

Annapolis Police Department



GENERAL ORDER

Number: D.1

**Issue Date: February
2017**

TO: All Personnel

SUBJECT: Department Uniforms and Issued Equipment

PURPOSE

The purpose of this General Order is to establish standards concerning the issuing of equipment and the wearing of uniforms.

POLICY

It shall be the policy of the Annapolis Police Department to provide uniforms and equipment necessary for the performance of duties. It shall be the policy of the Department that each member will be responsible for maintaining all issued equipment in good working condition and for having that equipment ready for service. All members will have the equipment necessary for the performance of their duties and utilize said equipment to its fullest advantage.

1. Required Action

A. The procurement, accountability, distribution, and issuance of firearms, ammunition and Oleoresin Capsicum (OC) spray is the responsibility of the Armorer. The procurement, accountability, distribution, and issuance of all other Department owned or assigned property is the responsibility of the Administrative Services Division, Property Section. All stored Department-owned property will be kept in a state of readiness by the Property Section under the direction and control of the Commander of the Administrative Services Division. The following lists the Division/Unit in which specified Department owned or assigned property is maintained:

1. Vehicles- Fleet Maintenance/Administrative Services Division.
2. Firearms/Ammunition/Oleoresin Capsicum Spray- Armorer/Administrative Services Division. The Armorer will keep an individual file on each employee for each firearm that is issued.
3. Serialized equipment, personal wear items, expandable items, fixed assets, and miscellaneous items- Property Section/Administrative Services Division.

B. Division/Section/Unit Commanders will:

1. Ensure that all personnel in their respective units have the required issued equipment.

2. Establish periodic inspections procedures to ensure equipment is properly maintained.
3. Patrol will determine the uniform of the day taking into consideration weather, season, etc.

C. Supervisors will:

1. Conduct regular inspections of issued equipment to ensure it is properly maintained and serviceable.
2. Ensure that subordinates have damaged, defective, or worn equipment repaired or replaced.

D. Members will:

1. Maintain all issued equipment in good working condition so that it is ready for service, and available for inspection.
2. Promptly report any damage, or defect which renders any equipment unserviceable and take the proper action to have the equipment replaced or repaired.
3. Initiate the appropriate report if any issued piece of equipment or item of uniform wear is lost or stolen.
4. At the time of retirement, termination, or dismissal, members shall turn in all issued equipment to the Property Section. The service weapon and Oleoresin Capsicum spray will be turned into the Armorer. Members who are transferred or resign from any specialized unit will return any issued equipment for that assignment, such as but not limited to bicycle uniforms/equipment, ASET uniforms/equipment, BDU's etc.

II. Issued Equipment

A. Equipment is issued to Department personnel depending upon assignment. Special equipment will be authorized by the appropriate Division/Section Commander delineated in the Standard Operating Procedures (SOP) of the specialized units.

B. Uniform Regulations

1. Wearing of Departmental headgear (hats) shall be optional for all uniform personnel except in the following circumstances:
 - a. When attending funerals,
 - b. When specified by the supervisor or officer in charge of a special detail.
 - c. When wearing the Class "A" uniform.
2. Uniforms will be neatly pressed, metal objects shined, and leather and shoes polished.
3. Only dark socks will be worn with the uniform. White socks may be worn with boots, as long as the socks are not exposed.
4. Black shoes, black athletic shoes and black combat style boots may be purchased off the officer's clothing allowance
5. If an undershirt is worn and can be seen, it must be clean and either white or dark blue in color.
6. Uniform and certain non-uniform personnel have a clothing allowance which is used for clothing purchases which is expressed in their respective contracts. Uniform and non-uniform personnel are required to maintain and replace any worn clothing. Uniformed police officers are required to wear the uniform of the day as determined by the Patrol Commander. Evidence Technicians, Property Clerks and Marine Unit personnel shall wear the Class "C" Utility uniform. Units such as the K-9 Unit, the Neighborhood Enforcement Team Unit (NET) and Crossing Guards shall wear the prescribed

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uniforms designated by their respective commanders with authorization from the Chief of Police. For Community Service Officers refer to **General Order H.3** and Auxiliary Officers refer to **General Order H.2**. Sworn officers have a uniform cleaning allowance which is expressed in their contract.

7. Protective vests are issued to all sworn personnel. Wearing of the Departmental vest is **required** for all personnel from the rank of Lieutenant and below who are working in/or are assigned to an operational setting including Extra-duty employment. The front and back panel of the protective vest must be worn (wearing of the shock plate is optional). Officers engaging in undercover/covert operations, with supervisory approval, are not required to wear the protective vest when it may impede the investigation or put the officer at risk of detection.
8. The wearing of the protective vest is required for pre-planned, high risk situations such as but not limited to planned warrant executions and drug raids.
9. All members of the department shall be issued photo identification, which may also serve as a keycard providing access to the building.

C. Authorized Accessories

Additional accessories may be purchased from the clothing allowance with the approval of the Commander of the Administrative Services Division. The accessories include but are not limited to off duty holsters, tie clasps, rank insignia, turtle neck shirts and commendation ribbons. Only accessories that are authorized shall be worn on the uniform.

III. Insignia-Placement and Description

- A. Only insignia issued by the Department are authorized. Refer to **General Order B.4** for the wearing of commendations.
- B. Outer garment insignia:
 1. Commissioned Officers- wear insignia on both shoulder epaulets.
 2. Sergeants, Corporals and Officer First Class- on the light weight jacket stripes will be sewn on the sleeve 4 ½ inches from the top of the sleeve. On the Gortex jacket insignia shall be worn on both shoulder epaulets.
- C. Uniform shirt insignia:
 1. Commissioned Officers- Wear one insignia on each collar
 2. Sergeants, Corporal and Officer First Class- shall be sewn on the sleeve 4 ½ inches from the top of the sleeve. Collar devices indicating rank shall be worn.
- D. Description of Insignia
 1. Chief of Police- Gold Eagle
 2. Major- Gold Leaf Clusters
 3. Captain-Double Gold Bars
 4. Lieutenant- Single Gold Bars
 5. Sergeant- Three Blue Stripes
 6. Corporal- Two Blue Stripes
 7. Officer First Class-One Blue Stripe
 8. Officer- No Insignia

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E. Departmental Insignia

1. The insignia of the Annapolis Police Department shall not be used or reproduced in any manner without the expressed written permission of the Chief of Police.
2. The Departmental insignia shall include but not be limited to the badge, patch seal, logo or vehicle graphics.
3. Any member wishing to use the insignia of the Annapolis Police Department shall submit a request in writing to the Chief of Police. This request shall include:
 - a. The description of the item to be used/reproduced.
 - b. The circumstances under which the item will be displayed.
 - c. To whom the items will be distributed.
 - d. If the distribution will result in a profit, who will benefit from that profit.

IV. Uniform Classes

A. Class "A" - Dress Uniform

1. Badge and nameplate
2. Jacket - Dress blouse
3. White shirt and tie
4. Trousers
5. Issued Dress hat
6. Black belt
7. Velcro leather gun belt, holster, magazine pouches, and handcuff case (Sergeant's and below).
8. Black shoes and black or dark blue socks.

B. Class B - Summer Uniform

1. Badge and nameplate
2. Jacket - windbreaker optional
3. Shirt - short sleeve no tie
4. Trousers
5. Hat
6. Black belt
7. Nylon or Velcro leather gun belt and accessories (holster, ammunition case, handcuff case, flashlight ring, ASP baton/ASP carrier, Oleoresin Capsicum (OC) spray/OC case, radio/radio case, belt keepers and protective gloves/glove case (optional)), Taser holster
8. Black boots or black shoes and black or dark blue socks

C. Class B- Spring or Fall

1. Badge and nameplate
2. Jacket - Windbreaker
3. Shirt - long sleeve or short sleeve will be at the option of the Commander of the Operations Division; tie is to be worn with long sleeve shirt.
4. Trousers
5. Issued hat
6. Black belt
7. Nylon or Velcro leather gun belt and accessories (holster, ammunition case, handcuff case, flashlight ring, ASP baton/ASP carrier, Oleoresin Capsicum (OC) spray/OC case, radio/radio case, belt keepers and protective gloves/glove case (optional)) and Taser holster.
8. Black boots or black shoes and black or dark blue socks

General Order D.1 (continued)**D. Class B- Winter**

1. Badge and nameplate
2. Jacket - Gortex jacket
3. Shirt and tie or shirt and turtleneck or a sweater
4. Trousers
5. Issued hat, winter hats may be worn at the option of the unit supervisor
6. Black belt.
7. Nylon or Velcro leather gun belt and accessories (holster, ammunition case, handcuff case, flashlight ring, ASP baton/ASP carrier, Oleoresin Capsicum (OC) spray/OC case, radio/radio case, belt keepers and protective gloves/glove case (optional)) and Taser Holster.
8. Black shoes and black or dark blue socks

E. Class C - Utility Uniform

1. Badge if sworn officer and nameplate
2. Jacket - Gortex Jacket
3. Shirt - long or short sleeve no tie
4. Trousers
5. Hat - Baseball type
6. Black belt
7. Nylon or Velcro leather gun belt and accessories (if required)
8. Black shoes or boots - black or dark blue socks

F. Honor Guard Uniform

1. Badge and nameplate
2. Dress jacket, braid over left shoulder
3. White shirt and tie
4. Trousers with stripe on side of trousers
5. Garrison hat
6. Black belt
7. Patent leather Sam Brown Belt, shoulder strap, holster and handcuff case
8. Black patent leather shoes, black or dark blue socks

G. Utility uniforms shall be worn by personnel as described in section II B.5 of this General Order.**V. Uniforms/General****A. All officers shall be in uniform while on duty with the exception of:**

1. When assigned to plain clothes or an investigative assignment;
2. When assigned to the Medical Section/Light Duty.
3. With permission from the Division/Section/Unit Commander.
*Officers assigned to plain clothes or investigative assignments may purchase clothing for their assignment. A requisition form must be filled out and signed/initialed and dated by the officer's lieutenant. Receipts must be returned as soon as practical.

B. All uniform and equipment requests must be made from the authorized list and vendor with the prior approval of the sergeant. Items must be requisitioned /purchased through the Purchasing Clerk. Also, prior to any purchases personnel must check the requesting officer's balance to ensure that there is sufficient funds in the account.

- C. All officers shall only wear uniforms/equipment which are approved by the Chief of Police. Refer to Appendix A.
- D. Leather gloves shall not be worn, except for inclement weather or for personal protection with the approval of a supervisor. At no time are fingerless gloves to be worn unless issued as authorized equipment (i.e., A.S.E.T., bicycle unit). Cold weather gloves must be black or dark blue in color.
- E. Officers are required to wear the issued nylon or leather Velcro gun belt and accessories (holster, ammunition case, handcuff case, flashlight ring, ASP baton/ASP carrier, Oleoresin Capsicum spray, radio/radio case and protective gloves/glove case (optional)) and Taser holster while in uniform. Exceptions to this may be officers assigned to a non operational environment.
- F. Scarves must be black or dark blue and are to be worn only with the winter uniform, during cold or windy weather. Only issued Watch Caps may be worn when the temperature is below 40 degrees and are to be worn only with the winter uniform.
- G. The issued sweater may be worn as an outer garment.
 - 1. Departmental patch/insignia are required to be worn on both sleeves.
 - 2. Rank insignia for all ranks below lieutenant are required to be worn on the sleeves. Rank insignia for lieutenant and above are to be worn on the shoulder epaulets.
 - 3. Badge and nameplate must be affixed to the padded areas on the front of the sweater.
- I. A sweater that is worn under the uniform jacket must be one that is issued by the Department.
- J. Reflective Vests

A reflective vest is issued to every officer. The wearing of the vest is mandatory when directing traffic.
- K. A riot helmet is issued to every sworn member and must be readily available, i.e. kept in Departmental lockers or Departmental vehicles.

VI. Issued Serialized Equipment

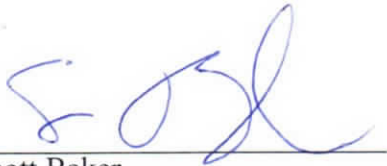
- A. All transfer/reassignment of serialized equipment (with the exception of firearms) items must be conducted through the Commander of the Administrative Services Division or through the Property Section.
- B. Loss/Theft
 - 1. If a serialized piece of equipment is lost or stolen, the appropriate report will be written with an MILES/NCIC entry form.
 - 2. The report will be forwarded to the Chief of Police via the chain of command.
 - 3. The Property Section (with the exception of firearms) will replace the missing item after the proper reports have been filed.

VII. Serialized/Uniform Equipment

- A. Shotguns - refer to **General Order C.2.**
- B. Handguns - refer to **General Order C.2.**
- C. Communication Equipment
 - 1. All sworn members and specific civilian members are issued a portable two-way radio/radio case and battery charger. Members are required to have it on and/or constant access to it while in uniform, on duty or operating a Department vehicle.
 - 2. The Communications Section will maintain new unassigned portable radios for assignment to specialized units and officers as needed.
 - 3. Any portable radio needing repair shall be given to the Communications Supervisor along with any needed reports.
- D. Badges
- E. Handcuffs
- F. Protective Vests
- G. Mag Lights/Mini Mag Lights
- H. Taser
- I. Photo identification and key card

VIII. Inventory

- A. For inventory control and accountability, the Property Section in conjunction with the Administrative Services Division will track issued items (clothing and equipment) by an itemized automated listing.
- B. Members will sign for all items received/equipment.
- C. Items turned in by officers will be compared against their current inventory of issued items. Such items should be returned in as clean and usable condition as possible and may be reissued to other members according to this policy.



Scott Baker
Acting Chief

References
1. Accreditation Standards 17.5.2, 17.5.3, 22.2.8, 26.1.1, 41.3.4, 41.3.5, 41.3.6, 61.3.2 2. General Order H.2 Auxiliary Officers, H.3 Community Service Officers 3. United Food and Commercial Workers Union, Local 400 and Maryland Public employees Council 67, AFSCME, AFL-CIO Local 3162

Revision: This General Order replaces General Order D.1 Uniforms dated November 2015.