UNIFORMS, INSIGNIAS, AND EQUIPMENT

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I. Purpose
The purpose of this Written Directive is to establish the uniform and equipment standards for the University of Maryland Baltimore, Police Force (UMBPF) members.

II. Policy
It shall be the policy of the University of Maryland, Baltimore Police Force (UMBPF) that sworn members adhere to policies and procedures regarding uniforms, insignias, and equipment items, following the guidelines of this Written Directive and in compliance with WD 10.3 Professional Appearance Standards and Appendix 10.1.1, Dress Code – Business Attire.

III. Background

A. Uniformed Member Responsibility
UMBPF uniformed members are required to be neat, clean and well-groomed at all times, except when authorized to dress for a covert investigation. All issued equipment must be kept clean and serviceable to ensure reliability when the need arises for the protection and safety of themselves and the UMB campus community.

B. Member Responsibility

1. When wearing the UMBPF uniform it will be worn in its entirety.

2. UMBPF members who are issued new or replacement uniforms or self-purchase uniform parts, will be responsible for the proper care and use of uniforms and equipment assigned to or used by them. Members will promptly report to their supervisor any loss, damage, destruction or defect therein.
3. It is the individual member's responsibility to provide for the cleaning of issued uniforms and equipment items. An allowance for uniform cleaning is issued annually to all police bargaining unit members, if stated in the current Memorandum of Understanding (MOU) between the Fraternal Order of Police (FOP) Lodge 141 and the University of Maryland, Baltimore (UMB). The amount and method of distribution of the allowance is in accordance with the current MOU between FOP Lodge 141 and UMB.

4. Members are required to return all UMBPF issued uniforms, insignias, and equipment items at the termination of their employment. All of the previously mentioned UMBPF property must be cleaned prior to being returned.

C. Clothing and Equipment Specifications
Clothing and equipment specifications are in accordance with the UMB contract (s) with the uniform supplier (s) and are managed by the Technical Service and Records Lieutenant in conjunction with the UMB Procurement Office.

D. Duty Uniform Issue
Members who are required to wear uniforms for duty shall receive an initial issued of five (5) pair of pants, five (5) short sleeve shirts and five (5) long sleeve shirts. The duty uniforms and other items that are issued are described below. Special duty uniforms are issued in quantities as determined by the Support Services Bureau Commander under the management of the Technical Service and Records Lieutenant.

IV. Uniforms - Sworn

A. Non-Seasonal Items

1. Shoes and Socks (not issued):
   a. Black military type shoes or boots with highly polished plain toes, and
   b. Black socks.

2. Brown trousers with a black stripe (issued) shall be worn by all sworn members.

3. Black clip on tie (issued)

4. Extra handcuffs (not issued) shall match the specifications of the issued handcuffs.

B. Winter Uniform Items

1. Shirts & Turtleneck (issued):
   a. Tan long sleeved shirt with UMBPF patch on left sleeve shall be worn by sworn members holding the rank of sergeant and below;
b. Lieutenants shall wear a tan long sleeve shirt with the UMBPF patch on the left sleeve and the Public Safety patch on the right sleeve;

c. Captains and above shall wear a white long sleeve shirt with the UMBPF patch on the left sleeve and the Public Safety patch on the right sleeve; and

d. The black mock turtleneck shirt with Maryland State Shield embroidered on the left side of the mock turtleneck collar is authorized for wear by patrol personnel.

2. Uniform Hats (issued):
   a. Tan felt hat, with a translucent plastic rain cover, and
   b. Black arctic foul weather hat.

3. Outerwear (issued):
   a. Black sweater with UMBPF patch on left sleeve point shoulder (Lieutenants and above shall also have the Public Safety patch on the right sleeve);
   b. Black jacket may be worn to supplement the sweater. The name tag and badge must be displayed on outermost garment. The fur collar on jacket is optional;
   c. Extreme weather black gloves;
   d. Black balaclava cap;
   e. Black water and wind proof pants; and
   f. Black foul weather outerwear (rain coat), reversible, with a highly visible (reversed side) interior color and reflective surfaces.

4. Foul Weather Footwear (not issued):
   a. Officers are permitted to wear black low-cut rubber boots, Tote boots, or similar type boot with a height not to exceed the calf;
   b. Rubber work boots, hip boots, or fire-fighter boots are not permitted. Any boot that is incompatible with the neat appearance of the uniform is not permitted; and
   c. Military type combat boots may be substituted as long as they are highly polished, with black laces and plain toes. Pants must be worn outside of the boots.

C. Summer Uniform Items

1. Shirts (issued):
a. Tan short sleeved shirt with UMBPF patch on left sleeve shall be worn by sworn members holding the rank of sergeant and below;

b. Lieutenants shall wear a tan short sleeve shirt with the UMBPF patch on the left sleeve and the Public Safety patch on the right sleeve; and

c. Captains and above shall wear a white short sleeve shirt with the two above described patches.

2. Hat will be tan and straw (issued) with a translucent plastic rain cover.

D. Plain Clothes (not issued)

1. Sworn members authorized to wear plain clothes shall wear business attire reflecting a professional image as described in Appendix 10.1.1, Dress Code – Business Attire.

2. Casual footwear such as sandal or athletic foot ware will not be permitted.

3. Sworn members are to be armed with a UMBPF approved weapon and equipment at all times. The issued concealed carry duty holster will meet the required safety and retention specifications.

4. Non-sworn unformed members, who may dress in plain clothes for duty such as court appearances and training, shall wear business attire reflecting a professional image as described in Appendix 10.1.1, Dress Code – Business Attire.

E. Honor Guard Uniform

1. The Honor Guard Uniform is worn by sworn members of the UMBPF when representing the organization at official functions and ceremonies (i.e., funerals, swearing in ceremonies, parades, etc.).

2. Blouse (issued) - The brown blouse will be worn with the UMBPF shoulder patch bearing the State Flag on the left sleeve at point shoulder and the UMBPF patch bearing the University Seal on the right shoulder at point shoulder.

3. Shoes (not issued) - Black military type shoes with plain toes (highly polished) and black socks will be worn.

4. Trousers (issued) - Brown trousers with black stripes of a material consistent with the issued blouse (above), will be worn.

5. Shirts (issued) – The winter shirt (above) with the UMBPF patch bearing State Flag on a left sleeve and the UMBPF patch bearing the University Seal on the right sleeve at point shoulder.

6. Tie (issued) - A black clip on tie will be worn.
7. Hat (issued) – A winter felt uniform hat (above) will be worn.

8. Leather Gear (issued) - A black patent leather gun belt with Retention Level III Holster, patent leather Universal Double Magazine Holders, patent leather handcuff case, and white gloves will also be worn.

F. Bicycle/Segway Patrol Uniform for Police and Security Members

1. Non-Seasonal Items:
   a. Black bike shoes (not issued);
   b. Black socks (not issued);
   c. Black helmet (issued);
   d. Police – Black nylon gun belt with a retention level three (3) duty holster, nylon universal double magazine holders, nylon handcuff case, nylon baton holder, nylon radio holder, and nylon OC spray holder (issued);
   e. Security – Black nylon belt with a nylon radio holder (issued); and
   f. The trousers are black and convertible from summer to winter wear (issued).

2. Winter Uniform Items:
   a. Police - Yellow long sleeve shirt with a UMBPF police patch on left sleeve and a police badge on the front left side (issued);
   b. Police - Black and yellow jacket with a police or security badge embroidered or embossed on the front left side (issued);
   c. Security – Blue long sleeve shirt with a security patch on left sleeve and a security badge on the front left side (issued);
   d. Security - Blue jacket with a security badge on the front left side (issued); and
   e. Black Gortex gloves (issued).

3. Summer Uniform Items:
   a. Yellow short sleeve shirt with a UMBPF police patch on left sleeve and a police badge embroidered or embossed on the front left side (issued);
   b. Blue short sleeve shirt with a UMBPF security patch on left sleeve and a security badge the front left side (issued); and
c. Black padded palm, bike gloves (issued).

G. Alternate Uniforms

1. Designated members within the Agency are issued three (3) long sleeve and three (3) short sleeve Polo style shirts in the color and design as specific for the member. The shirts shall have a badge embroidered on the left side and the member’s name embroidered on the right side. Other design elements shall be determined by the Quartermaster under the management of the Technical Service and Records Lieutenant. For example:

   a. Firearms instructor personnel shall be issued red shirts;

   b. Defensive tactics instructors shall be issued red shirts;

   c. Unless specified otherwise, all other designated members group shall be issued black shirts; and

   d. Wear of the short or long sleeve shirts will be in compliance with the seasonal requirements stated in Section VII below.

2. Designated members shall be issued two (2) pair of BDU style pants in either black or khaki color.

3. Members receiving the alternate uniform shall be designated by the Bureau Commanders or designees.

4. Wear of the alternate uniform commonly referred to as the “Soft” uniform is designated for physical training exercises or range training, where the wear of the normal duty uniform would be impractical, and to distinguish instructors or supervisors during certain training activities.

V. Uniforms – Non-Sworn

A. Non-Seasonal Uniform Items – Security Force

1. Shoes and Socks (not issued):

   a. Black leather plain toe military/law enforcement type shoe and

   b. Black or dark/navy blue socks.

2. Navy blue trousers (issued) with a black stripe, shall be worn by all security force personnel.

3. Black tie (issued):
a. Males shall wear only the clip tie, and

b. Females shall have the option of wearing the black clip on tie or a collar cross snap tie.

4. Navy blue uniform hats (issued) with a translucent rain cover, are worn by all Security Force personnel.

B. Non-Seasonal Uniform Items - Communications

1. Shoes and Socks (not issued):

   a. Black leather plain toe military/law enforcement type shoe; and

   b. Black or dark grey socks.

2. Trousers (issued):

   a. Gray trousers shall be worn by the Communications Operators, and

   b. Gray trousers shall be worn by the Communications Supervisor.

3. The Communications Supervisor shall have the option of wearing appropriate business attire as described in Appendix 10.1.1, Dress Code – Business Attire in lieu of a uniform.

C. Winter Uniform Items

1. Security Force Shirts (issued):

   a. Light blue long sleeve shirt with the UMBPF security patch on the left sleeve, shall be worn by the security officers, and

   b. White long sleeve shirt with the UMBPF security patch on the left sleeve shall be worn by the Security Force supervisors.

2. Security Force Outerwear (issued):

   a. Navy blue sweater with the UMBPF Security Force patch on the left sleeve;

   b. Navy blue jacket with removable liner with the UMBPF Security Force patch on the left sleeve;

   c. Navy blue winter coat with the UMBPF Security Force patch on the left sleeve;

   d. Black or navy/dark blue gloves (not issued);
e. Black or navy/dark blue neck scarf (not issued);

f. Black water and wind proof extreme weather pants;

g. Black balaclava cap; and

h. Black cold weather gloves.

3. Communications personnel winter shirts (issued) are a black, long sleeve, and Polo style.

4. Communications outerwear (issued):

   a. Black cardigan style sweater with a zipper and the UMBPF Communications patch on the left sleeve, and

   b. Black jacket may be worn to supplement the sweater.

D. Summer Uniform Items

1. Security Force Shirts (issued):

   a. Light blue short sleeve shirt with the UMBPF security patch on the left sleeve shall be worn by the security officers, and

   b. White short sleeve shirt with the UMBPF security patch on the left sleeve shall be worn by the Security Force supervisors.

2. Communications personnel summer shirts (issued) are a black short sleeve Polo style.

E. Administrative Staff

1. Those personnel who are issued alternate uniforms as optional wear are furnished with black long sleeve (winter wear) and short sleeve (summer wear) Polo style shirts. They are also issued either black or khaki BDU style pants. See Section IV., G, above for more information.

2. Non-Sworn staff members who are not issued uniforms or elect not to wear a uniform shall dress in appropriate business attire as described in Appendix 10.1.1, Dress Code – Business Attire.

VI. Equipment

A. Leather or Nylon Gear – Sworn Members
1. The black issued gun belt with a retention level three (3) holster, universal double magazine holders, handcuffs, cuff case, baton holder, radio, radio holder, OC spray, and canister holder.

2. The black trouser belt is provided during an initial issued; however, it is replaced by the officer as needed.

B. Weapons

Lethal and less lethal weapons and ammunition are issued to sworn members based on duty position and rank (See WD 10.2 Service Pistols, Personal Weapons, and Shotguns, WD 3.11A OC Spray, and 3.11 B Patrol Rifle).

C. Leather Gear – Non-Sworn Members

1. The black radio holder shall be issued to Security Force personnel along with a radio.

2. The black trouser belt is provided during an initial issue; however, it is replaced by the security officer as needed.

D. Protective Vests

1. Protective vests shall be issued to all sworn members. The vests shall meet the National Institute of Justice currents safety compliance standards and requirements.

2. Uniformed patrol members in the rank of sergeant and below are required to wear their protective vests while on duty.

3. Command staff members and patrol personnel in administrative duty assignments shall have their protective vests available for wear and must be worn when working in a patrol function.

E. Loss or Damage of Equipment

Where it is established that any of the issued equipment is lost or damaged through negligence, the member concerned shall be obligated to replace the equipment at their own expense.

VII. Wearing Uniforms

A. Spring Optional Uniform

April 15 to June 15 - Optional Uniform (Long sleeve shirt, with or without a necktie or short sleeve shirt, may be worn at the officer’s discretion).

B. Mandatory Summer Uniform

The mandatory uniform with the short-sleeve shirt, will be worn from the 16th of June to the 15th of September.
C. Optional Fall Uniform
September 16 to November 15 - Optional Uniform (Long sleeve shirt, with or without a necktie, or short sleeve shirt may be worn at the officer’s discretion).

D. Mandatory Winter Uniform
The mandatory uniform with long sleeve shirt and tie, will be worn from the 16th November to the 14th of April. Extreme weather gear, to include issued gloves, balaclava cap, and water/windproof pants, may be worn upon supervisor approval. It may be worn without prior approval when the ambient temperature is at or below 32 degrees Fahrenheit.

E. Rules and Regulations

1. On-duty members of the UMBPF will wear the prescribed uniform in the prescribed manner and will be properly armed and equipped.

2. On-duty members of the UMBPF will wear the prescribed uniform in the prescribed manner to and from their duty assignment.

3. Members of the UMBPF shall wear only such uniforms, badges, insignia of rank, and equipment as prescribed in the respective Written Directive.

F. Badges and Personal Identification

1. No member of the UMBPF shall allow any other person to use their badge or other means of personal identification or any part of their assigned uniform or equipment.

2. No member of the UMBPF shall sell, exchange, lend, or borrow any part of their prescribed uniform and equipment.

3. No member of the UMBPF will wear their uniform and equipment, or any part thereof, in any private performance, exhibition, or parade without permission of the Chief of Police (See WD 3.1 General Conduct).

VIII. Insignias

A. Insignia – Sworn
The UMBPF shoulder patch with the state flag on left sleeve at point shoulder will be worn by all sworn members. The UMBPF patch bearing the University Seal on the right shoulder at point shoulder will be worn by members holding the rank of lieutenant and above.

B. Insignia – Non-Sworn

1. The Security Force shoulder patch shall be on the left sleeve of designated garments at point shoulder level and shall be worn by all security force members.

2. The Communications shoulder patch shall be on the left sleeve of the sweater and shall be worn by all Communications personnel.
C. Rank

1. UPO II to IV – PFC through Sergeant - Chevrons are to be worn on sleeves, properly centered.

2. UPO III & IV – Corporal and Sergeant - Insignia of rank may be worn on collar in place of Maryland State Shield.

3. UPO V - Lieutenant - Single gold colored bar is to be worn on the collar in place of the Maryland State Shield.

4. UPO VI - Captain - Double gold colored bars are to be worn on the collar in place of the Maryland State Shield.

5. Major – Gold colored oak leaf to be worn on the collar in place of the Maryland State Shield.

6. Deputy Chief – Three gold colored stars to be worn on the collar in place of the Maryland State Shield.

7. Chief of Police – Four gold colored stars to be worn on the collar in place of the Maryland State Shield.

D. Issued Brass – Sworn Members

1. Badge - Highly polished on the left breast (2 issued)

2. Name Plate - Right breast.

3. Marksmanship Citation – Right breast (below name).

4. Service Award - Right breast (above name).

5. Maryland State Shield shall be worn on the collar of UPO I II and III.

6. The tie bar with the Maryland State Shield.

7. Commendatory ribbon bars shall be worn above the badge.

E. Issued Brass – Security Force

1. The highly polished badge shall be worn on the outmost garment over the left breast.

2. The name plate shall be worn on the outermost garment over the right breast.

3. Service awards shall be worn above the name plate.
4. The Maryland collar insignia shall be worn on the shirts of all members.

5. The tie bar with the Maryland insignia shall be worn on the clip tie by both males and females.

6. Commendatory award ribbon bars shall be worn above the badge

F. Mourning Band

1. Mourning Band is to be worn around the badge, midway horizontal.

2. Mourning Band is to be worn from the date of death to the burial of any member of a police agency in the State of Maryland when approved by the Chief of Police.

3. When a member of the UMBPF dies due to injuries sustained in the line of duty, the Mourning Band will be worn for 30 days.

IX. Suspensions, Terminations, Emergencies, and Image

A. Suspension and Termination from Duty

1. Any member of the UMBPF under administrative suspension from duty is required to turn over to their commanding officer or designee their issued weapon, ammunition, identification, and badge. The suspended officer shall be issued a red identification card. Additional information is found in WD 5.3. Emergency Suspensions.

2. Upon termination, retirement, or other separation from service, the member will return all issued equipment to the Quartermaster and shall be held financially responsible for any missing, damaged, or unauthorized altered equipment.

B. Emergencies
All UMBPF officers, regardless of their assignment, shall have a full uniform available in case of a police emergency. All officers shall have a uniform readily available for uniformed details and/or other assignments.

C. Professional Image
The appearance of uniformed members, either on-duty or off-duty must reflect a professional image. Members of the UMBPF shall avoid giving the appearance of lounging, or being in a body posture that gives the appearance of being lackadaisical. Members shall be aware that when they are in uniform the public assumes that they are on-duty.

X. Replacement Clothing

A. Replacement Clothing
1. Replacement clothing (uniforms and equipment) will be under the direct control of the Quartermaster. Members needing replacements shall:
   a. Submit a written request specifying the item(s) to be replaced, and
   b. Turn in the old item(s) to the Quartermaster for inspection.
2. Uniforms issued by the agency in need of replacement due to normal wear and tear will be replaced at no cost to the member. Clothing that requires replacement due to neglect must be replaced at the police officer's expense. Requests for replacements items shall be reviewed by the member's supervisor, who will authenticate the need.
3. The Quartermaster will distribute the items to the affected members and collect the item(s) that are to be replaced. Items that are to be replaced will be cleaned and on hangers.
4. The Quartermaster will record the replacement of all uniform items and maintain appropriate records of issued uniforms for each member of the UMBPF.
5. The Quartermaster will verify all invoices from the uniform supplier and forward invoices to the Office Manager for payment.

B. Replacement Equipment
All issued equipment will be replaced using the same procedure outlined above. Radio equipment will be replaced as described in **WD 6.32 Communications**, of the Policy and Procedure Manual.

**XI. Annex List**
Annex – Appendix 10.1.1, Dress Code – Business Attire

**Written Directive System Impact**
Upon approval and publication, this edition of WD 10.1 supersedes all previous editions.

Martinez Quteaz Davenport, Sr., MS
Interim Chief of Police for Public Safety

CALEA Standard(s): 22.1.6; 22.1.8; 41.3.4; 41.3.5
Annex – Appendix 10.1.1, Dress Code – Business Attire

MEMORANDUM

TO: All Employees

FROM: Antonio Williams
Associate Vice President for Public Safety
Chief of Police

DATE: June 29, 2015

SUBJECT: DRESS CODE: Business Attire

Unless otherwise announced, any attire other than an issued uniform shall be business attire. Members who are authorized and generally wear business attire as their duty clothing (investigations, training, etc.) will dress in proper attire. Business attire for a male member is a necktie, slacks, and a conventional shirt with a collar to allow a tie to be worn. Business attire for a female member consists of a dress, a dress suit, skirt and blouse, pants suit, or a blouse and pants or slacks.

Civilian members may also wear full length pants of any male, to include jeans that are free of noticeable imperfections, holes, stains or other damage on approved days (Friday). Supervisors will have the responsibility for monitoring compliance with. In spirit of this policy which is to provide a comfortable uniform to the member while maintaining a less formal yet professional image.

Casual business attire for a male member consists of a shirt with collar and slacks. Casual business attire for a female member consists of a blouse and slacks, a pants suit, a skirt and blouse, or a dress. No t-shirts or shorts are authorized.

An executive officer can authorize casual business attire for positions that have no contact with the public. This may include allowing male members to not wear a tie when not in contact with the public. Executive officers may also authorize the wearing of polo shirts and appropriate slacks in certain jobs when members are required to appear in court, they may either wear the uniform or wear proper business attire to include a coat and tie for males.
Annex, Cont.

Women shall dress in a comparable professional manner, such as blouse and skirt or slacks.

The following attire is prohibited, unless approved by an executive officer:

Jeans, T-Shirts, Tube or Tank Tops, Halters, Shorts, Sandals, chains, or garments displaying distracting or offensive matter are not permitted. Hats and sunglasses shall not be worn indoors.