

UNIFORMS AND APPEARANCE STANDARDS

PURPOSE

- To establish guidelines for appearance standards and the wearing of agency uniforms.

UNIFORMS- GENERAL

- Sworn agency members, including contractual deputies, shall wear the issued agency uniform while on-duty, with the exception of members assigned to the Criminal Investigations and Special Investigations Divisions.
- Division Commanders may authorize the wearing of plainclothes by sworn members within their command on a special need basis (e.g. special assignments, details, training, etc).
- Security officers shall wear the uniform as prescribed by the Court Services Division Commander.
- Uniforms and other apparel shall be neat, clean and present a professional appearance.
- Only authorized uniforms, apparel and equipment shall be worn.
- Agency members attending court shall wear either the Class B or Class C uniform or appropriate business attire as described in the CLOTHING STANDARDS section of this policy.
- Absent circumstances that make it impractical, the Stetson style hat shall be worn while in uniform. Hats are not required to be worn while indoors or inside of a vehicle.
- Only white t-shirts shall be worn with the uniform. The wearing of colored t-shirts is prohibited. **Exception:** Navy blue or black t-shirts may be worn with the utility uniform.
- Turtlenecks, mock turtlenecks or dickeys shall not be worn with the uniform.
- Wearing of the "Serving Since" plate along with the nameplate shall be mandatory when wearing the uniform shirt, sweater or dress blouse. It shall be optional when wearing the Blauer style jacket.
- Used or unserviceable uniforms, regardless of age or date of issue, shall only be disposed of in a manner as directed by the Quartermaster.

CEREMONIAL UNIFORM-Class A

- The ceremonial uniform shall consist of the following:
 1. Footwear-limited to black, plain toe, polished or hi-gloss, dress shoes. Boots or athletic-style shoes are prohibited.
 2. Dark blue or black socks.
 3. Uniform trousers.
 4. Black belt.
 5. Long sleeve white uniform shirt.
 6. Blue necktie, with issued tie clasp.
 7. Felt hat.
 8. Issued dress leather gun belt, shoulder strap, holster and leather accessories (Sergeants and below).

9. Dress blouse.
 10. Blauer style jacket or rain coat (as weather dictates).
 11. Badge, nameplate/serving since plate, collar pins and insignia of rank.
 12. Commendation insignia is optional.
 13. White gloves, as determined by the detail Commander.
- Members of the Honor Guard may wear the approved Honor Guard collar pins in lieu of the standard issued stars while participating in Honor Guard details. Specialized unit collar pins (e.g. SRT, CNT, K-9, etc.) shall not be worn with the ceremonial uniform.
 - Members of the Honor Guard may wear variations of the ceremonial uniform as approved by the Special Operations Commander (Refer to Standard Operating Procedures for details).
 - Sweaters are not to be worn with the ceremonial uniform.
 - Refer to Attachment A for proper placement of items on the ceremonial uniform.

**WINTER
UNIFORM-Class B**

- The winter uniform shall consist of the following:
 1. Black, plain toe, shoes or boots.
 2. Dark blue or black socks. Light colored socks may be worn with boots.
 3. Uniform trousers.
 4. Black belt.
 5. Long sleeve uniform shirt.
 6. Blue necktie, with issued tie clasp.
 7. Felt hat.
 8. Issued gun belt, holster and leather accessories (Sergeants and below, unless otherwise directed by the Division Commander).
 9. Blauer style jacket, rain coat or black military-style sweater (as weather dictates).
 10. Badge, nameplate/serving since plate, collar pins and insignia of rank.
 11. Commendation insignia is optional.
- Members assigned to specialized units may wear approved collar pins (e.g. SRT, CNT, K-9, etc.) in lieu of the standard issued stars.
- Sweaters are not purchased by the agency, but are permitted to be worn during periods of winter dress, subject to approval of the Division Commander. The sweater shall be standard military style, all black, vertical weave, cuff design and shall be worn to cover the issued long sleeve shirt, exposing only the area outlined by the open v-neck. The sweater shall be tucked in at the waistband and not interfere with leather gear or weapons.
- Sweaters shall have displayed: agency patches, badge, nameplate/serving since plate and rank insignia. Display of agency commendation insignia is optional. Rank insignia shall be displayed in one of the following options:
 1. Issued chevrons on sleeves (DFC, CPL, & SGT).
 2. Solid silver color insignia pins on epaulets, except the rank of Major (gold oak leaf cluster).
 3. Military style epaulet boards.

- When wearing a sweater, wearing of the necktie is mandatory.
Exception: At the discretion of the Division Commander, correctional deputies may elect to wear their shirt collar open without a necktie, provided their duties do not require them to leave the Detention Center facility.
- Wearing of long sleeve shirts shall become optional for law enforcement deputies beginning October 1st and mandatory beginning November 1st.
- Wearing of long sleeve shirts shall become optional for correctional deputies working at the Detention Center beginning October 1st and mandatory beginning December 1st. Correctional deputies that are assigned duties that require them to leave the Detention Center facility (e.g. Transportation Unit) shall adhere to the guidelines set forth for law enforcement deputies.
- Refer to attachment B for proper placement of items on the winter uniform.

SUMMER UNIFORM-Class C

- The summer uniform shall consist of the following:
 1. Black, plain toe, shoes or boots.
 2. Dark blue or black socks. Light colored socks may be worn with boots.
 3. Uniform trousers.
 4. Black belt.
 5. Short sleeve uniform shirt.
 6. Straw hat.
 7. Issued gunbelt, holster and leather accessories (Sergeants and below, unless otherwise directed by the Division Commander).
 8. Blauer style jacket or raincoat (as weather dictates).
 9. Badge, nameplate/serving since plate, collar pins and insignia of rank
 10. Commendation insignia is optional.
- Members assigned to specialized units may wear approved collar pins (e.g. SRT, CNT, K-9, etc.) in lieu of the standard issued stars.
- Wearing of short sleeve shirts shall become optional for law enforcement deputies beginning April 1st and mandatory beginning May 1st.
- Wearing of short sleeve shirts shall become optional for correctional deputies working at the Detention Center beginning March 1st and shall become mandatory beginning May 1st. Correctional deputies that are assigned duties that require them to leave the Detention Center facility (e.g. Transportation Unit) shall adhere to the guidelines set forth for law enforcement deputies.
- Refer to attachment C for proper placement of items on the summer uniform.

UTILITY UNIFORM

- Agency members assigned to specialized units (e.g. K-9, SRT, Evidence Collection) shall be permitted to wear a utility style uniform as directed by the Division Commander.
- Navy blue or black t-shirts may be worn with the utility uniform.
- Unless otherwise directed by the Division Commander, the agency

issued baseball style cap shall be worn with the utility uniform.

BICYCLE UNIFORM

- Agency members assigned to specialized units (e.g. Community Policing, School Policing, CART) that utilize agency bicycles shall be permitted to wear a bicycle style uniform as directed by the Division Commander.

DISPLAY OF RANK INSIGNIA

- Rank Insignia shall be displayed as follows:
 1. **Sheriff** - silver star(s), additional star for each elected term.
 - a. Dress Blouse/Blauer Jacket/Sweater - displayed centered on the epaulet, 1" from the outside shoulder seam (where epaulet is stitched to the shoulder), top point of star(s) toward collar. Multiple stars evenly spaced, in-line "point to V".
 - b. Long Sleeve Shirt - centered on collar, approximately 5/8" from front edge, top point of star toward top of collar. Multiple stars evenly spaced, in-line, side-point to side-point.
 - c. Short Sleeve Shirt - centered on collar, approximately 3/4" from front edge, top point of star toward top of shoulder. Multiple stars evenly spaced, in-line, "point to V".
 2. **Colonel** - silver color spread eagle.
 - a. Dress Blouse/Blauer Jacket/Sweater- displayed centered on the epaulet, 1" from the outside shoulder seam (where epaulet is stitched to the shoulder), head of eagle toward the collar, facing front.
 - b. Long Sleeve Shirt - centered on collar, approximately 5/8" from front edge, head of eagle toward top of collar, facing forward.
 - c. Short Sleeve Shirt - centered on collar, approximately 3/4" from front edge, head of eagle toward top of collar facing front, with a line formed by top edge of wings perpendicular to front edge of collar.
 3. **Major** - gold oak leaf
 - a. Dress Blouse/Blauer Jacket/Sweater - displayed centered on the epaulet, 1" from the outside shoulder seam (where epaulet is stitched to the shoulder), tip of oak leaf toward collar.
 - b. Long Sleeve Shirt - centered on collar, approximately 5/8" from front edge, tip of oak leaf toward top of collar.
 - c. Short Sleeve Shirt - centered on collar, approximately 3/4" from front edge, tip of oak leaf toward top of collar, with the center line of the leaf perpendicular to the front edge of the collar.
 4. **Captain** - two silver color bars.
 - a. Dress Blouse/Blauer Jacket/Sweater - displayed centered on the epaulet, 1" from the outside shoulder seam (where epaulet is stitched to the shoulder).
 - b. Long Sleeve Shirt - centered on collar, approximately 5/8" from front edge, long axis of bars parallel to front edge of collar.

- d. Short Sleeve Shirt - centered on collar, approximately 3/4" from front edge, long axis of bars parallel to front edge of collar.
5. **Lieutenant** - one silver color bar.
 - a. Dress Blouse/Blauer Jacket/Sweater - displayed centered on the epaulet, 1" from the outside shoulder seam (where epaulet is stitched to the shoulder)
 - b. Long Sleeve Shirt - centered on collar, approximately 5/8" from front edge, long axis of bar parallel to front edge of collar.
 - c. Short Sleeve Shirt - centered on collar, approximately 3/4" from front edge, long axis of bar parallel to front edge of collar.
6. **Sergeant** - 3-stripe blue chevron or silver metal insignia.
 - a. Dress Blouse/Blauer Jacket/Sweater - chevron to be worn centered on each sleeve, 1" below the shoulder patch. Metal insignia shall be displayed on the epaulet, 1" from the outside shoulder seam (where epaulet is stitched to the shoulder), with top point toward collar.
 - b. Long Sleeve/Short Sleeve Shirt - chevron to be worn centered on each sleeve, 1" below the shoulder patch.
7. **Corporal** - 2-stripe blue chevron or silver metal insignia.
 - a. Dress Blouse/Blauer Jacket/Sweater - chevron to be worn centered on each sleeve, 1" below the shoulder patch. Metal insignia shall be displayed on the epaulet, 1" from the outside shoulder seam (where epaulet is stitched to the shoulder), with top point toward collar.
 - b. Long Sleeve/Short Sleeve Shirt - chevron to be worn centered on each sleeve, 1" below the shoulder patch.
8. **Deputy First Class** - single stripe blue chevron or silver metal insignia.
 - a. Dress Blouse/Blauer Jacket/Sweater - chevron to be worn centered on each sleeve, 1" below the shoulder patch. Metal insignia shall be displayed on the epaulet 1" from the outside shoulder seam (where epaulet is stitched to the shoulder), with top point toward collar.
 - b. Long Sleeve/Short Sleeve Shirt - chevron to be worn centered on each sleeve, 1" below the shoulder patch.

**DISPLAY OF
COMMENDATION
INSIGNIA**

- Commendation insignia shall be worn horizontally, 1/8" above and centered over the member's nameplate.
- When more than one type of commendation insignia is displayed, the insignia representing the greatest merit shall be placed closest to the center of the chest.
- Other commendation insignia shall be placed next to the first insignia, in descending order of merit, as follows:
 1. Medal of Honor.
 2. Valor Commendation.
 3. Purple Heart.
 4. Life Saving Award.
 5. Merit Commendation.

6. Exceptional Duty Commendation.
7. Unit Citation.
8. Critical Incident Award.
9. Approved awards issued by other agencies.
10. Field Training Officer (FTO) ribbon.

- No more than two (2) commendation insignia shall be displayed abreast.
- In the event a member should receive more than two commendations, a second row of insignia shall be displayed directly above and centered 1/8" inch over the first row of insignia, with the award(s) of highest merit on the top row.
- In the event a member is awarded more than one of the same commendation, only one insignia shall be displayed. A star(s) shall be affixed to the insignia indicating the number of times the award was received.
- Commendation insignia awarded to members by other agencies may be displayed on the member's uniform, with approval of the Sheriff, only if the commendation was awarded for acts the member took while employed as a Harford County Deputy Sheriff.
- Exceptions shall be made for Purple Heart and Lifesaving commendations, as well as Amtrak incident pins awarded to a member for actions taken with another law enforcement agency prior to his/her employment with the Harford County Sheriff's Office. Upon verification of the pre-Harford County Sheriff's Office commendation, the member shall be issued a comparable Harford County pin for display on the member's uniform.
- Commendation insignia may be displayed on the dress blouse consistent with the display on the uniform shirt.

DISPLAY OF PINS & MEDALS

- Agency members who have been issued the following pins shall be authorized to wear the pins on his/her uniform:
 1. Law Enforcement Executive Development School (LEEDS).
 2. F.B.I. National Academy.
- The pins shall be worn vertically, 1/8" above and centered over the member's nameplate or commendation insignia as applicable.
- If multiple pins are worn, the pins shall be centered over the member's nameplate or commendation insignia, parallel to each other, 1/8" apart.
- Tactical Section medals shall be worn 1/8" below and centered under the member's nameplate.
- Marksmanship medals shall no longer be worn on the uniform.
- No other pins or medals shall be worn on the uniform without authorization of the Sheriff.

APPEARANCE STANDARDS

- Appearance standards shall be monitored by all supervisors.

CLOTHING STANDARDS

- Apply to all sworn and non-sworn agency members when not required to be in uniform.
- Males: A suit and tie, or sport coat, slacks and tie shall be worn while on-duty.
- Females: A dress, suit, skirt and top, or dress slacks and top shall be worn while on duty.
- **Exception:** Members working in a covert capacity or as otherwise authorized by the Division Commander.
- Agency members attending training programs either at the Academy or sponsored by the Academy may wear either their uniform or casual clothes that are neat, clean, and in good repair. Tank tops, shorts, and sandals are not permitted. Jeans may only be worn when deemed appropriate by the course instructor. Members wearing tee shirts or other types of clothing with offensive or inappropriate logos, wording, pictures, or animations will not be permitted to attend class. The instructor or course requirements may determine the appropriate attire for training.
- Extremes in dress shall be avoided (e.g. tight fitting, flashy, etc.).

HAIR

- Extreme styles shall be prohibited.
- Must be clean, neatly groomed, and not interfere with the normal wearing of standard issued headgear.
- Male deputy: Shall present a tapered appearance and not touch eyebrows, extend over the ears or shirt collar when standing.
- Female deputy: Shall not fall over the eyebrows or hang down beyond the back bottom edge of the shirt collar when standing.
- May be dyed or frosted to resemble a natural hair color, however extreme colors are prohibited.

WIGS

- Are permitted provided they meet the above listed hair standards.

MUSTACHES

- Shall not extend beyond the corners of the mouth or beyond the caliper lines of the face and must be kept neatly trimmed.
- Extreme styles, such as handlebars, are prohibited.

SIDEBURNS

- Shall have a clean-shaven, horizontal line at the base and be neatly trimmed.
- Shall not extend downward below the lowest part of the ear.
- Extreme styles, such as muttonchops, are prohibited.

BEARDS

- Are generally prohibited (Refer to Beard Prohibition Exceptions).
- Members shall be clean-shaven while on-duty.

BEARD PROHIBITION EXCEPTIONS

- Members unable to shave due to a diagnosed medical condition shall:
 1. Submit a physician's certification of the medical condition to the Division Commander.
 2. Wear the beard at a length not exceeding 1/4" unless otherwise

directed by a qualified physician for medical purposes only.

- Members may be required to obtain a second opinion from an agency-designated physician.
- Members in plainclothes assignments may be exempt at the discretion of the Division Commander.

FINGERNAILS

- Must be kept neatly trimmed and manicured.
- Extreme nail polish colors and styles shall be prohibited.

MAKEUP

- Is permitted only when lightly applied and in natural colors.
- Extreme colors and styles are prohibited.
- False eyelashes are prohibited.

JEWELRY

- Rings (wedding/engagement/school) are permissible provided they are neither large nor gaudy.
- Bracelets (e.g. I.D., Medic-Alert, etc.) are permissible.
- Earrings may be worn by civilian female members, however extreme styles are prohibited.
- Sworn female members may wear one set of 3mm gold or silver stud earrings (one earring per ear) while on duty. Earrings must be centered on the ear lobe and have safety backings.
- Sworn male members may not wear any earrings while on duty, unless assigned in a covert capacity with approval of the Division Commander.
- Necklaces are permitted, but are not to be visible while in uniform.

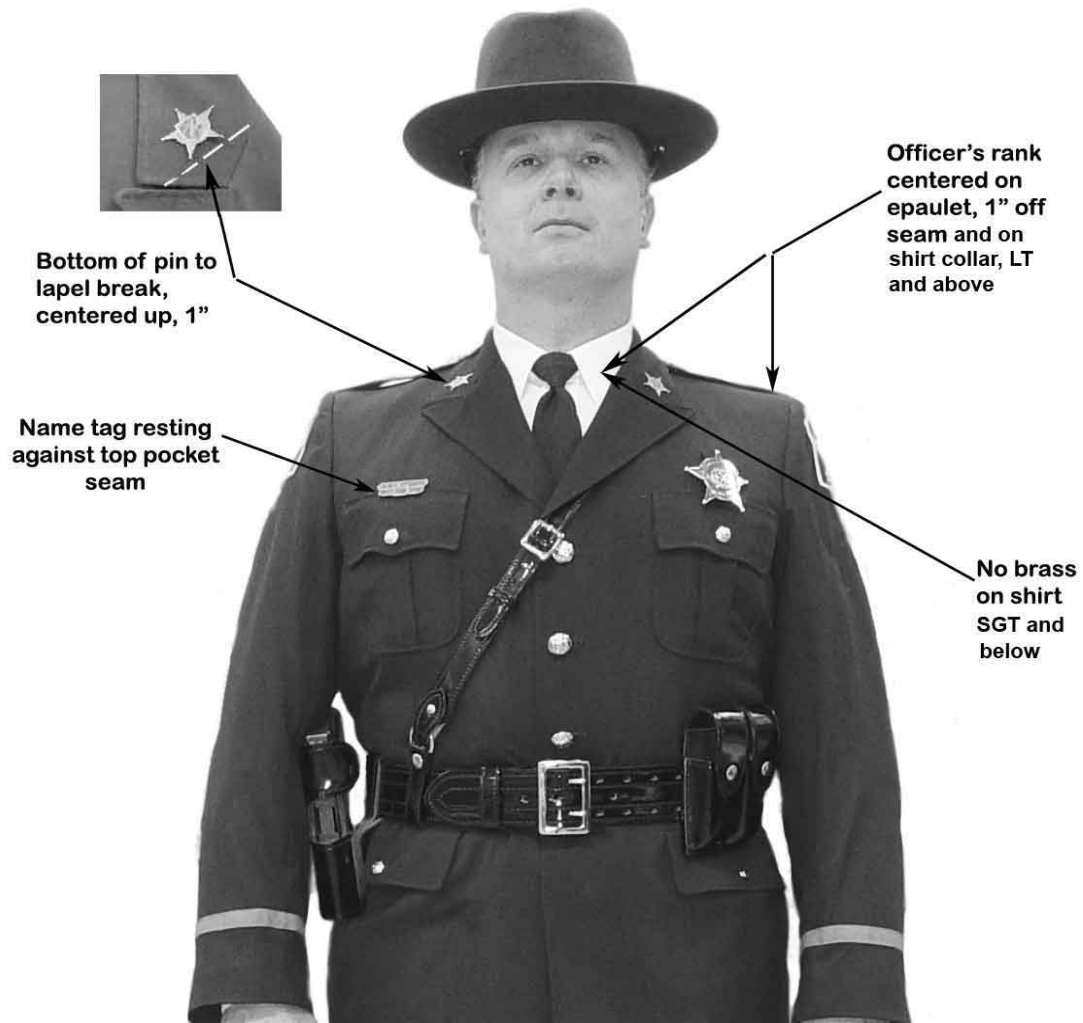
TATTOOS

- Members shall not be permitted to have tattoos that a reasonable person would find offensive, such as those that depict or advocate racial, religious or ethnic prejudice, sexuality, profanity or criminal behavior.
- Tattoos shall not be visible to the public while on-duty or while operating an agency vehicle in off-duty status.
- Members with tattoos on arms and legs shall cover the tattoos either by applying a single flesh colored adhesive bandage, not to exceed 2" x 3" in size, or by wearing long sleeve shirts or slacks.
- Tattoos on the face and neck shall be covered utilizing natural colored makeup
- **Exception:** Members in covert assignments may be exempt at the discretion of the Division Commander.

BODY PIERCINGS

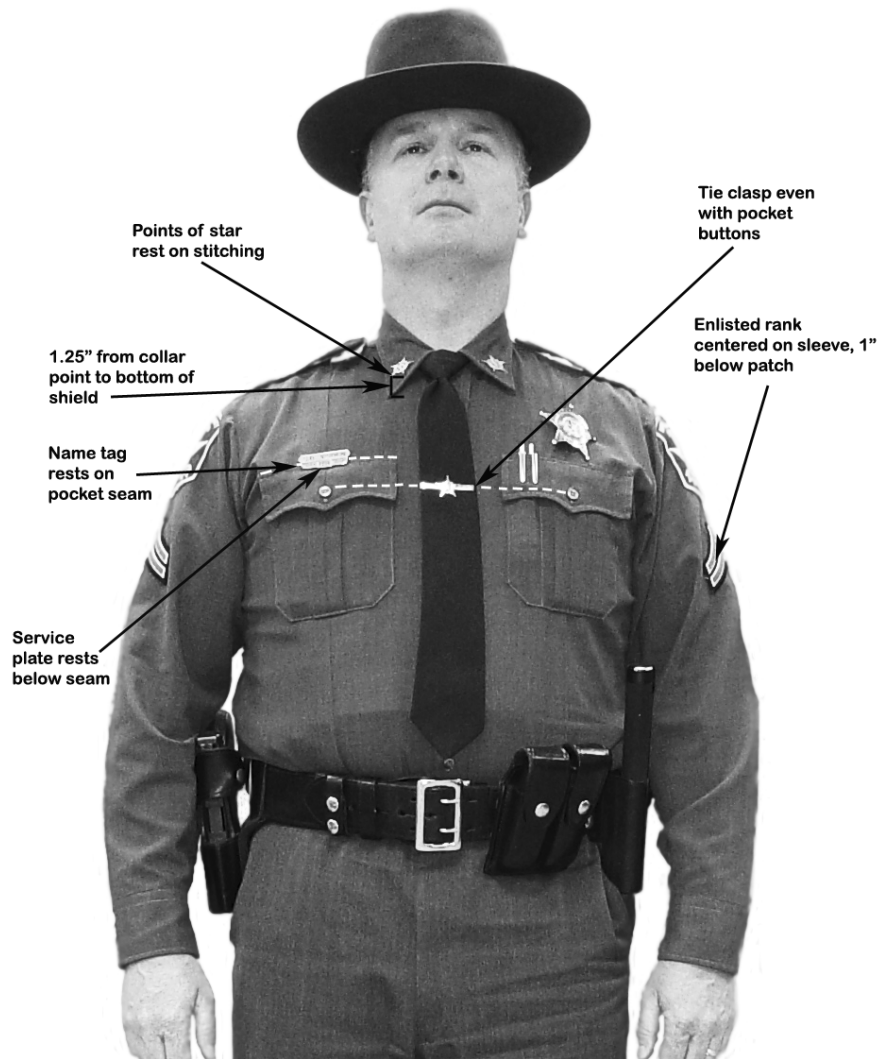
- Body piercings shall not be visible to the public while on duty.

CEREMONIAL UNIFORM - CLASS A



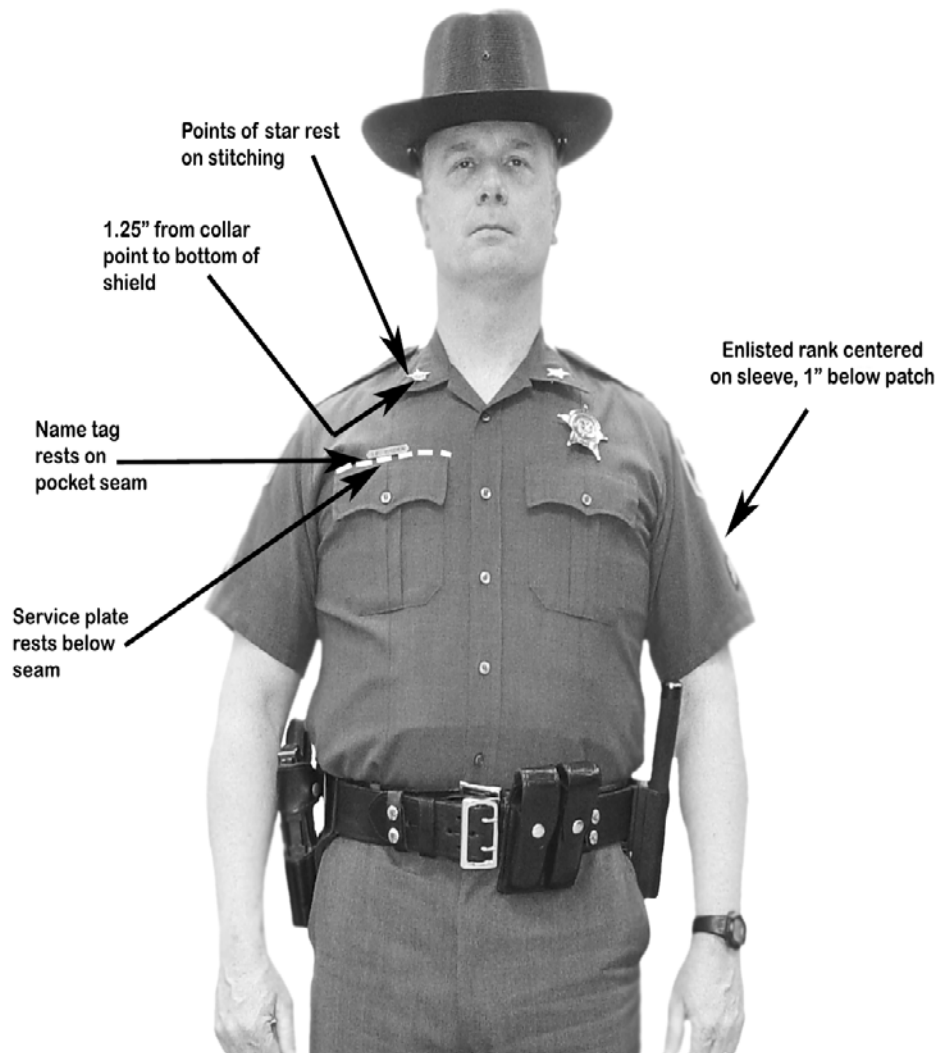
ATTACHMENT A

WINTER UNIFORM - CLASS B



ATTACHMENT B

SUMMER UNIFORM - CLASS C



ATTACHMENT C