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**Purpose**

Law Enforcement is a uniform service where discipline is judged, in part, by the manner in which the individual wears the uniform. Therefore, a neat and well-groomed appearance by deputies and civilian members is fundamental to the Sheriff's Office and contributes to building the pride and esprit essential to an effective agency. It is the duty of all personnel to take pride in their appearance at all times.

**Policy**

This policy prescribes the authorization for wear, composition, types of uniforms and occasions for wear for all personnel. This policy also prescribes the insignia and accouterments authorized for wear on the uniform and how these items will be worn.

All uniform clothing and equipment will be approved by the Sheriff or his designee.

A. PERSONAL APPEARANCE

When on duty in uniform or civilian clothes, all personnel will conform to the appearance standards as prescribed unless specifically authorized by the Sheriff for specific mission requirements. (Task Force and/or Covert Operations)

1. Hair

- a. Different hairstyles are acceptable in the Agency. So long as the deputy's hair is kept in a neat, clean manner, the acceptability of the style will be judged solely by the criteria described below. Extreme or fad style haircuts or hairstyles are not authorized. If dyes, tints, or bleaches are used, colors must be natural to human hair and not present an extreme appearance. Lines or designs will not be cut into the hair or scalp. Styles of hair and texture differ among different ethnic groups and these differences affect the length and bulk of hair, as well as, the style worn by the individuals. Haircuts, without reference to style, will conform to the following standards.

2. Male

- a. The hair on top of the head will be neatly groomed. The length and bulk of hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will present a tapered appearance and when combed will not fall over the ears or eyebrows to touch the collar except for closely cut hair at the back of the neck. The block cut fullness in

the back is permitted in moderation as long as the tapered look is maintained.

- b. Sideburns will be neatly trimmed. The base will not be flared and will be clean-shaven in a horizontal line. Sideburns will not be extending below the lowest part of the exterior ear opening.
- c. The face will be clean-shaven, except mustaches are permitted. If a mustache is worn, it shall be neatly trimmed and shall not extend beyond the corners of the mouth or over the upper lip. Handlebar mustaches, goatees and beards are not authorized.
- d. The wearing of a wig or hairpiece is not authorized unless used to cover a natural baldness or physical disfiguration when worn; it will conform to the standard haircut criteria.

### 3. Female

- a. Buns and braids are permitted on top of the head or back of the head, in a neat and attractive manner, provided they do not interfere with the wearing of uniform headgear and/or any protective headgear (Personal Protective Equipment) and do not hang over the collar. Ponytails are unacceptable.
- b. Hair holding ornaments, (such as barrettes, pins, and clips) if used, must be unadorned and plain and must be transparent or similar in color to the hair. These type items will be inconspicuously placed. Beads or similar ornamental items are not authorized.
- c. Cosmetics – Female deputies are authorized to wear cosmetics applied conservatively and in good taste. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. Lipstick and nail polish may be worn with all uniforms as long as the color is conservative and compliments the uniform. Extreme shades of lipstick and nail polish such as purple, gold, blue and green will not be worn.

### 4. Fingernails

- a. All personnel will keep fingernails clean and neatly trimmed so as not to interfere with job performance or deduct from a professional image.

5. Wearing of Jewelry
    - a. The wearing of a wristwatch, a wrist identification bracelet and not more than two rings (wedding set is considered one ring) is authorized in uniform.
    - b. No jewelry, watch chains, necklaces or similar items will appear exposed in uniform.
    - c. The wearing of earrings will not be permitted while in uniform.
  6. Body Piercing Policy
    - a. No attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the skin while on duty in uniform or in civilian clothes, to include while off duty at any law enforcement facility or while operating an agency vehicle.
  7. Dental Ornamentation
    - a. The use of gold, platinum or other veneers or caps for decorative purposes is also prohibited.
  8. Tattoos/Branding/Body Art
    - a. Tattoos/branding/body art that is excessive, obscene, sexually explicit or advocates discrimination of any sort is prohibited. Also prohibited are symbols denoting any drug use, gang affiliation, supremacists or extremist groups.
    - b. No forms of tattoos/branding/body art can be displayed on the head, face, neck or scalp regions.
- B. WEARING OF UNIFORM AND EQUIPMENT

1. Classes of Uniform

Seasonal variations in temperature and climate conditions require flexibility in the type of uniform to be worn. The proper combination of uniform apparel for each uniform classification is as follows:

Class A	Dress uniform blouse, trousers, winter (felt) Stetson hat and Sam Browne belt with shoulder strap, holster/gun, magazine pouch, and handcuff case.
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NOTE: Tie, long sleeve shirt and patent leather shoes will always be worn with this uniform.

- Class B      Trousers, long sleeve shirt with tie, winter (felt) Stetson hat, and gun belt. Patrol jacket / uniform sweater optional.
- Class C      Trousers, long sleeve shirt with mock turtleneck, winter (felt) Stetson hat, and gun belt. Patrol jacket/ uniform sweater optional. **NOTE: A tie will be worn when attending court or scheduled public event.**
- Class D      Trousers, short sleeve shirt, summer (straw) Stetson hat, and gun belt.
- Class E      BDU/ tactical style utility shirt and pants

## 2. Uniform of the Day

- a. Supervisors will maintain consistency within the Office regarding the class of uniforms to be worn.
- b. Unless authorized by the Sheriff to wear other appropriate apparel, deputies will wear the uniform of the day.
- c. When a class of uniform has been designated as the uniform of the day, it shall be worn as described in the Manual and shall not be altered or modified in any manner.
- d. The class “A” uniform shall be designated as a dress uniform to be worn when attending official functions or when ordered by the Sheriff.
- e. Generally, the class “B”, “C”, “D” and “E” uniform is designated as a work uniform and shall be worn by deputies for most routine work duties.
- f. The date of change from different classes of work uniforms will be the prerogative of the Sheriff. Generally, the class “D” uniform will not be worn before April 1 and will not be worn after November 1.
- g. Generally, the class “E” uniform will be worn by the K9 / SLCU unit. The class “E” uniform may be worn by other deputies with approval of the Sheriff.

## 3. Insignia of Rank – (Commissioned Personnel)

- a. Chief Deputy – The insignia of grade is a silver color oak leaf. The leaf is worn with the stem facing outward.

- b. Major – The insignia of grade is a gold collar oak leaf. The leaf is worn with the stem facing outward.
  - c. Captain – The insignia of grade is two silver collar bars.
  - d. Lieutenant - The insignia of grade is one silver color bar.
  - e. Insignia of grade for all Commissioned Personnel will be worn:
    - Service jacket – The insignia will be worn on each epaulet 1 ½ inches from shoulder seam.
    - Shirt - The insignia will be worn on each epaulet 1 ½ inches from the shoulder seam.
    - Blouse – The insignia will be worn on each epaulet centered 1 ¼ inch from shoulder seam.
4. Insignia of Rank – (Non-Commissioned Personnel)
- a. Sergeant – Three chevrons.
  - b. Corporal – Two chevrons
  - c. Senior Deputy First Class – One chevron with a bottom rocker
  - d. Deputy First Class – One chevron
  - e. Insignia of grade for Sergeant down to Deputy First Class will be worn on each collar of the winter jacket and raincoat. The insignia will be centered with the centerline of the insignia bisection the points of the collar and 1 inch up from the collar point.
5. Name Plate
- a. Blouse – The nameplate will be worn ¼ inch above the right breast pocket and centered.
  - b. Shirt – Same as above
  - c. Service jacket – Nameplate will be worn on the black tab above the right pocket.
6. Awards Bar/Uniform Ribbons
- a. Blouse – The awards bar will be worn ¼ inch above the name plate.
  - b. Class B, C and D shirt same as above.
  - c. Awards bar/uniform ribbons will not be worn on the service jacket.
7. Uniform Ribbons – Will be worn as outlined below and will consist of ribbons awarded or approved by the Sheriff. Ribbons will be worn in order of importance from left to right and top to bottom. The most important ribbon shall be worn on the top bar.

Multiple ribbons will be worn using an awards bar and a maximum of three wide. Refer to Chapter 5, Section V, Awards and Commendations for a list of Cecil County Sheriff's Office ribbons in order of importance.

- a. Awards received from allied agencies – upon approval of the Sheriff, shall be worn on the left breast pocket, ¼ inch below the top of said pocket and centered.
8. Tie Bar or State Seal Pin - will be worn between the third and fourth button of the uniform shirt.
9. Shoes - All deputies will wear the black patent leather or highly shined leather shoe or military style boot.
10. Socks - All deputies will wear plain black nylon or cotton socks.
11. Undershirt – Black or navy blue crew neck undershirt will be worn under the summer uniform.
12. Wear of Pistol Badges - All deputies will wear the pistol badge on the following pieces of clothing as described:
  - a. Blouse – Pistol badge will be worn with the bottom edge of badge ¼ inch above nameplate or awards bar and centered.
  - b. Class B,C and D Shirt – Same as blouse.
  - c. Pistol badge will not be worn on the service jacket.
13. Maryland Crest
  - a. The Maryland Crest will be worn by all deputies of the rank of Deputy to Chief Deputy. This item will be worn on the uniform shirt collars, 1 inch from the point of the collar and centered.
14. Wear of the Coat of Arms Crest (Optional) - Deputies from the rank of Lieutenant to Chief Deputy will wear the coat of arms on the uniform blouse. This item will be placed approximately 1 inch below the notch and centered on each collar of the blouse, with the centerline of the crest parallel to the inside edge of the lapel.
15. Specialized training insignia (Honor Guard, SRT, FTO, etc.)
  - a. If a deputy has one insignia, it shall be worn ¼ inch above the shooters badge and centered.

- b. If a deputy has two, they shall be worn on the right breast pocket ¼ inch below the top seam. The insignia shall be centered between the corner of the pocket and the button.
  - c. No more than two specialized training insignia shall be worn on the uniform.
16. Headwear, Hat(s) - Deputies shall wear only the approved issued summer or winter headwear. The wearing of the hat shall be by the orders of the Sheriff as to the winter or summer hat.
- a. The issued approved hat is the Stetson type, wide brimmed hat with hat strap and/or back strap.
  - b. The hat shall be worn flat, two fingers above the bridge of the nose.
  - c. The hat shall be worn in the appropriate manner, clean, neat, blocked in appearance, free from noticeable fading of color, and will be cleaned of sweat marks at all times.
  - d. The hat will be carried in the vehicle on the seat, not in the rear or back window on the decking.
  - e. The winter hat may be lightly brushed with a wire brush.
  - f. The hatband shall be worn with the buckle in the front center of the hat, and shall be installed with the “free end” to the right of the wearer.
  - g. K-9 patrol in utility uniform may wear headwear approved by the Sheriff.
  - h. In harsh winter weather appropriate headwear may be worn with the approval of the Sheriff.
  - i. Rain covers will be worn to protect Stetson type hats in inclement weather conditions.
17. Mourning Shroud For Breast Badge - A black mourning band will be worn over the Sheriff’s Office breast badge for 30 days after the death of a sworn member of this Office and conclusion of the day of burial for allied law enforcement Officers of this state who have been killed in the line of duty. The mourning band will be worn by all sworn deputies attending any funeral for a law enforcement officer killed in the line of duty.

C. Soft Body Armor – Use and Report

- 1. Personnel required to wear the issued vest or a vest approved by the Agency while on duty and traveling to and from their duty assignments are as follows:
  - a. Those holding the rank of Deputy through Sergeant while working in uniform.

- b. Personnel ordered to wear a vest by supervisory or command personnel because of the nature of their assignment.
2. Personnel may be exempt from the mandatory wearing of vests if:
  - a. A medical reason is furnished by an employee's physician and approved by the Director of Law Enforcement.
  - b. An employee's supervisor, with the approval of the Director of Law Enforcement, determines that the employee is assigned to a function where the vest would interfere with the completion of the assignment.
3. All Deputies are required to have their vests readily available while on duty.
4. An employee struck by gunfire or some other object in an area protected by the body armor will:
  - a. be taken to a hospital as soon as possible, regardless of whether the Deputy feels any ill effects or whether any external injury is recognizable.
  - b. immediately report the incident to a supervisor.
  - c. complete in every instance an Employee's Report of Injury.
  - d. submit a detailed report to the Director of Law Enforcement. The report will include the circumstances of the incident, all pertinent details and close-up photographs of the impact area.
  - e. forward the body armor worn at the time of the assault to the Director of Law Enforcement. The vest will be evaluated to determine if its protective characteristics have been diminished.
  - f. requisition another vest as a replacement.
5. The Body Armor material should only be cleaned when necessary for hygiene purpose and then only in accordance with the following instructions:
  - a. Care and Instructions for Ballistic Panel:
    - **DO NOT** machine wash or dry clean
    - Wipe with a damp cloth only
    - **DO NOT** bleach, submerge in liquid or iron
  - b. Care and Instructions for Carrier:
    - Remove ballistic panel inserts from front and back of outer shell vest (carrier)



- Ensure hook and pile fasteners are in closed positions during the washing cycle
  - Automatic machine wash the outer shell (carrier) only. Using the permanent press cycle and warm water setting (approximately 120 degrees Fahrenheit)
  - Use low suds detergent according to manufacturer's directions
  - DO NOT USE BLEACH
  - Carrier only may be tumble dried at medium temperature setting or may be line dried
  - Carrier only may be dry cleaned
  - Carrier must be completely dry before inserting ballistic panels
- c. When vests are worn, it is recommended that a tee shirt be worn as a barrier to protect against chafing and perspiration.
- d. The body armor should not be left lying unprotected inside of an automobile or left exposed to sunlight for extended periods of time since ultraviolet rays may have a deteriorating effect on the ballistic panels.

#### D. CIVILIAN MEMBERS ATTIRE AND APPEARANCE

1. Appropriate office attire is required; extremes in dress and grooming shall be avoided. Be guided by common sense and good taste. Appearance standards shall be monitored by all supervisors. If a supervisor sends an employee home to change, the employee will be required to submit a leave slip for the amount of time spent away from the workplace. The following guidelines are intended to create a relaxed, comfortable work environment by permitting civilian employees to dress in casual clothing, while still projecting a neat, professional appearance.
- a. Casual clothing appropriate to the workplace may be worn. Examples include dress shirts, casual shirts, golf shirts, sweaters, blouses, turtlenecks, trousers, slacks or dress Capri-style pants (at least 4" below the knee; cargo or jean styles are prohibited). Belts must be worn with trousers or slacks that have belt loops. Inappropriate attire would include denim blue jeans, shorts, sweatpants, extremely short skirts or dresses, low-cut blouses, spandex, bib overalls or sweatshirts. Tank tops, halter tops, tops with bare shoulders and t-shirts are prohibited unless worn under another blouse, shirt or jacket.
  - b. Exception: blue jeans may be worn by members in assignments that require lifting, moving and installation of items (i.e. Administrative Support, Quartermaster, Property Management) when approved by a Divisional Lieutenant.

- c. Examples of appropriate footwear include dress shoes, loafers, leather deck shoes, boots, flats, clogs, sandals with a heel or wedge or black sneakers. Prohibited footwear would include thong flip-flops, slippers or sneakers (other than black). Male employees are required to wear socks.
    - d. All clothing shall be neat, clean and present a professional appearance. Clothing bearing offensive or inappropriate logos, wording, pictures or animations are prohibited.
2. "Dress Down Fridays" and Weekend Attire:
  - a. The fourth Friday of every month and weekends are "dress down" days for civilian employees.
  - b. On these days, civilian employees are permitted to wear denim blue jeans and sneakers (any color, not extreme), provided they are neat and clean.
3. The following specific appearance standards apply to civilian members:
  - a. Hair in extreme styles are prohibited.
  - b. Mustaches shall not extend beyond the corner of the mouth or beyond the caliper lines of the face and must be kept neatly trimmed.
  - c. Sideburns shall have a clean-shaven horizontal line at the base and be neatly trimmed. They shall not extend downward below the lowest part of the ear.
  - d. Beards and goatees are prohibited to civilian employees who are required to wear a Sheriff's Office uniform as part of their duty assignment unless otherwise directed by a qualified physician for medical purposes only.
  - e. Beards and goatees may not exceed 1/4" unless otherwise directed by a qualified physician for medical purposes only.
  - f. Jewelry in extreme styles shall be prohibited.
  - g. Employees are not permitted to have tattoos that a reasonable person would find offensive