



*Office Of The Sheriff*  
**Allegany County**  
**Maryland**

GENERAL ORDER NO: **1-400.00**

TO: All Patrol and Judicial Personnel

RE: **DRESS CODE AND PERSONAL APPEARANCE**

PURPOSE: To establish a professional appearance for all personnel that will enhance the image of the agency at all times.

EFFECTIVE DATE: 2004

REVISION DATE: 3/1/2016

**The Sheriff retains the right to deviate from this order and is the final authority regarding the “professional appearance” of employees.**

**1-401.00      Issued Uniform Wear and Equipment**

- .01 Attachment #1 constitutes a list of uniform clothing and equipment that will be issued to personnel of the Allegany County Sheriff's Office. This list is composed of equipment that will be worn on the employee, representing the basic uniform issued to personnel as required to maintain a professional appearance.
- .02 During initial issue, personnel will receive the articles in the basic increments as indicated in Attachment #1. Items may be replaced by an agency reissue or by requisition if an article is damaged or worn out. Requisitions must be approved by the Shift Lieutenant. Reissue will be given on a one-to-one exchange basis.
- .03 All issued equipment will be recorded and receipted on the “Issued Equipment Inventory” form. Personnel will initial the form as receipt. The Shift Lieutenant will initial for return of equipment. The Sheriff’s Secretary will maintain a property file on each employee. Upon end of employment, the form will be placed in the employee’s personnel file.
- .04 Claims for damage to clothing, uniforms and/or equipment resulting from the performance of duty shall be directed in memo form to the Sheriff through the chain of command.

- .05 Personnel shall immediately report to their supervisor any defects or potentially hazardous conditions found in any equipment or property used by them.
- .06 All purchases of clothing and equipment will be through the Procurement Supervisor.

**1-402.00 Non-Issued Uniform Wear and Equipment**

- .01 Because of budgetary restraints, the following items of equipment may not be issued by the agency. Deputies are reimbursed a shoe allowance by the county to purchase shoes each year. It will, however, be the responsibility of applicable employees to purchase them as a part of the uniform:
  - A. Footwear: All uniform footwear will be solid black in color. Footwear may be low quarter, three quarter, or boot configuration, (as long as the height does not detract from the professional look of the uniform when the leg is pulled over the boot top). Footwear must, however, be constructed of all leather or a leather appearing substance; i.e., vinyl, (nylon or cloth type footwear is not acceptable). Footwear must have string fasteners, no zippers, buckles, or Velcro closures. All footwear will be kept clean and in good condition. Footwear that can be polished will be kept in a shined condition. Subdued black color footwear will not be worn for dress occasions.
  - B. Black socks will be worn with the uniform.
  - C. Undershirts: V-neck tee shirts will be worn with the summer uniform. Crew neck or v-neck tee shirts may be worn with the winter uniform.
- .02 Optional Articles of Uniform
  - A. Sweater: In lieu of the winter coat or as a supplement to it, in below average temperatures, personnel may wear a "Commando" type military sweater. Personnel wishing to wear such a sweater will observe the following:
    1. Sweaters will be brown in color and made of wool or a mixture of wool and a synthetic fiber.
    2. Sweaters will be pulling over style and will be v-neck.
    3. Lieutenant's will wear Black Sweaters.

4. The badge and name tag will be worn on the outside of the sweater if it is to be the exterior garment. An official shoulder patch will be attached to sleeved sweaters.

Sweaters must be kept clean and in good condition.

5. Specialized units

- a. Members of the Canine Unit may wear issued specialized uniforms while on duty.

**1-403.00 Classes of Uniforms** – Deputies assigned to daylight shift, Courtroom Security or attending Court hearings will be required to wear Class “A” Uniforms. All deputies attending court, social events, speaking engagements (while representing the agency) and assigned to Courtroom Security will dress in long sleeve shirts and tie.

.01 Summer Uniform Class “A” (Attachment #2)

- A. Uniform slacks will be issued by the agency. While standing at attention, the legs will be of sufficient length so as to cause the front crease to have a slight break in the crease line caused by the bottom edge of the slacks meeting the top of the footwear. The rear of the slacks will be approximately one inch above the point where the heel is attached to the footwear.
- B. Summer Uniform Shirt: The Summer Uniform Shirt will be short sleeve and will be issued by the office. Sleeves shall not extend below the elbow. The V-neck t-shirt will be worn in such a way as to present a white “v” at the open collar of the summer shirt. The t-shirt sleeves are not to extend below the summer shirt sleeves. Shirts will be tucked in at all times.
- C. Hat: Class “A” Uniform Headgear for the summer will be the straw campaign hat. A rain cover for the campaign hat will be issued to cover the campaign hat in inclement weather.
- D. Insignias, etc. will be worn on the shirt as designated in Attachment #2

.02 Winter Uniform Class “A” (Attachments 2)

- A. Uniform slacks will be issued by the office and will be worn as described under summer uniform.

- B. The uniform shirt will be issued by the office with long sleeves buttoned. The sleeve length will reach the lower wrist to the top of the hand. Shirts will be tucked in at all times. Crew neck T-shirts may be worn.
- C. Neck Tie: Issued snap on or wrap around ties will be issued for wear with the winter uniform.
- D. Headgear: Class "A" headgear will be the issued campaign hat, felt for winter and straw for summer. A rain cover for the campaign hat will be issued to cover the campaign hat in inclement weather. During severe winter weather the use of black knit caps will be allowed.
- E. Winter Coat: The issued winter coat may be worn as a part of the Class "A" Uniform.
- F. Shoulder patches will be worn on all exterior garments. Insignias will be worn as designated in Attachment #2.

**1-404.00 Placement of Patches on Uniforms**

- .01 All sworn, uniformed personnel are issued the following patches/insignia:
  - A. Breast badge
  - B. Hat badge
  - C. Name tag
  - E. Shooters badge
  - F. Tie bar/tac
  - G. Collar pins
  - H. Sheriff's Office shoulder patches
  - I. Sheriff's Office rank chevrons (if applicable)
- .02 Members will wear only the insignia (patches, pins, etc.) that are issued by the Sheriff's Office and will wear or display them as shown in attachments 2.

- .03 The Sheriff may approve the wearing or display of non-issued insignia (patches, pins, etc.) on a case-by-case basis. The approval shall be in writing and placed in the employee's personnel file.
- .04. If non-issued insignia is approved pursuant to .03 above, the insignia shall be worn or displayed on the uniform as directed by the Sheriff.
- .05 The Sheriff may rescind approval for non-issued insignia for any reason. The decision to rescind shall be in writing and placed in the employee's personnel file.

**1-405.00      Patrol Deputies assigned to 2<sup>nd</sup> and 3<sup>rd</sup> shifts.**

- .01 All deputies assigned to the 2<sup>nd</sup> and 3<sup>rd</sup> shift will be required to wear the following summer uniform.
  - A. Black BDU pants issued by the office shall be worn. Pants will be well kept and neat in appearance. The BDU pants will be tied and tucked inside the duty boots.
  - B. Deputies will wear black, leather or leather/nylon boots. The boots will be laced with optional side zipper with lace fronts.
  - C. Shirts will be black polo shirts displaying embroidered office badge on left breast area and deputies embroidered name on right breast. No pins of any kind, collar, etc, will be worn.
  - D. Black 1 1/2 to 2 inch black belt will be worn with pants.
  - E. As with class "A" uniforms, a white V-neck tee shirt shall be worn under the office polo.
  - F. The black polo uniform short will also be issued by the office with long sleeves. Deputies will be allowed to rollback sleeve two turns or they may be worn buttoned.
  - G. Headgear: headgear for both summer and winter will be issued Gortex baseball style hats with "Sheriff" displayed on the front.
  - H. A black turtle neck or mock shirt or dickey will be worn under the shirt. They may or may not display the embroidered word "Sheriff" on the front. The wording should be exposed in the "vee" of the outer shirt.

I. At no time, will the above uniform be worn when attending or assigned to duty in District, Circuit Courts, and special appearances to represent the office.

**1-406.00 Plain Clothes Apparel**

.01 C3I - Criminal Investigation Unit: Dress for investigators during duty hours will be dress pants, shirt, tie and jacket unless an alternative dress is approved by the C3I Supervisor as a necessity for the assignment. Dress may be less formal within reason when investigators are assigned a call from an off duty status.

.02 Temporary deviation from the standard dress may be approved by the C3I Supervisor, if required, in order to complete a specific job task; i.e., surveillance. Personnel working such an assignment will be responsible for keeping the C3I Supervisor apprised of their location.

.03 Deputies assigned to Criminal Investigation within the agency will dress in either class "A" uniform or plain clothes. The sheriff or Shift Lieutenant will make that determination as they see fit.

.04 The deputy assigned to this section may request, from the Sheriff or Shift Lieutenant, to the type of uniform to wear.

.05 Every person authorized to wear civilian attire while on-duty shall maintain a minimum of two (2) serviceable uniforms (summer and winter) in the event they are needed to assist uniformed patrol personnel.

**1-407.00 Jewelry/Ornamentation:** Personnel in uniform will not wear the following items of jewelry:

A. Earrings

1. earring studs may be used by female personnel to maintain pierced ears
2. Male personnel are prohibited from wearing earrings of any type while in uniform unless involved in covert operations

B. Necklaces

C. Bracelets

D. Conspicuous rings

- E. Any other jewelry or article that might tend to detract from the professional appearance of the employee or constitute a safety hazard.

**NOTE: Wearing of pagers, cell phones or non-issued equipment will not interfere with the professional appearance of the individual deputy. Matters in dispute will be referred to the Shift Lieutenant for final decision.**

**1-408.00 Hair Appearance**

- .01 Male employees: Hair will be neat and well groomed and not detract from a professional appearance. The hair is not to touch either of the ears or shirt collar unless duty assignment requires otherwise. The hair will be moderately tapered, not to extend below the top of the collar. Hair will not be thick and bulky on top to the point that it interferes with the wearing of a uniform hat.
  - A. Sideburns will be kept neatly trimmed, of even width, and shall not exceed downward below the ear lobe.
  - B. Mustaches will be kept neatly trimmed and will not extend below the corners of the mouth nor to the side more than 1/2 inch. Except for mustaches, employee will be clean-shaven when reporting for duty.
  - C. Beards/goatees are prohibited unless specifically authorized for a specific job task.
  - D. Any medical reason prohibiting the removal of facial hair will require a doctor's certification at the employee's expense.

- .02 Uniformed Female Employees: Uniformed female employees will wear their hair in such a manner that will help reduce the risk of the hair being grabbed or pulled by an assailant and yet not detract from a professional appearance.

**1-409.00 General Physical Grooming**

- .01 Employees of the Sheriff's Office will report for duty with a neat and well groomed appearance unless job tasks dictate otherwise. Every employee owes it to themselves, the agency, and the public to be clean hygienically and neat in dress.
- .02 Supervisors will inspect personnel daily and will correct deficiencies.

**1-410.00      Off-Duty Dress while in an Agency Vehicle**

.01      Personnel are highly visible representatives of the agency while operating an agency vehicle, even if in an off duty status. While off duty, and operating an agency vehicle, personnel will be clean and neatly attired. Ragged or dirty clothing, cut-offs, swimming trunks, muscle shirts, or other revealing garments are prohibited.

**1-411.00      Wearing of Headgear**

.01      Position of Headgear on the Head

- A.      Campaign hats will be set firmly on the head with the brim at a forward angle, slightly below a straight ahead gaze if the person is standing erect and looking directly forward.
- B.      The campaign hat will be worn by sworn employees while in uniform, when engaged in public appearances related to law enforcement activities.
- C.      A member of this office shall be permitted to uncover during the time he/she is patrolling in an agency vehicle. Discretion shall be used on excessively windy days and when officer safety may be an issue.
- D.      The use of black knit caps will be allowed during severe winter weather.

.02      Agency personnel will not give to or assist in getting any official agency headgear or other agency clothing/equipment for anyone not employed by the Sheriff's Office without approval from higher authority.

**1-412.00      Seasonal Uniform Changes**

.01      During seasonal weather changes, temperatures may vary greatly between or during shifts. Changing all shifts to summer or Winter Uniforms at the same time may be a source of discomfort.

- A.      Summer uniforms will be optional from April 1 to 15<sup>th</sup>. After which it will become mandatory.
- B.      Winter uniforms will be optional from October 1 to 15<sup>th</sup>, after which it will become mandatory.

.02      It will be the Shift Lieutenant's responsibility to make sure the wearing of seasonal clothing is uniform on each shift.

**1-413.00      Soft Body Armor**

- .01      All law enforcement personnel will be issued soft body armor and are required to wear the vest while in the field.
- .02      Members may be exempted from wearing a vest if:
  - A.      A medical reason is furnished by the employee's physician.
  - B.      They are Command Personnel.
  - C.      They are Plain Clothes Investigators
  - D.      They are personnel assigned undercover
  - E.      They are Community Services personnel
  - F.      They are personnel assigned to administrative duties

**NOTE: Personnel who are exempt from the mandatory wearing of body armor shall use their professional judgment when deciding whether or not to wear their protective vest. Such personnel shall be required to wear their protective vest when participating in any raid or arrest situation where there is a likelihood of an armed encounter.**

- .03      Any personnel struck by gunfire or some other potentially dangerous object; (i.e., knife), in an area protected by the armor will report the incident immediately and receive medical attention as soon as possible, regardless of the extent of ill effects or apparent injury.
- .04      The body armor worn at the time of the incident will be submitted to the Shift Lieutenant to determine if the protective characteristics have been diminished.
- .05      The effectiveness of the Kevlar material to deter injury is substantially reduced when it becomes wet. The Kevlar panels should only be cleaned when necessary for hygienic purposes and then only in accordance with the following;
  - A.      Do not machine wash or scrub the vest with a brush.
  - B.      Do not send to a commercial laundry, or dry cleaners.

- C. Wipe with a damp cloth and towel dry. If badly soiled, inserts may be soaked in warm water, no soap or bleach. Lie the vest flat to dry naturally.
- D. Inserts must be thoroughly dry before wearing.
- E. If Kevlar panels become so soiled they do not respond to the above, replacement panels should be obtained.
- F. The “carrier” portion of the vest may be cared for according to instructions on the manufacturer’s label.

.06 It is recommended that a t-shirt be worn as a barrier to protect against chafing and perspiration when vest is worn.

.07 The body armor should not be left unprotected inside of an automobile or left exposed to sunlight for extended periods of time as ultraviolet rays have a deteriorating effect on the Kevlar material.

**1-414.00      Breast Badge Mourning Band**

.01 A black mourning band will be worn over the breast badge:

- A. for 15 days after the death of an Allegany County Deputy Sheriff.
- B. for 10 days after the death of a Maryland police officer, or Police agency within Allegany County, killed in the line of duty.
- C. for 5 days after the death of an out-of-state police officer killed in the line of duty and was from a county adjacent to Allegany County, MD.
- D. when attending, in uniform, the viewing and/or funeral services for a police officer killed in the line of duty.
- E. during Police Week (normally in May of each year).
- F. when directed by the Sheriff.

**1-415.00 Civilian Attire/Grooming Standards**

- .01 Attire/grooming standards for civilian personnel are enacted by the Sheriff to ensure a professional business appearance. Employees are expected to comply with reasonable attire and grooming standards based on comfort, health, safety and type of position occupied. Employees are expected to arrive at work in suitable clothing and grooming which reflect a competent, business like image to the public.
- .02 Shift Lieutenants are responsible for ensuring civilians wear the proper business attire and project both a professional and good appearance.
- .03 Attire or grooming habits, which are counter-productive, unprofessional or disruptive to the workplace, are not acceptable.
- .04 Many hairstyles are acceptable, as long as they are neat and conservative. It is not possible to address every acceptable hairstyle, or what constitutes eccentric or conservative grooming. All employees will comply with the hair, fingernail, and grooming practices while in any Sheriff's Office issued clothing or while on-duty.
  - A. Extreme, eccentric, or trendy haircuts or hairstyles are not authorized. If employees use dyes, tints, or bleaches, they must choose those that result in natural hair colors. Applied hair colors that are prohibited include, but are not limited to;
    - 1. purple, blue, pink, green, orange, bright red, and fluorescent or neon colors.
  - B. Extensions, weaves, wigs, and hairpieces are authorized, however:
    - 1. they must have the same general appearance as the employee's natural hair, and
    - 2. they must conform to these policies.
  - C. Civilians are permitted to grow facial hair, provided such growth is:
    - 1. no longer than  $\frac{1}{2}$  inch
    - 2. maintained in a neat and trim manner
    - 3. not dyed, tinted or bleached to an unnatural hair color

- D. Hair styles that result in designs cut into the hair are prohibited.
- .05 Males are prohibited from wearing cosmetics, including nail polish.
- .06 Females may wear cosmetics, including nail polish, if they are conservative and in good taste.
  - A. As with hairstyles, cosmetics/nail polish will not be worn if it exhibits an eccentric, exaggerated or trendy cosmetic style or color.
  - B. Any shade or color of cosmetics that detract from a professional appearance will not be worn. Such shades or colors include, but are not limited to;
    - 1. purple, blue, black, white, bright red, khaki, camouflage colors and fluorescent colors.
- .07 Employees shall not wear any clothing that;
  - A. contains offensive language/images,
  - B. has rips, tears, or patches
  - C. no blue jeans or denim skirts.
- .08 Female civilian attire
  - A. The lowest portion of the hem of a dress or skirt (if worn) must be no higher than 2 inches above the top of the knee.
  - B. The midriff of the body must be covered
- .09 Civilian uniform attire, if issued, will be worn unless exempted, in writing, by the Division Commander.
- .10 Shirts will be worn with the shirttails tucked in at all times and buttoned to the second button
- .11 Casual shoes or athletic footwear may be worn, if clean and in good condition and is appropriate for the type of attire being worn.
- .12 Casual dress days, as allowed by County Policy, may be observed by civilian personnel only if dress falls within acceptable standards.

.13 All employees will report to work in a clean and well-groomed condition.

**1-416.00      Tattoos/Brands/Body Piercings (this section applies to all Sheriff's Office employees)**

.01      Tattoos/Brands

- A.      Extremist tattoos/brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremists philosophies, organizations, and activities are those which:
  - 1.      advocate racial, gender or ethnic hatred or intolerance
  - 2.      advocate, create, or engage in illegal discrimination based on race color, gender, ethnicity, religion, or national origin
  - 3.      advocate violence or other unlawful means of depriving individual rights under the United States Constitution, Federal, State or Local law.
- B.      Indecent tattoos/brands are those that:
  - 1.      are grossly offensive to modesty, decency, or propriety
  - 2.      shock the moral sense because of their vulgar, filthy, or disgusting nature or tendency to incite lustful thought
  - 3.      reasonably tend to corrupt morals or incite libidinous thoughts
- C.      Sexist tattoos/brands are those that:
  - 1.      advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the definition of "indecent"
- D.      Racist tattoos/brands are those that:
  - 1.      advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin
- E.      Tattoos/brands that are extremist, indecent, sexist or racist in nature are prohibited, regardless of location on the body.

.02      Piercings (other than lobes of ears)

- A. While on duty or wearing clothing that identifies the person as a Sheriff's Office employee, an employee (sworn or civilian) may not wear or display any body piercings, except earrings for females, that are not covered by an article of clothing unless authorized, in writing, by the Sheriff.

**1-417.00      Clothing Allowance**

.01      Definitions

- A. clothing allowance – County funds given to certain members to purchase clothing for on-duty use
  - 1. Clothing allowance does not include uniforms and/or issued equipment
- B. The Sheriff (or his designate) reserves the right to inspect any clothing purchased for on-duty use to determine if it is appropriate for on-duty use and meets the guidelines of Sheriff's Office policy.
  - 1. Only clothing that is appropriate for the deputy's specific duty assignment will be purchased. Any questions will be directed to the Sheriff.
- C. Only personnel permanently assigned to one of the following units are eligible to receive a clothing allowance:
  - 1. Criminal Investigation Unit
  - 2. Narcotics Task Force

By Order Of:

David A. Goad, Sheriff

## Attachment #1

**The following is a list of authorized issue of daily uniform wear and equipment:**

### **UNIFORM - WINTER**

Three (3)	Shirts, long sleeve
Three (3)	Heavy Weight Trousers
One (1)	Patrol Jacket with zip out liner
One (1)	Campaign Hat (felt) with raincover
Two (2)	Neckties

### **UNIFORM - SUMMER**

Three (3)	Shirts, short sleeve
Three (3)	Light Weight Trousers
One (1)	Campaign Hat (straw) with raincover

### **ALL SEASON ISSUE**

One (1)	Breast Badge
One (1)	Hat Badge
Two (2)	Collar Insignias
One (1)	Tie Bar/tac
One (1)	Pistol Badge
One (1)	Raincoat
Six (6)	Sets - Rank Chevrons
One (1)	set of metallic rank insignia

### **UNIFORM EQUIPMENT**

One (1)	Leather Gun Belt with gold buckle
One (1)	Leather Holster
One (1)	Handcuff Case
One (1)	set of handcuffs
One (1)	(Double) Magazine Pouch
Two (2)	Magazines
One (1)	ASP Baton
One (1)	ASP Baton Holder
One (1)	Portable radio Belt Caddy
One (1)	Sig Sauer Beretta Handgun
Ammunition	45 Rounds Issued Ammo
One (1)	Protective Vest (soft body armor)
One (1)	Black leather trouser belt
One (1)	gold Snaps or Velcro belt keepers

**Attachment #2**

**Class "A" Winter and Summer Uniform**

- A. Hat pin, if issued, will be affixed in proper holes provided in the Campaign Hat.**
- B. Collar insignia (Deputy Sheriff) centered on the collar,  $\frac{1}{4}$  inch from sides of collar, and running along the seam parallel to name tag.**
- C. Name Tag will be centered above and even with top edge of right pocket.**
- D. Flag Pin will be located one (1) inch above name tag and centered.**
- E. Issued pins, FTO, FBI Academy, will be located directly above the Flag pin and seated on top of upper edge.**
- F. Badge of Office centered over left breast pocket (eyelets provided)**
- G. Pistol rating badge is centered  $\frac{1}{2}$  inch below the left pocket flap top seam.**
- H. Shoulder patch centered on left sleeve  $\frac{1}{2}$  inch below shoulder seam**
- I. Rank chevron centered on sleeve and centered with shoulder patch,  $\frac{1}{8}$  inch below shoulder patch. Chevron on right sleeve will match location of the left. No patch will be worn on the right sleeve.**
- J. Tie bar will be located at the mid-point of the shirt pockets.**

By Authority Of:

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Craig A. Robertson, Sheriff

