

## Uniforms and Civilian Attire

### **1024.1 PURPOSE AND SCOPE**

This policy provides guidelines for University of Maryland, Baltimore Police Department-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of department uniforms, and that the appearance of members who wear civilian attire reflects favorably on the department.

This policy addresses the wearing and maintenance of department uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the department.

Other related topics are addressed in the Badges, Patches and Identification, Department-Owned and Personal Property, and Personal Appearance Standards policies.

### **1024.2 POLICY**

The University of Maryland, Baltimore Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement or memorandum of understanding. The department may provide other department members with uniforms at the direction of the Chief of Police.

Members are required to return all UMBPD issued uniforms, insignias and equipment at the retirement, termination or separation of their employment. All returned items must be clean when returned to Quartermaster. Members will be held financially responsible for any missing uniforms and missing, damaged or unauthorized altered equipment.

### **1024.3 UNIFORMS**

The Chief of Police or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all members as needed. Uniforms shall be worn as described therein and as specified in this policy.

The following shall apply to those assigned to wear department-issued uniforms:

- (a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.
- (b) Officers in a non-uniformed assignment shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Uniforms shall be worn in compliance with any applicable department specifications.
- (d) Members shall wear only the uniforms specified for their ranks and assignments.

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- (e) Civilian attire shall not be worn in combination with any distinguishable part of a uniform.
- (f) Uniforms are only to be worn while on-duty, for court, at official department functions or events, while in transit to or from work, or when authorized by the Chief of Police or the authorized designee.
  - 1. When the uniform is worn while in transit, a non-uniform outer garment shall be worn over the uniform shirt to avoid bringing attention to the member while he/she is off-duty.
- (g) Members are not to purchase or drink alcoholic beverages while wearing any part of department-issued uniforms, including the uniform pants.
- (h) All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

#### 1024.3.1 ACCESSORIES

Members shall adhere to the following when wearing department uniforms:

- (a) Mirrored sunglasses will not be worn.
- (b) Members are permitted to wear masks; however, the masks must be medical-grade, KN95, or N95 where masking is required. Cloth masks, bandanas, gaiters, scarves, and masks with valves are not permitted at UMB. For more information about masking refer to the UMB Policy Requiring Use of Face Coverings <https://www.umb.edu/coronavirus/face-coverings/>
- (c) Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy 1023. Unless specifically authorized by the Chief of Police or the authorized designee, only the following jewelry may be worn with the uniform:
  - 1. Earrings shall be stud-style and only one earring may be worn in each ear.
  - 2. Necklaces must be worn inside the uniform shirt and must not be able to fall out.
  - 3. Rings
  - 4. Wristwatch
  - 5. One small bracelet, which may consist of a bracelet identifying a medical condition.

#### 1024.3.2 INSIGNIA, PATCHES AND BADGE

Only the following elements may be affixed to department uniforms unless an exception is authorized by the Chief of Police:

- (a) Shoulder patch - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of designated uniform shirts and jackets. The shoulder patch may also be attached by Velcro hook and loop to the jackets.

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- (b) Badge - The department-issued badge, or an authorized sewn-on or Velcro hook and loop cloth replica, must be worn and visible at all times while in uniform.
- (c) Nameplate - The regulation nameplate, or an authorized or Velcro hook and loop cloth nametape, shall be worn at all times while in uniform.
  - 1. When a jacket is worn, the nameplate, or nametape, shall be affixed to the jacket in the same manner as the uniform.
- (d) Rank insignia - The designated insignia indicating the member's rank must be worn at all times while in uniform.
- (e) Service insignia - The designated insignia indicating the member's length of service may be worn on long-sleeve shirts. The insignia shall be machine stitched to the left sleeve of the uniform.
- (f) Assignment insignias - Assignment insignias (e.g., FTO) may be worn as designated by the Chief of Police.
- (g) American flag pin - An American flag pin may be worn, centered above the nameplate or nametape.

#### **1024.3.3 MOURNING BAND**

Uniformed members shall wear a black mourning band across the department badge whenever a law enforcement officer is killed in the line of duty or as directed by the Chief of Police. The following mourning periods will be observed:

- (a) University of Maryland, Baltimore Police Department officer - From the time of death until midnight on the 14th day after the death.
- (b) An officer another local jurisdiction - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out-of-region fallen officer.
- (d) National Peace Officers' Memorial Day (May 15) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police.

#### **1024.4 UNIFORM CLASSES**

The Chief of Police or the authorized designee shall determine the uniform to be worn by each department member or any deviations that may be authorized.

Uniforms are classified as follows:

- (a) Class A - Full dress uniform to be worn by designated department members on special occasions, such as funerals, graduations, ceremonies, or as directed by the Chief of Police or the authorized designee. This uniform will consist of a black dress blouse, black dress pants, white long sleeve dress shirt, black tie, and a black campaign style hat (see 1024.4.12 for further details).
  - 1. Note: The Honor Guard uniform is the Class A uniform and is modified as required with the specified Honor Guard equipment.

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- (b) Class B - Standard issue black dress pants and black uniform dress shirt (short or long sleeve) to be worn at the discretion of designated department members. This uniform is less formal than the Class A uniform but is more formal than the Class C uniform (see 1024.4.2 for further details).
- (c) Class C (Police)- General utility uniform/duty uniform to be worn by designated Department members. This uniform includes short and long sleeve black utility shirts, black BDU pants and an optional black baseball cap (see 1024.4.3 for further details).
- (d) Class C (Security) - General utility uniform/duty uniform to be worn by designated Department members. This uniform includes short and long sleeve red polo-style shirts, black BDU pants and an optional black and red baseball cap (see 1024.4.4 for further details).
- (e) Class C (Communications) - General utility uniform/duty uniform to be worn by designated Department members. This uniform includes short and long sleeve black polo-style shirts and black BDU pants (see 1024.4.5 for further details).
- (f) Specialized Assignment - Members assigned to specialized assignments will have the option of wearing the Class C uniform or a black polo shirt with black BDU pants (see 1024.4.6 for further details).

#### 1024.4.1 CLASS A UNIFORM-POLICE

The Class A uniform consists of the following:

- (a) Dress hat (campaign style hat)
- (b) Black dress blouse
- (c) Long-sleeve white shirt
- (d) Black clip-on neck tie
- (e) Tie tack or tie bar
- (f) Trousers
- (g) Black belt
  - 1. Belts shall be equipped as needed for the member's assignment.
- (h) Black socks
- (i) Black polished dress shoes
  - 1. Boots with pointed toes are not permitted.
- (j) White gloves are optional (required for Honor Guard)

#### 1024.4.2 CLASS B UNIFORM

The Class B uniform consists of the following:

- (a) Dress long- or short-sleeve shirt with the collar open and no tie
  - 1. A black or white crew neck t-shirt must be worn under the uniform shirt.
  - 2. All shirt buttons must remain buttoned except for the top button at the neck.

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3. Long sleeves must be buttoned at the cuff.
4. Police and security members shall wear their designated color dress shirts.

(b) Dress Trouser

1. Police shall wear a dress trouser
2. Security shall wear their Utility trouser

(c) Black belt

1. Belts shall be equipped as needed for the member's assignment.

(d) Black socks

(e) Black polished dress shoes

1. Approved black unpolished shoes may be worn.
2. Boots with pointed toes are not permitted.
3. Decorative stitching or adornment is not permitted.

(f) Weather appropriate items

1. Hat
2. Black mock turtleneck may be worn under the long-sleeve uniform shirt.
3. Jacket
4. Rain gear

#### 1024.4.3 CLASS C POLICE UNIFORM

The Class C uniform consists of the following:

(a) Long- or short-sleeve black general utility pull-over uniform shirt with the collar open.

1. A black or white crew neck t-shirt must be worn under the uniform shirt.
2. All shirt buttons must remain buttoned except for the top button at the neck.
3. Long sleeves must be buttoned at the cuff.

(b) Black utility duty trouser

(c) Black belt

1. Belts shall be equipped as needed for the member's assignment.

(d) Black socks

(e) Black athletic type polished shoes or boots

(f) Weather appropriate items

1. Hat
2. Black mock turtleneck may be worn under the long-sleeve uniform shirt.
3. Jacket

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#### 4. Rain gear

- (g) Exterior or Interior body armor shall be worn as appropriate to the duty assignments.

#### 1024.4.4 CLASS C SECURITY UNIFORM

The Class C uniform consists of the following:

- (a) Long- or short-sleeve red polo-style pull-over uniform shirt with the collar open.
  - 1. A white or black crew neck t-shirt must be worn under the uniform shirt.
  - 2. All shirt buttons must remain buttoned except for the top button at the neck.
- (b) Black utility duty trouser
- (c) Black belt
  - 1. Belts shall be equipped as needed for the member's assignment.
- (d) Black socks
- (e) Black athletic type polished shoes or boots
- (f) Weather appropriate items
  - 1. Hat
  - 2. Black mock turtleneck may be worn under the long-sleeve uniform shirt
  - 3. Jacket
  - 4. Rain gear
  - 5. Issued department black gloves

#### 1024.4.5 CLASS C COMMUNICATIONS UNIFORM

The Class C uniform consists of the following:

- (a) Long- or short-sleeve black polo-style pull-over uniform shirt with the collar open.
  - 1. A white or black crew neck t-shirt must be worn under the uniform shirt.
  - 2. All shirt buttons must remain buttoned except for the top button at the neck.
- (b) Black utility duty trouser
- (c) Black belt
  - 1. Belts shall be equipped as needed for the member's assignment.
- (d) Black socks
- (e) Black athletic type polished shoes or boots
- (f) Weather appropriate items
  - 1. Black mock turtleneck may be worn under the long-sleeve uniform shirt
  - 2. Jacket

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#### **1024.4.6 SPECIALIZED ASSIGNMENT UNIFORM**

The Chief of Police or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments, such as canine handlers, Safe Ride, bicycle patrol, motor officers and other specific assignments.

#### **1024.5 WEARING UNIFORMS**

Class B or C long sleeve and short sleeve uniform shirts are worn at seasonally appropriate times unless an exception is authorized by the Chief of Police:

- (a) Spring Optional Uniform - The optional uniform, the long sleeve shirt or short sleeve shirt, may be worn at the officer's discretion from April 16th to June 15th.
- (b) Mandatory Summer Uniform - The mandatory uniform with the short-sleeve shirt will be worn from June 16th to September 15th.
- (c) Optional Fall Uniform - The optional uniform, the long sleeve shirt or short sleeve shirt, may be worn at the officer's discretion from September 16th to November 15th.
- (d) Mandatory Winter Uniform - The mandatory uniform with long sleeve shirt will be worn from November 16th to April 15th. Extreme weather gear, to include issued gloves, balaclava, 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.

#### **1024.6 CIVILIAN ATTIRE**

There are assignments within the department for which civilian attire is necessary.

- (a) Civilian attire shall fit properly, be clean and free of stains, and not damaged or excessively worn.
- (b) Members assigned to administrative, investigative, and support positions shall wear business-appropriate clothing that is conservative in style.
- (c) Variations from this policy are allowed at the discretion of the Chief of Police or the authorized designee when the member's assignment or current task is not conducive to wearing such clothing.
- (d) No item of civilian attire may be worn while on-duty that would adversely affect the reputation of the University of Maryland, Baltimore Police Department or the morale of the members.
- (e) The following items shall not be worn while on-duty or when representing the department in any official capacity:
  1. Clothing that reveals the back, chest, stomach or buttocks
  2. T-shirt alone or exposed undergarments
  3. Swimsuits, tank tops, tube tops or halter tops
  4. Sweatshirts, sweatpants, or similar exercise clothing
  5. Denim pants of any color, except when offered for business casual Friday

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6. Shorts
7. Open-toed shoes that are not professional such as flip-flops and similar casual shoes.
8. Clothing, buttons, or pins displaying racial, sexual, discriminatory, gang-related, or obscene language

**1024.7 OPTIONAL EQUIPMENT**

Any items that are allowed by the University of Maryland, Baltimore Police Department but that have been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the Department

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be managed as follows:

- (a) When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.
- (b) When the item is no longer functional because of damage in the course of the member's duties, it shall be replaced in accordance with the Department-Owned and Personal Property Policy.

**1024.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES**

University of Maryland, Baltimore Police Department members may not wear any uniform item, accessory or attachment unless specifically authorized by the Chief of Police or the authorized designee.

Department members may not use or carry any safety item, tool or other piece of equipment unless specifically authorized by the Chief of Police or the authorized designee.