



# HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

## Uniforms and Appearance

<b>Distribution:</b>	<b>All Employees</b>		<b>Policy Number:</b>	<b>PER 0701</b>	
<b>Responsible Unit:</b>	<b>Administrative Services Division</b>		<b>Rescinds:</b>	<b>MAN1800</b>	
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### 1. Purpose

To establish guidelines for the wearing of Agency uniforms and establish standards for non-uniform deputies and civilian personnel.

### 2. Policy

All members of the Harford County Sheriff's Office (HCSO) are expected to maintain a professional appearance, reflecting pride in the organization and the police profession. Deputies and civilian employees are expected to maintain their uniforms in a manner that is appropriate for their assignment.

### 3. Definitions

**EXTERNAL VEST CARRIERS:**

- Only Agency issued External Vest Carriers and associated Agency issued accessories (holsters, magazine pouches, etc.) will be worn by Agency members. Patrol Deputies will wear their issued External Vest Carrier with the appropriate seasonal issued undergarment shirt, i.e., long sleeve undergarment shirt for Class B uniforms, and short sleeve undergarment shirts for Class C uniforms, as directed by this policy (for specifics refer to section G). Only one Agency issued accessory type will be worn on the carrier (e.g., not two of the same magazine accessories, etc.).
- Members of specialized units will wear the Agency approved outer vest carrier as approved for their assignment and authorized by their division commander.

**FIELD ACTIVITIES:** duty assignments and/or tasks that place or could reasonably be expected to place deputies in situations where they would be required to act in enforcement rather than administrative or support capacities.

**JACKETS:** only jackets issued by the HCSO may be worn by uniformed personnel. These jackets will be a durable nylon construction and designed to protect our deputies from cold weather, rain, or other inclement weather.

**LEATHER JACKETS:** deputies may wear a waist-length leather jacket of the color, make and style specified by the Sheriff (below) and purchased at the member's expense.

- The specific brand approved by the Agency will be Taylor's Leatherwear, Indianapolis Model, 4461Z. Deputies purchasing a leather coat must have a badge holder and name plate holder affixed to the coat. (These items must be specifically requested upon order and are provided by the manufacturer at no additional cost).
- Agency shoulder patches must be sewn at the top of both sleeves of the jacket in a consistent manner with Agency issued coats. (Patches will be provided by the Agency, however the cost of sewing them

onto the jacket will be at the member's expense.)

- The display of rank insignia will be mandatory for those holding the rank of Lieutenant or higher. The appropriate Agency issued rank insignia will be displayed on the epaulets of the leather jacket in the same manner as described in section E of this policy.
- Sergeant and below: No rank insignia will be sewn on the leather jacket sleeves or displayed on the leather jackets. In the interest of safety, select Special Operations Division personnel, may be issued approved Agency leather jackets, in place of the issued nylon jacket. Uniform jackets, with patches on both shoulders, may be worn as weather dictates. Rank insignia will be displayed on uniform jackets as described in section E of this policy, exception for leather jackets as described above. Agency issued uniform jackets will display shoulder patches, the badge, and nameplate. The wearing of the "Serving Since" plate will be optional on jackets.

**PATROL JACKET:** issued Agency jacket for use with Agency uniforms (lightweight and heavyweight). Patches will be sewn on both sleeves, along with proper rank insignia, badge, and large name plate (without serving since attachment).

#### **4. Procedures**

##### **A. Uniform Regulations**

1. All uniform clothing, accessories, and equipment will be approved by the Sheriff.
2. Uniforms and other apparel will be neat, clean, and present a professional appearance.
3. The wearing of the HCSO uniform will be governed by the regulations concerning how, what, where and when specific uniform items will be worn.
4. The HCSO will provide uniforms and equipment necessary for the performance of the duties of all employees to the extent permitted by the budget.
5. Testing and evaluating uniform equipment and products that have a potential use by the HCSO will only be done under the direction of the Commander, Administrative Services Division.
6. Personal items of clothing may be authorized by the employee's commander to be worn in addition to regulation uniform items during severe weather conditions. When approved, these items must be dark blue or black in color.
7. Appearance standards will be monitored by all supervisors.
8. Division Commanders of specialized units will be responsible for setting uniform standards that closely follow current policy.

##### **B. Prohibitions**

1. Uniforms, accessories, and equipment may not be modified in any way without permission of the Sheriff.
2. Deputies and civilian employees will not allow another HCSO employee or any other person to use their

badge or any other means of personal identification.

3. A civilian employee may not wear any portion of the uniform, accessories, or equipment that he is not authorized to wear.
4. Substituting unapproved personal equipment for equipment that was issued or approved for use is prohibited and may result in disciplinary action.
5. No decoration or insignia may be worn on the HCSO uniform unless authorized by the Sheriff, who will designate where, when, and in what manner the insignia or decoration will be worn.
6. HCSO employees will not wear the uniform while attending any court as a defendant in any trial, as a party in a civil trial, or while serving as a juror.

## C. Classes of Uniform

### 1. **CLASS A: Dress Uniform**

- a. The Class A uniform will be worn by all deputies when attending or assigned to any official function (unless this requirement is waived) and when ordered by the appropriate commander.
- b. The Class A uniform will consist of the following:
  - i. Footwear-limited to black, plain toe, polished or high gloss, dress footwear (boots or athletic-style footwear are prohibited);
  - ii. Dark blue or black socks;
  - iii. Uniform trousers;
  - iv. Black belt;
  - v. Long sleeve blue uniform shirt (\*a short sleeve shirt will not be worn);
  - vi. Navy blue necktie, with issued tie clasp;
  - vii. Dress blouse;
    - a) Sleeve rank insignia for Class A is as follows:
      - i) Sergeant and below is a single blue ribbon (blue ribbons remain for ALL ranks);
      - ii) Lieutenant is a "commission" bar plus one silver ribbon for the rank;
      - iii) Captain is a "commission" bar and two silver ribbons for the rank;
      - iv) Major is a "commission" bar and three silver ribbons for the rank;
      - v) Warden is a "commission" bar, three silver ribbons for the rank, and one gold ribbon;

- vi) Colonel is a “commission” bar, four silver ribbons for the rank, and one gold ribbon;
- vii) Sheriff is a “commission” bar, four silver ribbons for the rank, and one gold ribbon.
- viii. Badge, large nameplate with serving since plate, collar pins and insignia of rank (worn on the dress blouse);
  - a) Members of the Honor Guard may wear the approved Honor Guard collar pins in lieu of the standard collar pins while participating in Honor Guard details.
  - b) Specialized unit collar pins (e.g., SRT, CNT, K-9, etc.) will not be worn with the Class A uniform.
  - c) Commendation insignia is optional.
- ix. Issued dress leather gun belt, shoulder strap, holster, and leather accessories (law enforcement Sergeants and below).;
  - a) Law enforcement Lieutenants and above will utilize an authorized holster, without a gun belt, under the dress blouse.
  - b) Correctional deputies authorized to carry a firearm will utilize an authorized holster, without a gun belt, under the dress blouse, unless assigned to the Honor Guard or Line of Duty Team.
- x. Felt Stetson;
- xi. White gloves, as determined by the detail commander;
- xii. Patrol jacket or raincoat (as weather dictates); and
- xiii. Sweaters are not to be worn with the Class A uniform.
- c. Members of the Honor Guard may wear variations of the Class A uniform as approved by the Special Operations Division Commander.

## 2. **CLASS B: Work Uniform – Winter**

NOTE: For those assigned duties requiring an external vest carrier, the uniform will consist of an undergarment shirt that is complementary to the Agency issued uniform shirt and the standard issue Class B trousers.

- a. The Class B uniform will be worn for routine duties and assignments. The Class B uniform will be worn by deputies when attending or assigned to any official function when ordered by the appropriate commander.
  - i. The Class B uniform will be worn starting November 15<sup>th</sup> each year and ending March 14<sup>th</sup>.
  - ii. There will be no optional or transitional periods.

- b. The Class B uniform will consist of the following:
  - i. Footwear - limited to black, plain toe footwear or boots;
  - ii. Dark blue or black socks;
  - iii. Uniform trousers;
  - iv. Black belt;
  - v. Long sleeve blue uniform shirt;
  - vi. Navy blue necktie, with issued tie clasp;
    - a) If the Class B uniform is worn at an official function, the necktie with issued tie clasp is mandatory.
    - b) For the ranks of Sergeant and below, when wearing the issued Class B uniform long sleeve shirt, the issued uniform necktie and tie clasp will be optional.
      - i) If an Agency member chooses this option, the member is required to wear a "black" in color crew neck t-shirt under their uniform shirt. No other color crew neck t-shirt is approved or permitted.
      - ii) All buttons on the Class "B" uniform shirt will be fastened, with the exception of the "first or top" button of the uniform shirt, which will be unbuttoned.
      - iii) Members wearing necklaces will ensure those items are worn beneath their t-shirt and are not visible or exposed between their crew neck t-shirt and uniform shirt.
  - vii. Badge, small nameplate with serving since plate, collar pins and insignia of rank;
    - a) Members assigned to specialized units may wear approved collar pins (e.g., SRT, CNT, K-9, etc.) in lieu of the standard issued collar stars.
    - b) Commendation insignia is optional.
    - c) Badges are not issued to cadets; however, the Class B uniform will display an embroidered CADET rocker on the shirt sleeve, below the Agency shoulder patch.
  - viii. Felt Stetson or Agency issued knit cap with "Sheriff" embroidered on the cap (Agency issued cap for cadets);
  - ix. Issued gun belt, holster, and leather accessories (Sergeants and below unless otherwise directed by the Division/Precinct Commander); and
    - a) Lieutenants and above may wear an issued holster and cuff/magazine case without a gun belt or may wear an issued gun belt.

- x. Patrol jacket, raincoat, or black military style sweater (as weather dictates).
  - a) If a deputy is wearing military style sweater over the uniform shirt the necktie does not need to be worn.
  - b) Sweaters are not purchased by the Agency but are permitted to be worn with the Class B uniform, subject to approval of the Division/Precinct Commander.
  - c) Sweaters will be standard military style, all black, vertical weave, cuff design and will be worn to cover the issued long sleeve shirt, exposing only the area outlined by the open V-neck.
  - d) Sweaters will be tucked in at the waistband and not interfere with leather gear or weapons.
  - e) Sweaters will have displayed Agency shoulder patches, badge, nameplate/serving since plate, and rank insignia.
  - f) Rank insignia will be displayed as follows:
    - 1) Issued chevrons on sleeves (DFC, Cpl. & Sgt.); and
    - 2) Solid silver color insignia pins on epaulets, except the rank of major (gold oak leaf cluster).

### 3. CLASS C: Work Uniform – Summer

NOTE: For those assigned duties requiring an external vest carrier, the uniform will consist of an undergarment shirt that is complementary to the Agency issued uniform shirt and the standard issue Class C trousers. Note: Will remain in effect until Agency issued outer vest carrier “phase-in” is completed.

- a. The Class C uniform will be worn for routine duties and assignments.
  - i. The Class C uniform will be worn starting March 15<sup>th</sup> each year and ending November 14<sup>th</sup>.
  - ii. There will be no optional or transitional periods.
- b. The Class C uniform will consist of the following:
  - i. Footwear – limited to black, plain toe footwear or boots;
  - ii. Dark blue or black socks;
  - iii. Uniform trousers;
  - iv. Black belt;
  - v. Short sleeve blue uniform shirt;
  - vi. Black crew-neck t-shirt;

- vii. Badge, nameplate/serving since plate, collar pins and insignia of rank;
  - a) Members assigned to specialized units may wear approved collar pins (e.g., SRT, CNT, K-9, etc.) in lieu of the standard issued collar stars.
  - b) Commendation insignia is optional.
  - c) Badges are not issued to cadets; however, the Class C uniform will display an embroidered CADET rocker on the shirt sleeve, below the Agency shoulder patch.
- viii. Straw Stetson (issued Agency cap for cadets);
- ix. Issued gun belt, holster, and leather accessories (Sergeants and below unless otherwise directed by the Division Commander); and
  - a) Lieutenants and above may wear an issued holster and cuff/magazine case without a gun belt or may wear an issued gun belt.
- x. Patrol jacket or raincoat (as weather dictates).

#### 4. **CLASS D: Tactical Duty Uniform (TDU)**

- a. Division Commanders may temporarily authorize the TDU for their employees when appropriate for the type of work performed or adverse weather conditions.
- b. Personnel assigned to the following units are eligible for long term TDU work uniform application:
  - i. Correctional Services Bureau (uniform of the day);
  - ii. Mobile Field Force (training/activation); and
  - iii. Special Operations Division.
    - a) A member assigned to the Special Response Team (SRT) is permitted to wear the TDU during his normal duty assignment.
- c. The Class D uniform will consist of the following:
  - i. Issued short or long sleeve navy blue TDU shirt, prominently displaying the HCSO badge at a minimum embroidered on the left chest and the member's last name embroidered on the right chest. (The option of wearing either the short or long sleeve shirt may be authorized by the Division Commander);
  - ii. Black crew-neck t-shirt;
  - iii. Issued navy blue TDU pants (not bloused);
  - iv. Black boots;
  - v. Dark blue or black socks;

- vi. Issued gun belt, holster, and leather accessories;
- vii. Patrol jacket;
- viii. Issued outer vest carriers only; and
- ix. Agency issued cap.

NOTE: For those assigned duties requiring an external vest carrier, the uniform will consist of an undergarment shirt that is complimentary to the Agency issued uniform shirt and the standard issue Class D trousers. Note: Will remain in effect until Agency issued outer vest carrier "phase-in" is completed.

**5. Class E: Bicycle Uniform**

- a. Division Commander, or his designee, may temporarily authorize the bicycle patrol uniform for their employees who are actively assigned to bike patrol activity.
- b. The Class E uniform will consist of the following:
  - i. Issued short or long sleeve bicycle patrol shirt, prominently displaying the word SHERIFF in white/silver reflective lettering on the upper back;
  - ii. Black crew-neck t-shirt;
  - iii. Issued navy blue bicycle patrol pants or shorts;
  - iv. Black athletic footwear;
  - v. Black socks;
  - vi. Issued gun belt, holster, and leather accessories;
  - vii. Issued helmet;
  - viii. Bicycle patrol jacket when appropriate;
  - ix. When assigned to bicycle patrol duties, while riding, the issued helmet and gloves must be worn by Agency personnel; and
  - x. Some level of eye protection is mandatory.

**6. Class F: Recruit Training Uniform**

- a. The Class F uniform is temporary and directly issued from the Training Academy.
- b. This uniform will be returned directly to the Training Academy when the recruit graduates or is no longer assigned to the academy for any reason.
- c. The training uniform is not issued or used by deputies participating in lateral entry training.



- d. The Class F uniform will consist of the following:
  - i. Issued long sleeve or short sleeve button down shirt;
  - ii. Issued tie (will be worn with long sleeve shirt);
  - ii. Issued pants;
  - iii. Black belt;
  - iv. Dark blue or black socks;
  - v. Black oxford footwear or boots (not issued);
  - vi. Badges are not issued to recruits; however, the Class F uniform will display an embroidered RECRUIT patch above the left pocket;
  - vii. Recruits will be issued an engraved nameplate to be centered and displayed above the right pocket;
  - viii. Agency issued cap; and
  - ix. Agency issued blue jacket with "Recruit" patch on shoulder.

#### **7. Class G: Utility Uniform**

- a. Division Commanders may temporarily authorize the Utility Uniform for their employees when appropriate for the type of work performed.
- b. Personnel assigned to the following units are eligible for long term Utility Uniform application:
  - i. Booth Security;
  - ii. Forensic Services Unit (FSU); and
  - iii. Crossing Guards.
- b. The Class G uniform will consist of the following:
  - i. Issued navy short sleeve and long sleeve polo style shirts with gold star (with Harford County above, Sheriff's Office below) on left side of chest;
  - ii. Issued khaki or coyote-colored pants;
  - iii. Black leather belt;
  - iv. Black leather boots or plain toed footwear (not issued);
  - v. Agency issued style jacket without shoulder patches; and
  - vi. Crossing Guards will utilize the Agency issued cap.

- c. Any non-uniform shirts purchased by the Agency will be:
  - i. Polo style, short sleeve, or long sleeve;
  - ii. Navy blue or black in color only; and
  - iii. Button style only, no ½ or ¼ zipper.

**8. Class H: Animal Control Uniform**

- a. The Class H uniform will be worn by uniformed members of the Animal Control Unit.
- b. The Class H uniform will consist of the following:
  - i. Issued gray short and long sleeve polo style shirt with gold star (with Harford County above, Sheriff's Office below) on left side of chest and Animal Control Unit embroidered on the right side of the chest;
  - ii. Issued navy blue TDU pants (not bloused);
  - iii. Black leather belt;
  - iv. Issued gun belt and leather accessories;
  - v. Black leather boots or plain toed footwear (not issued); and
  - vi. Agency issued 5-in-1 style jacket with shoulder patches.

**D. Uniform of the Day**

- 1. Law enforcement deputies, regardless of assignment, and correctional deputies, depending on their assignment, will have at least one Class A, B, and C uniform available.
- 2. Commanders will maintain consistency within their commands regarding the class of uniform to be worn.
- 3. Different classes of uniform should not be worn at an official function such as an inauguration, funerals, scheduled meetings when acting as the representative of the HCSO, and any other event designated by the appropriate commander.
- 4. Deputies attending training
  - a. In the event of a critical incident, training may be cancelled and sworn personnel returned to their normal duty assignment. While attending training in county, sworn members should have quick access to a duty uniform, ballistic vest, duty belt, and radio (Class D/TDU authorized). Quick access would mean the ability to report to their normal duty station, in uniform, within one hour.
- 5. Training instructors are authorized to wear:
  - a. Distinctive shirts that will be:

- i. Polo style, short sleeve, or long sleeve;
  - ii. Red in color;
  - iii. Button style only, no ½ or ¼ zipper; and
  - iv. Emblazoned with large letters on the reverse (e.g., "INSTRUCTOR," etc.) to ensure the member is easily identified as a training instructor.
- b. Issued khaki or coyote-colored pants.

E. Display of Rank Insignia

1. Rank insignia will be displayed as follows:

- a. **Sheriff** - Silver star(s) and/or "SHERIFF" insignia;
  - i. Dress Blouse/Jacket/Sweater – Star(s) displayed centered on the epaulet, 1/2" from the outside shoulder seam, top point of star(s) toward collar.
  - ii. Shirt – "SHERIFF" insignia, centered on the collar, parallel on both sides steady with angle.
- b. **Colonel** - A silver eagle which is a stylized representation of the eagle dominating the Great Seal of the United States.
  - i. Dress Blouse/Jacket/Sweater- Displayed centered on the epaulet, 1/2" from the outside shoulder seam, head of eagle toward the collar, facing front.
  - ii. Shirt - Centered vertically on the collar, approximately 1/2" from front edge, talons parallel to the top seam of the collar, steady with the angle.
- c. **Warden** – Silver Oak leaf and/or "Warden" insignia;
  - i. Dress Blouse/Jacket/Sweater - Displayed centered on the epaulet, 1/2" from the outside shoulder seam and tip of oak leaf toward the shoulder.
  - ii. Shirt – "Warden" insignia, centered on the collar, parallel on both sides steady with angle.
- d. **Major** - Gold oak leaf.
  - i. Dress Blouse/Jacket/Sweater - Displayed centered on the epaulet, 1/2" from the outside shoulder seam and tip of oak leaf toward the shoulder.
  - ii. Shirt - Centered vertically on the collar, approximately 1/2" from front edge, tip of oak leaf toward the "V" of the collar.
- e. **Captain** -Two silver color bars.
  - i. Dress Blouse/Jacket/Sweater - Displayed centered on the epaulet, 1/2" from the outside shoulder seam, bottom of the bars facing front.

- ii. Shirt - Centered vertically on the collar, approximately 1/2" from front edge, top line of the bars parallel to the collar top, steady with angle.
- f. **Lieutenant** - One silver color bar.
  - i. Dress Blouse/Jacket/Sweater - Displayed centered on the epaulet, 1/2" from the outside shoulder seam, bottom of the bar facing front.
  - ii. Shirt - Centered vertically on collar, approximately 1/2" from front edge, top line of the bar parallel to the collar top, steady with angle.
- g. **Sergeant** - Three stripe blue chevron or silver metal insignia.
  - i. Dress Blouse/Jacket/Sweater - Chevron to be worn centered on each sleeve, one inch below the shoulder patches. (Sweater - Metal insignia will be displayed on the epaulet, one inch from the outside shoulder seam with top point toward the collar).
  - ii. Shirt - Chevron to be worn centered on each sleeve, one inch below the shoulder patch.
  - iii. Collar Brass - Issued star collar brass will be worn on the Class B and Class C uniform shirts, points of the stars resting on the collar stitching, the bottom of the star toward the "V" of the collar.
- h. **Corporal** – Two stripe blue chevron or silver metal insignia.
  - i. Dress Blouse/Jacket/Sweater - Chevron to be worn centered on each sleeve, one inch below the shoulder patches. (Sweater - Metal insignia will be displayed on the epaulet, one inch from the outside shoulder seam with top point toward the collar).
  - ii. Shirt - Chevron to be worn centered on each sleeve, one inch below the shoulder patch.
  - iii. Collar Brass - Issued star collar brass will be worn on the Class B and Class C uniform shirts, points of the stars resting on the collar stitching, the bottom of the star toward the "V" of the collar.
- i. **Senior Deputy** - Single stripe chevron on top with one rocker.
  - i. Dress Blouse/Jacket/Sweater - Chevron to be worn centered on each sleeve, one inch below the shoulder patches. (Sweater - Metal insignia will be displayed on each epaulet, one inch from the outside shoulder seam with top point toward the collar).
  - ii. Shirt - Chevron to be worn centered on each sleeve, one inch below the shoulder patch.
  - iii. Collar Brass - Issued star collar brass will be worn on the Class B and Class C uniform shirts, points of the stars resting on the collar stitching, the bottom of the star toward the "V" of the collar.
- j. **Deputy First Class** - Single stripe blue chevron.
  - i. Dress Blouse/Jacket/Sweater - Chevron to be worn centered on each sleeve, one inch below

the shoulder patches. (Sweater - Metal insignia will be displayed on each epaulet, one inch from the outside shoulder seam with top point toward the collar).

- ii. Shirt - Chevron to be worn centered on each sleeve, one inch below the shoulder patch.
- iii. Collar Brass - Issued star collar brass will be worn on the Class B and Class C uniform shirts, points of the stars resting on the collar stitching, the bottom of the star toward the "V" of the collar.

#### F. Use of Body Armor/Ballistic Vest

1. Law enforcement deputies, rank of Sergeant and below, will wear HCSO issued or Agency-approved body armor when in uniform.
2. Law enforcement deputies that are assigned to a uniformed function are required to wear body armor while engaged in field activities, unless exempt as follows:
  - a. When an Agency-approved physician determines that a deputy has a medical condition that would preclude wearing body armor;
    - i. This must be provided in writing via Memorandum ([SO-212](#)) through the chain of command to the Human Resources Director.
  - b. When the deputy is involved in undercover or plain clothes work that his supervisor determines could be compromised by wearing body armor; or
  - c. When a Division Commander or above determines that circumstances make it inappropriate to mandate wearing body armor.
3. Body armor will be optional when wearing the Class A uniform.
4. Commissioned Officers will not wear the outer vest with the hybrid shirt as their class B/C uniform during regular duty assignment unless directly engaged in a specific field activity or approved by their Division Commander.
5. All sworn law enforcement deputies are required to have their vests readily available while off-duty and operating an Agency vehicle.
6. The standard use of a ballistic vest will consist of wearing the vest concealed under the uniform shirt, unless issued an external vest carrier specific to your assignment. Exemption: the use of an external carrier is approved for use with the Class D and E uniforms. Additional on duty usage of external carriers may be approved by Division Commanders dependent on operational need. See Class B, Class C, and Class D exemptions.
7. Supervisors will be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and periodic documented inspections.
8. Deputies are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the Quartermaster.

9. Body armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice (NIJ).
10. The Quartermaster will:
  - a. Develop and implement a program for scheduled replacement of the ballistic panel portions of the vests; and
  - b. Ensure that any lot of soft body armor that is identified as subject to failure is replaced immediately.

G. Display of Commendation Insignia

1. Commendation insignia will be worn horizontally, 1/8" above and centered over the member's nameplate.
2. When more than one type of commendation insignia is displayed, the insignia representing the greatest merit will be placed closest to the center of the chest.
3. Other commendation insignia will be placed next to the first insignia, in descending order of merit, as follows:
  - a. Medal of Honor;
  - b. Valor Commendation;
  - c. Purple Heart;
  - d. Life Saving Award;
  - e. Merit Commendation;
  - f. Exceptional Duty Commendation;
  - g. Unit Citation;
  - h. Critical Incident Award;
  - i. Approved awards issued by other agencies; and
  - j. Field Training Officer (FTO) ribbon.
4. No more than three commendation insignia will be displayed abreast.
5. In the event a member should receive more than three commendations, a second row of insignia will 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.
  - a. Only three rows of commendations or nine total commendations are permitted on the uniform.
6. In the event a member is awarded more than one of the same commendations, only one insignia will be displayed. A star(s) will be affixed to the insignia indicating the number of times the award was received.

7. 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.
  - a. Exceptions will be made for Purple Heart and Lifesaving commendations pins awarded to a member for actions taken with another law enforcement agency prior to his employment with the HCSO.
  - b. Upon verification of the pre-HCSO commendation, the member will be issued a comparable Harford County pin for display on the member's uniform.
8. Commendation insignia will be displayed in a consistent manner whether on the deputy's dress blouse or on the uniform shirt.

#### H. Display of Pins

1. An issued American flag pin or Officer Memorial/US Flag combination pin may be worn on the right chest of the uniform (only one may be worn on the uniform) and must be centered and 1/8" above any other pin or commendation.
2. Members who have been issued the following pins will be authorized to wear the pins on the uniform:
  - a. Law Enforcement Executive Development School (LEEDS);
  - b. F.B.I. National Academy;
  - c. Special Response Team (SRT);
  - d. Tactical Section medal;
  - e. Honor Guard medal;
  - f. Drug Recognition Expert;
  - g. Motor Officer;
  - h. Drill Instructor;
  - i. Crisis Negotiations Team (CNT); or
  - j. Field Training Officer (FTO)
3. The pins will be worn 1/8" above and centered over the member's nameplate or commendation insignia as applicable.
4. If multiple pins have been awarded to the deputy, they will have the option of wearing any two pins. These two pins will be centered over the member's nameplate or commendation insignia, parallel to each other, 1/8" apart.
  - a. Exception: The Tactical Section medal, Honor Guard medal, SRT pin or CNT pin may be worn in addition to two pins worn above the name plate or commendation insignia.

5. The Tactical Section medal or Honor Guard medal may be worn 1/8" below and centered under the member's name (only one of these medals may worn on the uniform).
  6. For applicable deputies, the SRT pin or CNT pin may be worn in lieu of the Tactical Section medal. (Only one of these pins may be worn on the uniform) The SRT pin or CNT pin will be worn below the member's name plate, centered on the pocket flap of the uniform shirt. The pin will be worn between the top of the flap and the button.
  7. Display of Special Pins
    - a. Only one pin may be worn on the right breast pocket at one time.
      - i. 9/11 pin may be worn by members of the Agency each September, who were employed as a law enforcement/correctional officer on September 1, 2001. The insignia will be worn below the member's name plate, centered on the pocket flap of the uniform shirt between the top of the flap and the button.
      - ii. Breast Cancer Awareness pin displays support for Breast Cancer Awareness Month. This pin may be worn from October 1<sup>st</sup> through October 31<sup>st</sup> each year. The pin will be worn on the right pocket flap, centered between the button and the top seam.
      - iii. The pin acknowledging the sacrifices made on February 10, 2016, will be worn on the left pocket flap, centered between the button and top seam. This pin may be worn year-round by members of the Agency working or involved in the incidents of February 10, 2016.
  8. No other pins or medals will be worn on the uniform without authorization of the Sheriff.
- I. Mourning Bands
1. Unless an official mourning period is established by the Sheriff, personnel will wear mourning bands on the issued Agency badge as follows:
    - a. For the death of a HCSO deputy who has been killed in the line of duty or who has died from injuries and/or wounds sustained in the line of duty, from the time of death until midnight on the 30th day after the death;
    - b. For the death of a Maryland law enforcement or correctional officer who has been killed in the line of duty or who has died from injuries and/or wounds sustained in the line of duty, from the time of death until midnight on the day of the funeral;
    - c. On National Peace Officers' Memorial Day (May 15), from 0001 hours until 2359 hours;
    - d. On HCSO Annual Memorial Service Day, from 0001 hours until 2359 Hours;
    - e. For the death of a HCSO retired or current deputy (not in the line of duty) while attending any of the funeral events (i.e., viewing, wake, funeral or memorial service, interment, etc.); or
    - f. At the direction of the Sheriff when special circumstances dictate that display of official mourning is appropriate.



J. Footwear

1. Footwear will be a plain toe, oxford style (low quarter) or chukka style (ankle high). The body of the shoe may be leather or synthetic but must be of a material that can retain a shine. Soles may be leather, rubber, or plastic.
2. Boots will be constructed with the body of the boot made of leather, synthetic material, or a combination of both. The boot must be plain toe and capable of retaining a shine from the front to at least the laces.
3. Athletic style footwear is approved for use with the Class F uniform; however, the footwear must be all black in color.

K. Headwear

1. Felt Stetson hats are mandatory when wearing the Class A uniform. Felt Stetsons will be used with the Class B uniform and Straw Stetsons will be used with the Class C uniform.
2. The Stetson is also mandatory for court appearance, as well as special details (e.g., funerals, parades, etc.). Deputies are encouraged to wear their Stetson hats while in uniform.
3. The Stetson is mandatory for lieutenant and above when appropriate and reasonable.
  - a. To shelter the Stetson from damage and subsequent replacement cost, a protective cover will be worn on the hats during times of precipitation.
4. Hats are not required to be worn while indoors or inside of a vehicle.
5. Agency issued knit stocking caps with "Sheriff" may be worn by uniform personnel when working in temperatures below 32 degrees Fahrenheit.
6. Agency issued cap may be worn with the Class D or E uniform with Division Commander's approval.

L. Inclement Weather Gear

1. Gloves must be plain black or dark navy blue with the material covering the entire hand to the wrist. Gloves may be worn during cold or inclement weather, or for officer safety while conducting pat downs.
2. Only Agency issued raingear may be worn during periods of precipitation.

M. Reflective Traffic Safety Vest

1. An Agency issued reflective traffic safety vest will be used by deputies and crossing guards when they are engaged in protracted traffic operations. These operations include but are not limited to:
  - a. DUI or other enforcement checkpoints;
  - b. Stationary enforcement stopping teams;
  - c. Crash investigations;

- d. Crossing Guard details;
  - e. Traffic direction details; and
  - f. Special events involving traffic.
2. The reflective vests issued by the Agency will be American National Standards Institute certified.
  3. The reflective vest may be worn, as necessary, with any Agency uniform.
  4. The reflective side of the issued patrol jacket or issued raincoat may be used in lieu of a reflective traffic safety vest.
- N. Uniform Replacement/Disposal
1. Used or unserviceable uniforms, regardless of age or date of issue, will only be disposed of in a manner as directed by the Quartermaster.
  2. Replacement uniforms will be on a one-for-one basis.
- O. Civilian Attire
1. Appropriate office attire is required; extremes in dress and grooming will be avoided. Be guided by common sense and good taste.
  2. Appearance standards will be monitored by all supervisors. If an employee is sent home to change, the employee will be required to submit a leave slip for the amount of time spent away from the workplace.
  3. Clothing should be wrinkle free. Torn, dirty, or frayed clothing is unacceptable.
  4. Any clothing that has words, terms or pictures that may be offensive and/or create a hostile environment for other employees is unacceptable.
  5. General guidelines for pants would include the following: khaki, corduroy, twill, or cotton pants, wrinkle-free, and denim pants that are not blue in color.
  6. Slacks that are made of cotton, wool or synthetic material are acceptable.
  7. Capri-style pants are acceptable provided that they fall below the knee. Inappropriate pants include sweatpants, yoga pants, exercise pants, shorts, Bermuda shorts, bib overalls, fleece pants, pajama pants, and any spandex or other form-fitting pants such as bike clothing.
  8. Leggings are not permitted unless worn under a dress or tunic that is no shorter than three inches from the knee.
  9. Blue jeans or extreme color jeans are not permitted. Exception: blue jeans may be worn by members in assignments that require lifting, moving and installation of items (i.e., Information Technology, Quartermaster, Property Management Unit).
  10. General guidelines for skirts and dresses would include the following: casual dresses and skirts and

skirts that are split at or below the knee are acceptable. Dress and skirt length should be no shorter than three inches from the knee. Short, tight skirts and "skorts" are inappropriate for the office.

11. Strapless dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office unless worn with a shrug, jacket or blouse always overtop (while in the office). Clothing that reveals excessive cleavage, back, chest, stomach, or undergarments is not appropriate.
12. General guidelines for shirts, tops, blouses, and jackets would include the following: polo shirts, dress shirts, tailored blouses, cardigans, cotton button-down shirts, sweaters and mock necks are acceptable. Inappropriate attire includes tank tops, sweatshirts, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons or slogans, halter tops, tops with bare shoulders, and casual t-shirts.
13. Examples of appropriate footwear include loafers, boots, flats, clogs, dress heels, and leather deck footwear. Thong sandals are permitted as long as they are not made of rubber or foam. Sneakers that are predominately black or white and not extreme are permitted. Sneakers not already defined are not acceptable except for when wearing blue jeans. Flip-flops and slippers are not appropriate for the workplace.
14. Every Friday, Saturday and Sunday are "dress down" days for civilian employees. On these days, civilian employees are permitted to wear denim blue jeans and sneakers (any color, not extreme), provided they are neat and clean.
15. If a civilian member will have contact with the general public on these days, has a need to attend meetings on these days, or will be representing the Sheriff's Office to members outside of the Agency on a Friday or weekend day, the member must adhere to the guidelines above. Jeans will not be permitted on that day.

#### P. Personal Grooming

Sworn members and uniformed civilian employees must be clean shaven. Neatly trimmed mustaches may be worn provided the ends of the mustache do not exceed the corners of the mouth. Extreme styles such as handlebars are prohibited. Beards of any kind are prohibited for all sworn members and uniformed civilian employees unless authorized by the Sheriff or his designee.

1. Medical Condition Beards: The Sheriff or his designee may authorize a sworn member or uniformed civilian employee to wear a beard or maintain an alternate shaving schedule if he has an existing medical condition that restricts or prevents him from shaving.
2. Member Responsibility:
  - a. If a medical condition exists that restricts or prevents a sworn member or uniformed civilian member from shaving, the member will submit a Memorandum ([SO-212](#)) stating such to the Human Resources Specialist and an original Beard Exemption Request ([SO-189](#)) completed by a licensed dermatologist documenting the medical condition;
  - b. The Beard Exemption Request ([SO-189](#)) must be dated and include the dermatologist's name, telephone number and original signature. It should also include the member's name, division, and assignment; and

- c. The Beard Exemption Request ([SO-189](#)) must be completed in its entirety and must be renewed every 365 days.

3. Beard Appearance Standards:

- a. A sworn member or uniformed civilian employee who has a diagnosed medical condition, with written documentation from a licensed dermatologist, that restricts or prevents him from shaving and who has been authorized to wear a beard or maintain an alternate shaving schedule as described above will keep his facial hair neatly trimmed, not to exceed 1/4" in length.
- b. Goatees and other designer facial hairstyles that require partial shaving are strictly prohibited.

4. Mustaches

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

5. Sideburns

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

6. Hair

- a. Extreme styles will be prohibited.
- b. Must be clean, neatly groomed, and not interfere with the normal wearing of standard issued headgear.
  - i. Male deputy: Will present a tapered appearance and not touch eyebrows, extend over the ears or shirt collar when standing.
  - ii. Female deputy: Will not fall over the eyebrows or hang down over the back bottom edge of the shirt collar when standing.
  - iii. May be dyed or frosted to resemble a natural hair color; however extreme colors are prohibited.
- c. Wigs are permitted provided they meet the above listed hair standards.

7. Fingernails

- a. Must be kept neatly trimmed and manicured.
- b. Extreme nail polish colors and styles will be prohibited.

8. Makeup

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

9. Jewelry

- a. Rings (wedding/engagement/school) are permissible provided they are neither large nor gaudy.
- b. Bracelets (e.g. I.D., Medic-Alert, etc.) are permissible.
- c. Earrings may be worn by civilian female members; however extreme styles are prohibited.
- d. 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.
- e. Sworn male members may not wear any earrings while on duty, unless assigned in a covert capacity with approval of the Division Commander.
- f. Necklaces are permitted but are not to be visible while in uniform.

10. Body Piercings

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

11. Supervisory Responsibility

- a. Supervisors will be responsible for ensuring compliance with grooming standards.
- b. Members in plain clothes may be exempt from the beard exemption at the discretion of the Division Commander; however, the member must maintain the 1/4" in length standard.
- c. Members in covert assignments (SID) are exempt.
- d. The Human Resources Specialist will be responsible for maintaining a file for all members that submit medical documentation/forms that restricts or prevents them from shaving.

**5. Summary of Changes**

- A. On 12/13/21 the old policy MAN1800 was rewritten in the current format.
- B. On 03/30/22 the following additions were made:
  - 1. Restrictions were made regarding purchases of non-uniform shirts for Class G uniform.
  - 2. Added Training Instructors uniforms.
- C. On 03/10/23 the following additions were made:

1. Testing and evaluations will be done at the direction of the Commander of the Administrative Services Division;
  2. References to the uniform of the Warden;
  3. Wearing of the necktie for Class B uniforms for Sergeants and below is now optional;
  4. New section describing the use of mourning bands; and
  5. Personal grooming now includes sections for fingernails, makeup, jewelry, and body piercings.
- D. On 02/23/24 the following was added to the Class D – Tactical Duty Uniform (TDU):
1. Issued short or long sleeve navy blue TDU shirt, prominently displaying the HCSO badge at a minimum embroidered on the left chest and the member's last name embroidered on the right chest. (The option of wearing either the short or long sleeve shirt may be authorized by the Division Commander).
- E. On 04/23/24 the following changes were made:
1. The Class B uniform will be worn starting November 15<sup>th</sup> each year and ending March 14<sup>th</sup>;
  2. The Class C uniform will be worn starting March 15<sup>th</sup> each year and ending November 14<sup>th</sup>; and
  3. There will be no optional or transitional periods.

## CEREMONIAL UNIFORM — CLASS A



**Air Force Blue Shirt.**  
**\*White Shirt worn by Honor Guard when appropriate.**

## WINTER UNIFORM — CLASS B





## SUMMER UNIFORM — CLASS C

