
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>Uniforms and Equipment</b>		
	<b>GENERAL ORDER</b>	<b>203.1</b>	
<b>Effective Date</b>	<b>07/27/2017</b>		
<b>Authorized by:</b>	<b>Mark P. Sroka</b> CHIEF OF POLICE	<b>SIGNATURE</b>	<b>DATE</b> <b>07/27/2017</b>

**I. PURPOSE**

This directive provides guidelines for the appropriate use of issued clothing and equipment and establishes standards to ensure the uniform appearance and preparedness of personnel.

**II. POLICY**

The Department issues all required uniforms and equipment to its personnel. Employees are responsible for maintaining issued property in a state of operational readiness. Personnel will present a professional and uniform appearance to the public in the course of carrying out official duties. Supervisors will ensure that uniform standards are observed by all personnel.

**III. DEFINITIONS**

**A. Administrative Duties**

Within the context of this directive, the term “administrative duties” refers to duties primarily performed within the relative safety of a secure police facility. While performing administrative duties, personnel have limited to no direct contact with the public and are far less likely to encounter situations that potentially place them in imminent danger during this period of time. Administrative duties are commonly being performed by personnel in such positions as the command staff, accreditation, the in-station duties of community services and temporary assignment of personnel on light duty status.

**B. Business-Casual**

Within the context of this directive, the term “business-casual” refers to clothing that displays a professional appearance, but is more relaxed and comfortable than a suit and tie. Examples of minimum acceptable business-casual attire are:

1. For men - a collared shirt (polo type acceptable), creased dress slacks (khaki/dockert type acceptable), belt, socks and footwear that resembles dress shoes (no sneakers, sandals, etc.).

2. For women - a collared shirt or blouse, creased dress slacks (khaki/dockers type acceptable) or a conservative length skirt, and footwear that resembles dress shoes (no sneakers, sandals, etc.).

**C. Field Duties**

Within the context of this directive, the term “field duties” refers to duties primarily performed outside the relative safety of a secure police facility. While performing field duties, personnel have frequent or sustained interaction with the public and are more likely to encounter situations that could potentially place them in imminent danger during this period of time. Field duties may include, but are not limited to, tasks such as responding to calls for service, interviewing persons in the field, at private residences and businesses, serving search or arrest warrants, conducting traffic stops, surveillance and crime scene investigations, public speaking engagements and presence in and around crowds of people. Field duties are commonly being performed by personnel in patrol, canine, traffic, Street Crimes Unit, investigations, task force and education facility assignments.

**D. Uniform of the Day**

Within the context of this directive, the term “uniform of the day” refers to the designated uniform prescribed for all sworn personnel to wear on that particular day. Unless directed otherwise by proper authority, the uniform of the day will be as described within this directive, for the periods designated.

**IV. PROCEDURE**

**A. General Provisions**

1. Personnel wear and utilize only Department issued or authorized equipment and apparel.
2. A listing of equipment and uniforms assigned to each employee is maintained in a computerized database system by the Quartermaster Function.
3. Personnel must surrender all Department property in their possession upon separation from the Department or when directed by the Chief of Police.
4. Supervisors shall be given immediate notification of defects or hazardous conditions existing in Department equipment or property.
5. Members shall submit a GPD Form 95, via chain of command, as a notification of the loss or damage of Departmental property assigned

to or used by the employee.

6. Except for alterations for the purpose of sizing to ensure proper fitting, officers are not permitted to make other alterations to any piece of the uniform or equipment, unless authorized by the Chief of Police.
7. When members' negligence results in loss or damage to uniforms or equipment, employees may be required to reimburse the Department, replace items at their own expense and/or be subjected to disciplinary action.
8. Sworn officers will receive \$110 annually for dry cleaning services and \$160 annually for safety footwear. These funds will be disbursed to each officer at the beginning of the fiscal year.

**B. Issuance**

1. The Quartermaster Function is responsible for coordinating the issuance of uniforms and equipment to employees.
2. The Quartermaster Function will coordinate with the affected bureau commanders whenever a temporary assignment is approved.
  - a. Officers on a temporary assignment will be provided with the equipment necessary, in advance of their new assignment.
  - b. Bureaus will have a SOP that contains a predetermined listing of equipment required for temporary assignments to positions in those bureaus.
  - c. The bureau commander in charge of the assignment will ensure that assigned officers have all necessary equipment.
3. The Quartermaster Function maintains a record relating to each piece of equipment (including weapons) approved for use by Department members.
4. Department owned clothing and equipment in storage will be maintained in a state of operational readiness by the Quartermaster Function.
5. Members needing an article of clothing or piece of equipment will complete and submit a request for such clothing or equipment to the Quartermaster Function.

6. Before a used piece of equipment is reissued, the Quartermaster Function inspects it to ensure that it is safe and suitable for reissuance.
7. When a sworn-officer is transferred from a uniformed assignment into the Street Crimes Unit, the officer shall receive a one-time clothing stipend of \$750.
  - a. This is not applicable for temporary assignments to the Street Crimes Unit.
8. When a sworn-officer is transferred from a uniformed assignment to the Investigation Section, the officer shall receive a one-time clothing stipend of \$1,000.
  - a. This is not applicable for temporary assignments to the Investigation Section.

**C. Body Armor**

1. Body armor shall be issued to each officer.
2. All sworn personnel shall wear their issued body armor while on duty, traveling to and from their duty assignments (if in full uniform) and while performing field duties.
  - a. Wearing body armor is still encouraged, but not required, for sworn personnel performing administrative duties.
  - b. If not being worn during the performance of administrative duties, body armor shall be secured in the police vehicle's trunk, on top of other equipment or cargo, to allow for immediate access.
3. Issued body armor is considered part of the uniform of the day. Personnel who do not wear it in the manner set forth in this directive will be considered out of uniform and not properly equipped for duty.
4. An employee may be exempt from mandatory wearing of body armor if his or her bureau commander determines that the employee is assigned to a function where body armor would interfere with the completion of the assignment.
5. Personnel may be ordered to wear body armor by supervisory or command personnel because of the nature of their assignment.
6. Body armor shall be worn by all sworn personnel participating in

the execution of a search warrant, high risk entry or any other preplanned high risk situation.

**D. Rifle Plates and Rifle Vest**

1. The Gaithersburg Police Department issues all rifle operators standalone level 3 rifle rated plates in a rifle plate carrier with soft body armor side inserts.
  - a. Rifle plate carriers shall be outfitted with rifle magazine pouches, Individual First Aid Kits (IFAKs), at least one handgun magazine, and at least one type of hand restraints.
  - b. The purpose of the rifle plate carrier is to provide the officer with a higher level of ballistic protection during critical incidents such as active shooters and armed assailants.
2. The below listed deployment methods are for situations in which the officer has staged or can deploy safely at the scene of a critical incident. Each incident is different and there may be times where exigency exists that an officer is unable to deploy the rifle and plate carrier simultaneously. Officers need to consider the dangers presented to themselves at the time of deployment and the preservation of life and make the best decision for that specific situation.
  - a. If an officer wears his or her soft body armor underneath of his or her uniform shirt, the officer will secure the rifle plate carrier to his or her upper torso, overtop of their soft body armor, when deploying the rifle.
  - b. If an officer wears an outer vest carrier for his or her soft body armor, only when feasible, the officer will remove the outer vest carrier and secure the rifle plate carrier with soft body armor side inserts to his or her upper torso when deploying the rifle.
3. Tactical Requirements for the outer vest carriers for rifle operators:
  - a. Due to the need for a rapid change to the rifle plate carrier, officers will be required to always wear the issued police radio and CEW on his or her duty belt.

**E. Wearing of Uniforms**

1. Sworn personnel will report for duty wearing the uniform of the day and remain in such uniform until the conclusion of duty. Variations and exceptions to the uniform of the day requirement may be

observed:

- a. With supervisory approval; or
  - b. By nature of assignment, as outlined in this directive; or
  - c. During training assignments in which other attire has been designated or approved.
2. Body armor exceptions to the uniform of the day shall not be allowed for personnel while performing field duties, unless authorized by a bureau commander for reasons such as:
- a. Performing truck inspections;
  - b. Bicycle patrol during periods when heat related injury would be anticipated;
  - c. When the Class A uniform is being worn; and
  - d. Other specific limited periods of time deemed appropriate by the bureau commander.
3. Wearing of the Department uniform is authorized only while a member is:
- a. On duty;
  - b. Traveling to or from duty;
  - c. Attending an event where the uniform is prescribed or authorized; and
  - d. Working approved off duty or extra duty employment where the uniform is required.
4. Stops made while in uniform or partial uniform, traveling to and from duty, will be limited to the obtaining of personal or household necessities and shall not include the purchase or consumption of alcoholic beverages.
5. No decoration, insignia, or other non-issued item shall be worn on the Department uniform unless authorized by the Chief of Police.

**F. Uniform of the Day Specifications**

1. The uniform of the day consists of:
  - a. Department issued black uniform shirt, with Department

shoulder patch on each shoulder, and rank insignia (where applicable) displayed on the shirt collar;

- i. Long sleeve shirts are generally prescribed for the uniform of the day, November 1<sup>st</sup> through March 31<sup>st</sup>;
  - ii. During transitional periods, the on-duty Operations Bureau supervisor may designate either long sleeve or short sleeve uniform shirts for the uniform of the day, based upon anticipated weather.
- b. An issued or approved name plate or name tape, worn on the outermost garment, centered above the flap of the right breast pocket. If the garment has no right breast pocket, the name plate or name tape shall be worn in a location on the garment that provides a similar appearance and visibility.
- c. Issued body armor, worn in a manner consistent with the manufacturer's recommendations. If the body armor is not being worn beneath the uniform shirt, an approved outer vest carrier may be worn, so long as it meets the requirements for an outermost garment.
- d. Department issued black uniform trousers;  
*\* Unless authorized by assignment, trouser legs will not be bloused.*
- e. Department approved black shoes or black boots:
- i. Plain toe black leather or simulated leather shoe.
  - ii. Combat style boots with a plain toe may be worn.
  - iii. Black rubber boots are permissible during tactical situations and adverse weather conditions, such as rain and snow storms, searches and disaster type situations.
- f. Department issued or approved black gun belt, worn directly over the waist belt, with approved black holster, pouches and accessories:
- i. Issued sidearm and issued or approved holster, worn on the carrier's strong hand side;
  - ii. Handcuffs in a case or on a secure handcuff strap;
  - iii. Portable radio;
  - iv. Impact weapon (optional);

- v. Pistol magazines in suitable pouches;
  - vi. TASER and approved holster, worn on the side opposite of where the issued sidearm is carried; and
  - vii. OC spray and suitable pouch.
- g. Black socks; and
- h. If showing, the t-shirt worn beneath the uniform shirt will be white or black.
2. During the period when long sleeve shirts are prescribed, uniform sweaters and/or turtlenecks may supplement the uniform of the day.
- a. Department issued uniform sweaters are black. When worn by officers, uniform sweaters must have:
    - i. The Department shoulder patch affixed to both sleeves;
    - ii. A Department badge (metal) on the left breast;
    - iii. An issued or approved name plate on the right breast; and
    - iv. Appropriate rank insignia on the shoulder loops.
  - b. Only turtlenecks or mock turtlenecks that are black in color may be worn.
  - c. Unless otherwise directed by their supervisors, officers may wear Department approved turtlenecks/mock turtlenecks under the long sleeve uniform shirt or uniform sweater.
  - d. A turtleneck may not be worn as the outermost garment, or as the only garment under an approved jacket.
3. The Department issued black uniform jacket may supplement the uniform of the day at any time. The jacket must display:
- a. A Department badge (metal);
  - b. Metal name plate;
  - c. Special unit designation, if authorized;
  - d. Shoulder patches on each sleeve; and
  - e. Appropriate rank insignia on the shoulder loops.



4. Officers may supplement the uniform of the day with the Department issued raincoat, whenever weather dictates its appropriateness.
5. All officers directing or controlling traffic shall wear an issued traffic direction vest or other high visibility clothing that maximizes safety.
6. Officers utilizing a Department bicycle during their tour of duty may substitute approved uniform items of higher visibility and versatility, such as:
  - a. Approved bicycle shirt with identifying Department approved patches or insignia;
  - b. Black bicycle shorts;
  - c. Black athletic type shoes and socks;
  - d. Black and white bicycle helmet;
  - e. Cycling gloves; and
  - f. Eye protection.
7. Firearms instructors or range officers may, depending upon the type of course they will be instructing, wear other clothing as deemed appropriate by the Senior Firearms Instructor.
8. Sworn personnel performing administrative duties are not required to wear a gun belt with full duty gear, but shall carry the Department issued sidearm in an approved holster while on duty or in uniform.
9. Investigators shall wear appropriate business casual attire, in lieu of the uniform of the day, for daily duty. Other appropriate attire may be authorized, depending upon the type of investigation being conducted.
10. Unless otherwise directed by the Special Operations Bureau Commander or Chief of Police, members assigned to special investigator positions (Street Crimes Unit or other task force assignments) wear casual street clothes appropriate to their assignments;
11. Sworn personnel assigned to a non-uniform assignment, who are conducting field duties, will carry the Department issued handgun (with two magazines), badge, displayable police identification (armband/sash), radio, and handcuffs at all times.

- a. Each officer shall also have one form of a less-lethal weapon (OC or CEW), accessible to him or her at all times when conducting field duties.
  - b. Teams such as the Street Crimes Unit will always have at least one member with a CEW accessible to them during field duties.
12. Less-lethal exceptions to the uniform of the day policy shall not be allowed for personnel while performing field duties, unless authorized by a bureau commander.
  13. Sworn personnel assigned to a non-uniform assignment may carry an approved secondary handgun as their primary handgun with the written approval of the Chief of Police.
    - a. The Chief's approval will be documented on a Request to Carry Personal Firearm Form and placed in the employee's personnel file.

**G. "Class A" Dress Uniform Specifications**

1. The Department's Class A uniform is the dress uniform for wear at ceremonies, funerals, or other special events.
  - a. The Class A uniform has its own specifications, as outlined in this section, distinct from those prescribed for the uniform of the day;
  - b. The Class A uniform is ceremonial in nature; body armor is permitted but not required.
2. The Class A uniform shall be clean, pressed and present a professional appearance.
3. The Class A uniform consists of the following:
  - a. Dress blouse with Department patches sewn on both shoulders, ½ inch below the shoulder seam;
  - b. Maryland insignia on right and left blouse upper lapel;
  - c. Sergeants and corporals wear rank insignia on the shoulder loops of the Class A blouse;
  - d. The Chief of Police and other executive officers wear rank insignia on the shoulder loops of the Class A blouse;

- e. Badge worn in the holder on the left breast;
  - f. Department issued metal name plate, gold in color with the CALEA seal, on the right breast above the pocket;
  - g. Service ribbons and medals above the name plate;
  - h. Long sleeve white uniform shirt with black necktie;
  - i. Blue dress uniform pants;
  - j. Black socks;
  - k. Shiny black uniform shoes;
  - l. Dress cap with cap plate;
  - m. Leather gunbelt with shoulder strap (for sergeants and below);
    - i. The strap attaches to the pistol belt, using the issued D rings, and is worn over the shoulder, laced under the shoulder loop opposite the side that the holster is worn, with the buckle facing the front.
    - ii. The strap should be tucked under the lapel tip.
  - n. Department issued holster, in upright position, aligned with the blouse pocket;
  - o. Black leather handcuff case, positioned in the center of the back, between the brass belt clips;
  - p. Black leather magazine pouch, in upright position;
  - q. White gloves.
4. Any awards received by an officer will be placed on the Class A uniform in the following manner:
- a. Department awards have the highest precedence and are to be placed in the following order, starting at the top of the rack and furthest inboard:
    - i. Any Medal of Valor award (red/white/blue)
    - ii. Silver Star (blue with 4 gold stripes)
    - iii. Bronze Star (blue with gold stripe)

- iv. Life Saving Award (blue/white/blue)
  - v.. Unit Citation (half blue/half white)
  - vi. Commendation “Class C” (half blue/half gold)
  - vii. Sniper award (green/blue)
- b. Awards from other police departments are next.
  - c. Fire and Rescue, Gaithersburg Germantown Chamber of Commerce (GGCC), etc.
  - d. Awards from outside organizations have the lowest precedence and are placed at the bottom of the rack and furthest outboard.
  - e. Unless authorized by the Department, no other pins, decorations, or awards may be worn on any part of any uniform.
- 5. For members of the Department’s Honor Guard, an Honor Guard rocker patch will be worn on the blouse shoulder, above the Department shoulder patch.

**H. Breast Badges & Flat Wallet Badges**

- 1. Sworn members may be issued up to a maximum of two breast badges and one flat wallet badge.

**I. Uniform Specifications for Civilians**

- 1. Unless otherwise directed by their supervisors, civilian personnel shall wear business-casual attire.
- 2. Parking enforcement officials and traffic enforcement technicians wear Department issued blue BDU trousers and a navy blue shirt with “City of Gaithersburg Police Department” and the City logo embroidered on the left breast.
- 3. Parking enforcement officials may wear the Department issued jacket, without a badge or shoulder patch.
- 4. When appearing in court, parking enforcement officials and traffic enforcement technicians wear the Department issued navy blue shirt and blue trousers, or appropriate business attire.

5. The parking enforcement official and traffic enforcement technician uniforms clearly distinguish them from sworn personnel.