Police.
- Will rule by majority vote with a minimum quorum of three members.

NOTE: The Legal Section Commander must participate in all committee votes.

- Use the prohibitions provided above to:
 1. Approve or deny members' requests to have their tattoos and/or markings visible while they are working.
 2. Review tattoos and/or markings of applicants that may be visible while working for the Department, prior to applicants receiving final offers of employment. These reviews will be conducted to advise applicants if their tattoos or markings are eligible for approval to be visible while working.

NOTE: These approvals only address if applicants' tattoo(s) or marking(s) are eligible for approval to be visible while working. Applicants hired by the Department will follow the procedures contained in this policy, if they desire to have a tattoo or marking visible while working.
- Will distribute a Department wide announcement to all members, if they discover that a particular type of tattoo or marking that has been approved by the committee in the past, is no longer being interpreted as acceptable (e.g., a symbol that was in common use in the past has been adopted by a group with extremist philosophies, etc.).

NOTE: Members affected by this announcement must submit a request to have their previously approved tattoo or marking resubmitted to the committee for subsequent approval to continue having the tattoo or marking visible while working.

MAKEUP

- Is permitted only when light and natural looking.
- In the form of false eyelashes is prohibited.

JEWELRY

- Rings (e.g., wedding, school, etc.) are permissible provided they are neither large nor gaudy.
- Bracelets and necklaces are permissible but may not be visible while in uniform.

EXCEPTION: Medic-Alert or other similar type of identification may be visible.
- Earrings, one in each ear, may only be worn by females, providing the earrings do not hang below the earlobe. Members assigned to specialized enforcement duties or operations that require an inconspicuous appearance must have the approval of their commander to deviate from this policy.
- Wrist watches are permitted.
- If lost or damaged, will not be eligible for reimbursement by the Department.

EXCEPTION: Wrist watches, wedding bands, and Medic-Alert jewelry.
- Decorative jewelry other than listed above is prohibited.

NON-UNIFORMED CLOTHING STANDARDS

- Will conform to appropriate dress standards for a professional business environment.
- Prohibit extremes in dress (e.g., tight-fitting, flashy, etc.).
- Will be as follows for males during working hours or court appearances:
 1. A suit and tie or sport coat, dress slacks, dress shirt, and tie.
 2. Jackets will not be removed when in formal business settings or when dealing with the general public.
 3. Dress shoes or dress boots.
- Will be as follows for females during working hours or court appearances:
 1. A dress, business suit, or pants suit.
 2. A dress skirt and dress blouse or dress slacks and dress blouse.
 3. Dress shoes or dress boots.

- Members assigned to specialized enforcement duties, operations which require an inconspicuous appearance, or duties which involve heavy physical labor or exertion, must have the approval of their commander to deviate from this policy.

8-2.0 UNIFORMS

UNIFORMS

- Must conform to fit, material, and workmanship standards and be made according to the specifications prescribed by the Chief of Police.
- May be repaired by any competent tailor if the repairs conform to prescribed specifications.
- Must be readily available to all sworn members, regardless of assignment, for uniformed details and other assignments.
EXCEPTION: Uniforms designed for specialized units and/or assignments.
- May be made available for specialized assignments (i.e., Bicycle Patrol) with the approval of the Chief of Police.
- Will not be worn by Department members summoned to appear before a judicial officer as a defendant or witness in a criminal or traffic case or as a defendant, plaintiff, or witness in a civil case, unless the case results from a criminal or civil action arising from official police duties.
- Are divided into four categories:
 1. Class A.
 2. Class B.
 3. Class C.
 4. Class D.

CLASS A UNIFORM

- Consists of the following Department-issued items:
 1. Dress blouse.
 2. White long sleeve uniform shirt.
 3. Black tie.
 4. Blue/gray dress trousers.
 5. Eight-point hat.
- May be worn by members representing the Department at special functions or events.
- May be worn as the uniform of the day by uniformed members of the Executive Corps, at their discretion.

CLASS A UNIFORM OPTIONS

- May be modified by the Chief of Police at any time.
- May be modified by a bureau chief for a special event or detail.

CLASS B UNIFORM

- Consists of the following Department-issued items:
 1. Long sleeve uniform shirt (i.e., white for Executive Corps, and blue for members of the rank of officer through lieutenant).
 2. Black tie.
 3. Blue/grey dress trousers.
 4. Eight-point hat.**NOTE:** Refer to Administrative Manual, Article 8, Section 2.1, Issued Uniform Items, for wear requirements of the eight-point hat with the Class B uniform.
- Worn as the regular uniform of the day by all uniformed members of the Executive Corps.
- Worn as the regular uniform of the day by uniformed personnel of the ranks of officer through lieutenant, upon determination by the member's Bureau Chief that the Class B uniform is appropriate for the regular duties of the member's position (e.g., administrative duties, community relations duties, etc.).

- Worn as the uniform of the day by uniformed personnel of the ranks of officer through lieutenant, upon determination by the member's precinct/section commander that the Class B uniform is appropriate for temporary duties/assignments (e.g., administrative duties, community relations duties, etc.).

CLASS B UNIFORM OPTIONS

- May be modified by the Chief of Police at any time.
- May be modified by a bureau chief for a special event or detail.
- Between March 1 and October 31, a white short sleeve uniform shirt may be worn by members of the Executive Corps at the member's discretion without a tie.
- At any time, a blue short sleeve uniform shirt may be worn by members of the rank of officer through lieutenant at the member's discretion without a tie.
- A knit-style hat may be worn in place of the eight-point hat, when a long sleeve shirt, outermost jacket, or coat is worn.
- The exterior vest carrier may be worn for:
 1. Short-term use, subject to approval by the member's commander
 2. Officer Safety in emergency situations; or
 3. For firearms training and practice at the Department's firearms training facility.**NOTE:** Members are strongly encouraged to train how they are most likely to be equipped (i.e., magazines on the duty belt or on the external vest) during an encounter.

NOTES:

1. The exterior vest carrier will not be worn as part of the Class B uniform for an entire tour of duty.
2. Members should see Administrative Manual, Article 8, Section 3.5.1, Ballistic Protective Soft Body Armor, for policies stating when Soft Body Armor (i.e., using or not using an exterior carrier) must be worn.

NOTE: A mock turtleneck may not be worn.

CLASS C UNIFORM

- Consists of the following Department-issued items:
 1. Long sleeve blue uniform shirt.
 2. Blue trousers.
 3. Baseball-style cap.**NOTE:** Refer to Administrative Manual, Article 8, Section 2.1, Issued Uniform Items, for wear/carry requirements of the baseball-style cap with the Class C uniform.
- Worn as the regular uniform of the day by all uniformed personnel of the ranks of officer through lieutenant.
EXCEPTION: When the member has been designated to wear a Class B or a Class D uniform as the uniform of the day (i.e., on a regular basis or a temporary basis).
- Worn by members working USE.
EXCEPTION: Members of the Executive Corps will wear the Class B uniform.

CLASS C UNIFORM OPTIONS

- May be modified by the Chief of Police at any time.
- May be modified by a bureau chief for a special event or detail.
- A short sleeve uniform shirt may be worn at the member's discretion.
- A knit-style hat may be worn in place of the baseball-style cap, when a long sleeve uniform shirt, outermost jacket, or coat is worn.
- A mock turtleneck may be worn under the long sleeve uniform shirt.

Administrative Manual, Article 8, Departmental Property

- The exterior vest carrier may be worn at any time, at the member's discretion.
NOTE: Members should see Administrative Manual, Article 8, Section 3.5.1, Ballistic Protective Soft Body Armor, for policies stating when Soft Body Armor (i.e., using or not using an exterior carrier) must be worn.

CLASS D UNIFORMS

- Worn as the regular uniform of the day by members of specialized units, as designated by the Bureau Chief of the Administrative & Technical Services Bureau (ATSB) and as directed by the member's precinct/section commander.
- Must be worn by plain clothes officers:
 1. During the execution of all search and seizure warrants; and
 2. When they need to be readily identifiable as a police officer (e.g., for the safety of the officer or the public, etc.).
- When worn as the regular uniform of the day, consist of:
 1. A Department-approved, Department-issued shirt (i.e., uniform shirt, polo shirt, etc.) and trousers, or other uniform garment.
 2. Additional uniform items (e.g., baseball-style cap, jacket, all weather coat, etc.), as determined by the Bureau Chief of the ATSB.
- When worn for the purpose of executing a search and seizure warrant or to be readily identifiable as a police officer, consists of, at a minimum a:
 1. Department-issued outermost garment (e.g., jacket, coat, exterior vest carrier, etc.) labeled "POLICE" or displaying the Department's shoulder patches; and
 2. Clearly visible badge and nameplate.
NOTE: The nameplate must include the member's name and identification number when worn for the purpose of executing a search and seizure warrant.
NOTE: This applies to both plain clothes officers and officers wearing a Class D uniform as the uniform of the day.

CLASS D UNIFORM OPTIONS

- May be modified by the Chief of Police at any time.
- May be modified by a bureau chief for a special event or detail.
- When short sleeve shirts and long sleeve shirts are issued, a short sleeve shirt may be worn in lieu of a long sleeve at the member's discretion.
- A knit-style hat may be worn when a long sleeve garment, outermost jacket, or coat is worn.

CADET UNIFORM

- Worn in accordance with the Cadet Program Resource Guide.

REFERENCE

- Cadet Program Resource Guide.

8-2.1 ISSUED UNIFORM ITEMS

SHIRTS

- Issued for the Class A uniform in white long sleeve.
- Issued for the Class B and Class C uniform in both long sleeve and short sleeve:
NOTE: Shirts will be issued in white or blue depending upon the member's rank (i.e., white for Executive Corps for wear with the Class B uniform, and blue for members of the rank of officer through lieutenant for wear with the Class B and Class C uniforms).
- Issued in an assignment-specific style, designated by the Bureau Chief of the Administrative & Technical Services Bureau (ATSB), for wear with a Class D uniform.
EXCEPTION: When another uniform garment has been designated in lieu of a shirt and trousers.
- Members wearing a uniform shirt without a tie will only leave the top button unbuttoned.

TROUSERS

- Issued in blue/grey for wear with the Class A and Class B uniforms.
- Issued in blue for wear with the Class C uniform.
- Issued in an assignment-specific style, as designated by the Bureau Chief of the ATSB, for wear with a Class D uniform.
EXCEPTION: When another uniform garment has been designated in lieu of a shirt and trousers.
- Will be of a length that does not exceed beyond the top of the sole of the shoe or boot.
- Only the Class D trousers may be bloused when wearing boots.
NOTE: This will only be done when blousing has been authorized as part of an assignment-specific Class D uniform.

TIES

- Issued in black as a clip-on.
- Only worn with long sleeve uniform shirts.
- Must be worn by members wearing a long sleeve uniform shirt as part of the Class A and Class B uniforms.
- Will not be worn as part of the Class C uniform.
- Only one tie tack may be worn with the tie.

JACKETS

- Must be buttoned or zipped, at a minimum, level with the third button from the top of the shirt.
- May be worn any time of the year.

DRESS BLOUSE

- Will only be worn as part of the Class A uniform.
- Only Honor Guard members will have the appropriate rank chevron sewn on the sleeves of the dress blouse for the ranks of officer first class, corporal, and sergeant.

ALL WEATHER COATS

- Issued to members of the Executive Corps and worn at their discretion.
- Issued to members of the Ceremonial Honor Guard to be worn as directed.

EIGHT-POINT HATS

- Issued in summer and winter styles with the appropriate shields for different ranks as prescribed by the Chief of Police, for wear with the Class A and Class B uniforms.
- Worn level with the visor centered directly over the nose.
- Need not be worn while in a vehicle.
- Will not be worn as part of the Class C or Class D uniform.
- Worn on all routine contacts with the public and during all crowd control situations.
- Worn during special functions (e.g., funeral details, parades, etc.).
- Need not be worn during:
 1. Foot pursuit of a suspect.
 2. Emergency situations where speed and efficiency are the officer's major concerns (e.g., crime in progress, emergency medical treatment, etc.).
 3. Extremely windy weather.
 4. Vehicle stops on limited access highways or other highways where the speed limit causes wind turbulence from rapidly moving vehicles.

KNIT-STYLE HATS

- May only be those issued by the Department.
- May be worn at the member's discretion with the Class B uniform, Class C uniform, or Class D uniform, when a long sleeve uniform shirt, outermost jacket, or coat is worn.
- May not be worn as part of the Class A uniform.

BASEBALL-STYLE CAPS

- May only be those issued by the Department.
- As part of the Class C uniform:
 1. May be worn at any time, at the member's discretion.
 2. Must be worn, when directed by a shift/unit commander or incident commander.
NOTE: The baseball-style cap will be readily available at all times when the Class C uniform is worn.
- Worn/carried as part of a Class D uniform, if authorized by the Bureau Chief of the ATSB.
- Will not be worn as part of the Class A or Class B uniform.
- Worn level with the visor centered directly over the nose.

EXTERIOR SOFT BODY ARMOR CARRIERS

- Consist of a fitted cover in which issued soft body armor may be placed, for wear of the soft body armor over the uniform shirt.
NOTE: Members should see Administrative Manual, Article 8, Section 3.5.1, Ballistic Protective Soft Body Armor, for policies stating when Soft Body Armor (i.e., using or not using an exterior carrier) must be worn.
- May be worn by members wearing the Class C uniform, at the member's discretion.
- May be worn by members who are on duty but not in uniform, at the member's discretion.
- Will not be worn with the Class A or Class B uniforms.

EXCEPTIONS:

1. For officer safety in emergency situations.
2. For short-term use, subject to approval by the member's commander, with the Class B uniform.
3. For firearms training and practice at the Department's firearms training facility, with the Class B uniform.

NOTE: Members are strongly encouraged to train how they are most likely to be equipped (i.e., magazines on the duty belt or on the external vest) during an encounter.

Administrative Manual, Article 8, Departmental Property

- Are required to properly display a Department issued badge and Velcro nameplate when worn as the outermost garment.
- May be used to carry the following Department approved/Department issued equipment:
 1. Tourniquet.
 2. Medical pouch.
 3. Portable radio and lapel microphone.
 4. Body worn camera (BWC) system (i.e., camera and/or controllers).
 5. Handcuffs.
 6. Magazines.
 7. Pepper Aerosol Restraint Spray.
 8. Department issued flashlight.
- **NOTE:** All items must be worn:
 1. In a manner that does not interfere with the member's ability to quickly and easily remove essential gear (e.g., firearm, conducted electrical weapon (CEW), magazines, etc.) from their gun belt.
 2. Utilizing Department issued holders.
- Will not be:
 1. Used to carry non-approved equipment (e.g., firearm, CEW, etc.).
EXCEPTION: Members of specialized units utilizing issued Level III or higher vests may carry a CEW, utilizing the Department issued CEW retention holster and a unit issued MOLLE adapter, upon approval of their commanders. The CEW must be worn as a cross-draw and attached to the non-dominant side (i.e., not in the center) of the vest.
 2. Adorned with unit insignia, awards, or unauthorized patches/pins.
EXCEPTION: Medical certification or military service branch pins, as described in Administrative Manual, Article 8, Section 2.4, Unit Insignia and Awards.
- Must meet the fitting standards of the carrier manufacturer and be worn as directed.
NOTE: Improper fitting/use may result in gaps in between the armor panels that may cause areas of the wearer to be unprotected.
- Only carriers issued by the Department may be worn.

BADGE

- Issued in metal, for wear with all uniform shirts, military-style sweaters, dress blouses, jackets, and exterior soft body armor carriers.
EXCEPTION: Embroidered badges may be worn as part of an approved Class D uniform, when a garment with an embroidered badge has been approved/issued.
- Displayed on the outermost garment over the left breast by uniformed members.
NOTE: Plainclothes personnel while acting in their official capacity at the scene of a serious crime or other police emergency where their identity should be known will display their badge on their outermost garment.
EXCEPTION: Plainclothes personnel who can identify a reasonable operational need for their badge to not be displayed.

NAMEPLATE

- Issued in metal, for wear with all uniform shirts, military-style sweaters, dress blouses, and jackets.
- Issued as a patch with Velcro backing, for wear with exterior soft body armor carriers.
- Worn by uniformed members on the right side of the outermost garment (e.g., shirt, exterior soft body armor carrier, dress blouse, jacket, etc.).

Administrative Manual, Article 8, Departmental Property

- Will be centered and even with the top seam of the right pocket.
EXCEPTION: Garments designed with a tab for attachment of the nameplate over the right breast (e.g., Gore-Tex jacket, leather jacket, exterior soft body armor carrier, etc.).

COAT OF ARMS

- Worn only on the dress blouse. The emblem will be placed on the bottom part of the collar with the emblem pointing straight down and will be centered 5/16 inch from the outer edge and 1/4 inch from the bottom of the collar.

SHOULDER PATCHES

- Displayed on all shirts, jackets, coats, and sweaters.
EXCEPTION: Rain jacket.
- Worn centered on each sleeve 1/2 inch below the shoulder seam. Display on non-uniform equipment is prohibited.

REFERENCE

- Department Awards and Uniform Display.

8-2.3 RANK INSIGNIA

CHIEF

- Two gold stars on shirt collar and jacket/sweater shoulders.
- One 1½ inch wide gold stripe and two gold stars on dress blouse cuffs.

COLONELS

- One gold spread eagle on shirt collars and jacket/sweater shoulders.
- Four ½ inch wide gold stripes on dress blouse cuffs.

MAJORS

- One gold oak leaf on shirt collars and jacket/sweater shoulders.
- Three ½ inch gold stripes on dress blouse cuffs.

CAPTAINS

- Two gold bars on shirt collars and jacket/sweater shoulders.
- Two ½ inch gold stripes on dress blouse cuffs.

LIEUTENANTS

- One gold bar on shirt collars and jacket/sweater shoulders.
- One ½ inch gold stripe on dress blouse cuffs.

SERGEANTS/CORPORALS/OFFICERS FIRST CLASS

- Silver/blue chevron insignia pins on shirt collars and outerwear epaulets.

8-2.4 UNIT INSIGNIA AND AWARDS

GENERAL

- Emblems, patches, insignia, and ribbons will not be worn or displayed on a Department uniform unless authorized by the Chief of Police.
- Due to the potential for damage to the waterproof membrane, no medals, ribbons, or pins are to be worn on the Gore-Tex jackets.
- No medals, ribbons, or pins will be worn on exterior soft body armor carriers.

EXCEPTIONS:

1. The badge will be pinned to the designated area of the exterior soft body armor carrier, when worn as the outmost garment.
2. A single medical certification or military service branch pin may be worn as described below.

UNIT INSIGNIA

- Must be approved by the Materials & Facilities Management Unit.
- Are chrome plated with the letters and numbers in a block style 3/8 inch in height.
- May be worn by lieutenants and above as tie tacks and only with the Class A or Class B uniforms.
- For specialized units may be worn when the request:
 1. Reflects the member's unique assignment.
 2. Has been approved by the unit commander.
 3. Is approved by the Chief. Approval of the request must be obtained prior to wearing the insignia.

MEDAL OF HONOR

- Worn on the wearer's left directly below the badge and centered on the pocket flap of the uniform shirt or dress blouse.

DEPARTMENT RIBBONS

- Initially issued by the Department.
NOTE: When a member receives the same award multiple times, the design of the ribbon will determine if he/she will be issued a second ribbon or a ribbon with stars added to indicate the total number of awards received.
- Rank in the following order:
 1. Silver Star.
 2. Commendation Award.
NOTE: This is worn with the blue field on the wearer's right.
 3. Purple Heart.
 4. Chief's Award.
 5. Emergency Service Award.
 6. Community Policing Award.
 7. Traffic Safety Award.
NOTE: This is worn with the red field on the wearer's right.
 8. Merit Award.
 9. Unit Citation.

10. Critical Incident Award.

NOTES:

1. May be issued as:
 - a. A cumulative award with the addition of stars to represent multiple issuances of the award; or
 - b. An individual award designed for the specific incident.
2. The cumulative award has a higher ranking than the individual awards (i.e., the cumulative award will be worn to the wearer's left of any individual awards).
3. Individual critical incident awards (e.g., Stealth Fighter, 2020-2021 State of Emergency Award, etc.) will be worn in chronological order from first to last issued (i.e., the first received will be to the left of any subsequent awards).
4. The 2020-2021 State of Emergency Award is worn with the black field on the wearer's right.

11. Police Foundation Award.

12. Officer of the Year Award.

13. Officer of the Month Award.

14. Recruitment Award.

NOTE: This is worn with the blue field on the wearer's right.

15. Auxiliary Police Award.

- Worn on the uniform shirt or dress blouse ½ inch below the top seam of the wearer's right pocket flap, centered on the flap. If more than one type of ribbon is worn, they will be worn no more than three to a line, in ranking order, from top to bottom, and from the wearer's left to right.

EXAMPLE: If there are three awards, they will be worn in one row, with the highest-ranking ribbon to the wearer's left. If there are four awards, the highest-ranking award will be worn on the top row and three will be on the bottom row, with the lowest ranking ribbon on the wearer's right.

SERVICE PINS

- Are not required to be worn.
- When worn, will be placed ½ inch above the center of the nameplate or in the center of the tie.

NOTE: Executive Corps members will be issued a service wreath pin. When worn, will be centered on the outer left sleeve of the dress blouse one inch above the top gold stripe.

MEMORIAL RIBBON BARS

- Must be purchased by the officer.
- Must be the ribbon bar approved by the Department.
- Will only be worn on the uniform, above all other ribbons above the badge:
 1. During National Police Memorial Month.
 2. On the anniversary dates of Baltimore County Police Officers killed in the line of duty.
 3. When the Department authorizes members to wear mourning bands on their badges; and/or
 4. As authorized by the Chief of Police.

SHOOTING MEDALS

- Must be purchased by the officer.
- Are not required to be worn.
- Are based on an officer's shooting average.
- When worn on the uniform, will be worn centered on the left pocket flap above the button.

Administrative Manual, Article 8, Departmental Property

- Will be worn beneath the button, centered on the left pocket:
 1. When the Medal of Honor is worn.
 2. When worn on the dress blouse.

FITNESS AWARD PIN

- Issued to members who pass the Department's Physical Fitness Examination.
NOTE: Members who allow their fitness certification to expire shall discontinue wearing the pin and return it to the Training Section.
- When worn, will be centered on the wearer's right pocket, and ½ inch below the flap.

OTHER AWARDS

- Ribbons presented by other police agencies to a member of this Department which have been authorized by the Chief of Police will be worn ½ inch above the badge on the uniform shirt or dress blouse.
- The Governor's Crime Prevention Award Pin may be worn only as a tie tack.

MEDICAL CERTIFICATION PIN

- May only be worn by Department members who are currently certified or licensed by the Maryland Institute for Emergency Medical Services Systems (MIEMSS) as a(n):
 1. Emergency Medical Technician – Basic;
 2. Cardiac Rescue Technician; or
 3. Emergency Medical Technician – Paramedic.
- May be worn in place of the Baltimore County Service and Military Service Branch pins, centered ½ inch above the nameplate on the uniform shirt or on the nameplate side lapel area of the exterior vest carrier.
NOTE: The pin may only be affixed to one of the MOLLE attachment points and not through the actual vest carrier.
- May not exceed one inch by one inch square and must be of a design that matches the MIEMSS-approved uniform patch for the appropriate certification/license held.

MILITARY SERVICE BRANCH PIN

- May only be worn by Department members who have served in a branch of the United States military.
- May be worn in place of the Baltimore County Service and Medical Certification pins, centered ½ inch above the nameplate on the uniform shirt or on the nameplate side lapel area of the exterior vest carrier.
NOTE: The pin may only be affixed to one of the MOLLE attachment points and not through the actual vest carrier.
- May not exceed one inch by one inch square.
- Only one branch pin may be worn, for members who have served in multiple military branches.

REFERENCE

- Department Awards and Uniform Display.

8-3.5.1 BALLISTIC PROTECTIVE SOFT BODY ARMOR

DEPARTMENT MEMBERS

- Are strongly encouraged to wear soft body armor while on duty to enhance officer safety.
- Must have their soft body armor available during their tour of duty regardless of assignment.
- Who are on duty in uniform are required to wear soft body armor while engaged in patrol functions or other regular field operations.

EXCEPTIONS:

1. A physician determines that an officer has a medical condition that would preclude the wearing of soft body armor.
2. A supervisor determines that the wearing of soft body armor would be inappropriate in a given set of circumstances.
3. Members attending formal events where the Class A uniform is worn.

NOTE: Upon returning to performing patrol functions or other field operations, the soft body armor will be worn.

- Who wear soft body armor while in the Class A or Class B uniform, shall wear the armor under the uniform shirt.

EXCEPTION: Soft body armor may be worn over the uniform shirt only as prescribed in Administrative Manual, Article 8, Section 2.1, Issued Uniform Items.

- Wearing the Class C uniform, may, at their discretion wear the armor:
 1. Under their uniform shirt; or,
 2. Over their uniform shirt as prescribed in Administrative Manual, Article 8, Section 2.1, Issued Uniform Items.
- Wearing a Class D uniform, shall wear the armor under or over the uniform shirt, as directed by the member's commander.
- Who are on duty but not in uniform:
 1. Are required to wear the protective soft body armor while serving arrest warrants and search and seizure warrants.
 2. May be required by a supervisor to wear soft body armor if deemed appropriate in a given set of circumstances (e.g., high risk assignments, special events, etc.).
- Engaged in uniformed secondary employment are required to wear soft body armor.
- Whether on duty or off duty, may wear soft body armor anytime to enhance their personal safety.
- Must inspect their soft body armor annually for fraying, panel separation, and warranty period.
- Must contact the Quartermaster, four months prior to the end of the soft body armor's warranty period, to be measured for the purpose of replacement.

SUPERVISORS

- Must inspect their subordinate's soft body armor annually for fraying, panel separation and expiration.

COMMANDERS

- May require that the soft body armor be worn for unusually hazardous duty.

CARE AND REPLACEMENT

- The armor panel will be laundered in accordance with the directions provided by the manufacturer and displayed on the panel. Washing of the armor panel will be kept at a minimum, but consistent with personal hygiene requirements.
NOTE: The washing and the drying period will not interfere with the required usage prescribed above.
- The cloth carrier garment may be washed and dried by any conventional method.
- Replacement will occur in accordance with the guidelines established by the National Institute of Justice (NIJ) and the vest manufacturer.
- Members will not leave soft body armor exposed to sunlight or other sources of ultraviolet light for extended periods of time.

ASSAULT ON OFFICER WITH SOFT BODY ARMOR

- Officers struck by gunfire or some other object propelled by a great amount of force in the area protected by soft body armor will be taken to a hospital as soon as possible. Medical treatment is necessary, even if there is no visible injury or the injury seems minor.
- The officer's supervisor will ensure that medical treatment is administered and documented.

REFERENCE

- Administrative Manual, Article 8, Section 2.1, Issued Uniform Items.