




# Rockville City Police Department

## GENERAL ORDER

<b>Subject</b> UNIFORMS AND EQUIPMENT FOR NON-SWORN EMPLOYEES		<b>Procedure</b> G.O. # 5 – 20 B
<b>Authorizing Signature</b> 	<b>Effective:</b> 10-24-13 <b>Revised:</b> 05-24-19	<b>Total Pages</b> 17

### I. PURPOSE

This General Order establishes guidelines and policy for the issuing, wearing, caring, surrendering, and disposing of the Rockville City Police Department uniform and related equipment. It also establishes proper civilian attire to be worn by members of the Department when officially representing the Department.

### II. GENERAL

- A. Uniformed members of the Department shall wear the complete issued regulation uniform as designated, in a neat and clean condition and carry all the prescribed equipment when on duty, unless otherwise directed by a supervisor. No combination of uniform and civilian attire may be worn. The only exception would be a civilian coat/jacket may be worn over the uniform when traveling between the employee's residence and their assigned duty areas.
- B. Uniforms may be worn by members making official appearances while off duty, and on other occasions when authorized by their Bureau Commander.
- C. Employees on special assignment will wear clothes appropriate to that assignment.
- D. The department's Office Manager will maintain a file with a complete description of all approved uniform items.
- E. Only items, which have been approved by the Chief of Police and are listed in the Approved Uniform and Equipment book, are authorized for purchase.
- F. Body armor
  - 1. The Department will issue all non-sworn uniformed personnel soft body armor, except for Police Communications Officer (PCO). Issue body armor will be Level II or higher and of a wrap-around design.
  - 2. Soft body armor wear is mandatory for all non-sworn uniformed personnel, except for PCO's, wearing spring/summer or fall/winter uniforms.
  - 3. Soft body armor may be temporarily removed when personnel are in a secure law enforcement facility.

4. Soft body armor may be removed to allow entry into a confined space, when entering a body of water, for medical treatment or examination, and in exigent circumstances where wearing the armor could affect personnel safety.
5. In special circumstances, personnel working in extreme heat/humidity or other difficult conditions may temporarily remove their soft body armor with the approval of a shift commander or other supervisor. An example of this special circumstance could include traffic direction for an extended period of time.
6. Personnel may wear their soft body armor in a concealable carrier or a Department issued or authorized external carrier.
7. Personally, owned soft body armor may not be worn in lieu of Department issued body armor.

### III. POLICE COMMUNICATIONS OFFICER

#### A. Fall/Winter Uniform

1. Fall/winter uniform shall be a French blue, long sleeve, polo shirt.
2. The issued polo shirt shall consist of the City seal embroidered on the left front of the shirt. "Public Safety" will be embroidered above the City seal and "Communications" will be embroidered at the bottom.
3. The Police Communications Officer's last name will be embroidered on the right front of the shirt.
4. A fleece zip-up jacket may be worn over the department issued polo shirt.

#### B. Spring/Summer Uniform

1. The Spring/Summer uniform shall be a French blue, short sleeve, polo shirt.
2. The issued polo shirt shall consist of the City seal embroidered on the left front of the shirt. "Public Safety" will be embroidered above the City seal and "Communications" will be embroidered at the bottom.
3. The Police Communications Officer's last name will be embroidered on the right front of the shirt.
4. A fleece zip-up jacket may be worn over the department issued polo shirt.

C. Miscellaneous

1. Items that detract from uniform appearance will not be carried or worn in a manner, which is visible to the public.
2. Long sleeves shall be fully extended at all times.

D. Undergarments and Footwear.

When wearing the uniform shirt, members may wear a black undershirt in good repair. The undershirt will be without markings or designs.

1. Black or navy blue socks will be worn.  
EXCEPTIONS:
  - a. While wearing leather boots.
  - b. Members undergoing treatment for a foot disease or injury (consideration will be given only upon a written request directed to the Bureau Commander).
2. Footwear will be black plain toe shoes, boots or sneakers.

E. Specialty Insignias

1. Specialty insignias, pins, ribbons will be issued by the Police Department in recognition of:
  - a. Individual awards (Medal of Valor, etc.)  
  
Individual awards will be worn centered approximately 2" above the PCO's name on the uniform shirt.
  - b. Instructor status pins (F.T.O., etc.)  
  
Instructor status may be worn centered approximately 2" above the name on the uniform shirt.
  - c. Department/City recognition (Accreditation, All-American City, etc.)  
  
Department/City recognition may be worn centered approximately 2" above the name. In the event that an individual award (item (1)) or an instructor status (item (2)) is also being worn these pins will be worn centered approximately 2" above the instructor status or individual award on the uniform shirt.
- a. Item (1) and (2) above will not be worn together on the uniform shirt. The PSCD

may choose to wear one or the other. The exception to this would be when a PSCD is acting in the capacity of an instructor; the instructor status pin shall be worn.

- b. Any other pin/insignia not listed must receive individual approval from the Chief of Police.

#### IV. NEIGHBORHOOD SERVICE OFFICERS

##### A. Fall/Winter Uniform

1. Fall/winter uniform consists of long sleeve shirt, tie, and trousers.
2. Mandatory accessories consist of NSO shield, nametag, serving since pin, tie clasp and collar pins.
3. A sweater or dickey may be worn under the long sleeve shirt without tie and tie clasp.
4. A fully equipped service belt will be worn. The following items are mandated for wear on the service belt:
  - a. Portable radio in holder or on swivel attachment.
  - b. Aerosol based animal repellent in holder.
  - c. Bite stick in holder.

##### B. Spring/Summer Uniform

1. The Spring/Summer uniform consists of issued short-sleeve shirt and trousers.
2. Mandatory accessories are NSO shield, nametag, serving since pin, and collar pins.
3. A fully equipped service belt will be worn. The following items are mandated for wear on the service belt:
  - a. Portable radio in holder or on swivel attachment.
  - b. Aerosol based animal repellent in holder.
  - c. Bite stick in holder.

##### C. Court Attire

1. Off-duty
  - a. Full uniform of the day.
  - b. Appropriate business attire.
2. On-duty
  - a. Full uniform of the day.
  - b. Appropriate business attire.

D. Outer Garments

1. The Department allows for four types of outer garments for officer comfort and health. These consist of the department issued:
  - a. Winter jacket.
  - b. Multi-season jacket.
  - c. Raincoat with hat cover.
  - d. V-neck sweater. This must be worn over a uniform shirt.
2. Mandatory accessories on the outer garments consist of the nameplate with or without the serving since pin, the NSO shield. Exception is the raincoat. Only the NSO shield is worn on this item.
3. Jacket liners will not be worn as outer garments.

E. Miscellaneous

1. Items, which detract from uniform appearance, will not be carried or worn in a manner, which is visible to the public.
2. Sleeves shall be fully extended at all times and all buttons shall be buttoned except the top button on the short sleeve shirt and long sleeve shirt when worn with the turtleneck sweater or dickey.
3. Sunglasses with bright-colored frames and lenses or reflective lenses that detract from uniform appearance shall not be worn.

F. Undergarments and Footwear

1. When wearing the uniform shirt, members shall wear a black or navy blue undershirt in good repair. The black or navy blue undershirt will be without markings or designs.
2. Uniformed members shall wear black or navy blue socks.

EXCEPTIONS:

- a. While wearing leather boots.
  - b. Members undergoing treatment for a foot disease or injury (consideration will be given only upon a written request directed to the Bureau Commander).
3. Footwear will be black plain toe shoes, boots or sneakers.

G. Headgear.

1. Headgear will not be worn pushed back on the head or tilted to one side.
2. NSOs may wear the Rockville City Police baseball style hat. This hat will not be worn off duty.
3. NSOs may wear a navy blue fur "trooper style" hat and cap plate or a black knit watchman's hat with the fall/winter uniform.
4. The uniform hat will be readily accessible to uniformed personnel and available during all tours of duty and assignments in which the uniform is worn.
5. NSOs are encouraged to wear their uniform hat when outside the vehicle and while engaged in services to the public.
6. Wearing of the uniform hat with cap plate is optional except in the following circumstances:
  - a. During parade or funeral details, and at ceremonial functions.
  - b. When specified by the officer-in-charge of a detail or event.

H. Accessories and Equipment

1. The detail commander may approve the wearing of a black or navy blue scarf on special details.
2. White gloves shall be worn when directed by the Chief of Police or detail commander.
3. Black or navy blue gloves may be worn during cold weather.
4. At the option and expense of the NSO, a non-uniform belt may be worn provided that it is completely concealed by the service belt. The non-uniform belt shall be black in color and smaller in width than the service belt.

I. Other Insignia

1. NSOs will wear Silver State of Maryland cut out clusters on the collar flaps of the uniform shirt. They will be centered on the collar flaps bisecting a vertical line extending from the collar flap point.
2. Nameplate and "serving since" pin
  - a. The uniform "serving since" pin will be worn as an attachment to the uniform nameplate on the uniform shirt and is optional on other outer garments. The "serving since" pin will attach and hang directly below the uniform nameplate.
  - b. The uniform nameplate will be worn centered above the right breast pocket flap of the uniform shirt or blouse. The bottom of the nameplate shall be worn parallel to the top seam of the pocket.
  - c. The nameplate and "serving since" pin will be silver with black lettering.
3. Specialty Insignias
  - a. Specialty insignias, pins, ribbons will be issued by the Police Department in recognition of:
    - (1) Individual awards (Medal of Valor, etc.)  
  
Individual awards will be worn centered approximately 2" above the nameplate on the uniform shirt.
    - (2) Instructor status pins (F.T.O., etc.)

Instructor status will be worn centered approximately 2" above the nameplate on the uniform shirt.

(3) Department/City recognition (Accreditation, All-American City, etc.)

Department/City recognition will be worn centered approximately 2" above the nameplate. In the event that an instructor status (item 2) or an individual award (item 1) is also being worn these pins will be worn centered approximately 2" above the instructor status or individual award on the uniform shirt.

- b. Item (1) and (2) above will not be worn together on the uniform shirt. The NSO may choose to wear one or the other. The exception to this would be when a NSO is acting in the capacity of an instructor; the instructor status pin shall be worn.
- c. Any other pin/insignia not listed must receive individual approval from the Chief of Police.

V. PARKING ENFORCEMENT OFFICERS

A. Fall/Winter Uniform.

- 1. Issued long sleeve shirt, tie and trousers.
- 2. Mandatory accessories consist of PEO shield, nametag, serving since pin, tie clasp and collar pins.
- 3. A sweater or dickey may be worn under the long sleeve shirt without tie and tie clasp.
- 4. Black garrison belt with silver buckle.
- 5. Police portable radio.

B. Spring/Summer Uniform.

- 1. Issued short-sleeve shirt and trousers. Uniform shorts may be worn during hot weather.
- 2. Mandatory accessories consist of PEO shield, nametag, serving since pin and collar pins.
- 3. Black garrison belt with silver buckle.
- 4. Police portable radio.



C. Miscellaneous.

1. Items that detract from uniform appearance will not be carried or worn in a manner, which is visible to the public.
2. Sleeves shall be fully extended at all times and all buttons shall be buttoned except the top button on the short sleeve shirt and long sleeve shirt when worn with the turtleneck sweater or dickey.
3. Officers will wear high visibility vests in addition to the fully prescribed uniform whenever performing traffic direction in the following instances:
  - a. Weather conditions are such that without the use of high visibility clothing the person(s) performing traffic direction will endanger their safety unnecessarily.
  - b. Traffic direction control is prearranged and will be performed for an extended period of time.
  - c. A supervisor deems it necessary.
4. Sunglasses with bright-colored frames and lenses or reflective lenses that detract from uniform appearance shall not be worn.
5. Parking Enforcement Officers may wear the Rockville City Police baseball style hat while in uniform and on duty. This hat will not be worn off duty.
6. Parking Enforcement Officers may wear a navy blue fur "trooper style" hat and cap plate or a black knit watchman's hat with the fall/winter uniform.

D. Undergarments and Footwear.

1. When wearing the uniform shirt, members may wear a black or navy undershirt in good repair. The black or navy undershirt will be without markings or designs.
2. Black or navy blue socks will be worn.

EXCEPTIONS:

- a. While wearing leather boots.
- b. Members undergoing treatment for a foot disease or injury (consideration will be given only upon a written request directed to the Bureau Commander).

- c. When wearing sneakers with the issued uniform shorts, white socks may be worn.
  - 3. Footwear will be black plain toe shoes, boots or sneakers.
  - E. Outer Garments
- The Department allows for four types of outer garments for officer comfort and health. These consist of the department issued:
- 1. Winter jacket.
  - 2. Multi-season jacket.
  - 3. Raincoat.
  - 4. V-neck sweater. This must be worn over a uniform shirt.

## VI. PHOTO ENFORCEMENT ANALYSTS

- A. Fall/Winter Uniform.
  - 1. Issued long sleeve polo shirt and trousers.
  - 2. Black garrison belt with silver buckle.
- B. Spring/Summer Uniform.
  - 1. Issued short sleeve polo shirt and trousers. Uniform shorts may be worn during hot weather.
  - 2. Black garrison belt with silver buckle.
- C. Miscellaneous.
  - 1. Items that detract from uniform appearance will not be carried or worn in a manner, which is visible to the public.
  - 2. Sleeves shall be fully extended at all times and all buttons shall be buttoned except the top button.
  - 3. Photo Enforcement Analysts will wear high visibility vests/jackets in addition to the fully prescribed uniform whenever performing duties alongside roadways:
  - 4. Sunglasses with bright-colored frames and lenses or reflective lenses that detract from uniform appearance shall not be worn.
  - 5. Photo Enforcement Analysts may wear the Rockville City Police baseball style hat while in

uniform and on duty. This hat will not be worn off duty.

6. Photo Enforcement Analysts may wear a black knit watchman's hat with the fall/winter uniform.

D. Undergarments and Footwear

1. When wearing the uniform shirt, members may wear a black or navy undershirt in good repair. The black or navy undershirt will be without markings or designs.
2. Black or navy blue socks will be worn.

EXCEPTIONS:

- a. While wearing leather boots.
  - b. Members undergoing treatment for a foot disease or injury (consideration will be given only upon a written request directed to the Bureau Commander).
  - c. When wearing sneakers with the issued uniform shorts, white socks may be worn.
3. Footwear will be black plain toe shoes, boots or sneakers.

E. Outer Garments

The Department allows for three types of outer garments for officer comfort and health. These consist of the department issued:

1. Winter jacket.
2. Multi-season jacket.
3. Raincoat.

VII. CODE ENFORCEMENT

A. Fall/Winter Uniform

1. Issued long sleeve button down shirt and trousers.
2. Black garrison belt with silver buckle.

B. Spring/Summer Uniform.

1. Issued short sleeve button down shirt and trousers. Uniform shorts may be worn during hot weather.
2. Black garrison belt with silver buckle.

C. Miscellaneous.

1. Items that detract from uniform appearance will not be carried or worn in a manner which is visible to the public.
2. Sleeves shall be fully extended at all times and all buttons shall be buttoned except the top button.
3. Button down shirts are to be tucked into trousers at all times.
4. Code Enforcement employees will wear high visibility vests in addition to the fully prescribed uniform whenever performing duties in or alongside roadways:
5. Sunglasses with bright-colored frames and lenses or reflective lenses that detract from uniform appearance shall not be worn.
6. Code Enforcement employees may wear the Rockville City Police baseball style hat while in uniform and on duty. This hat will not be worn off duty.
7. Code Enforcement employees may wear a black knit watchman's hat with the fall/winter uniform.

D. Undergarments and Footwear.

1. When wearing the uniform shirt, members may wear a black or navy undershirt in good repair. The black or navy undershirt will be without markings or designs.
2. Black or navy blue socks will be worn.

EXCEPTIONS:

- a. While wearing leather boots.
  - b. Members undergoing treatment for a foot disease or injury (consideration will be given only upon a written request directed to the Bureau Commander).
  - c. When wearing sneakers with the issued uniform shorts, white socks may be worn.
3. Footwear will be black plain toe shoes, boots or sneakers.

E. Outer Garments

The Department allows for three types of outer garments for employee comfort and health. These consist of the department issued:

1. Winter jacket.

2. Multi-season jacket.
3. Raincoat.

#### VIII. CIVILIAN DRESS

- A. Members of the Department who are authorized to wear civilian clothing shall wear business style clothing unless otherwise authorized by their Bureau Commander. Business-style dress is defined as the style of dress normally worn in a white-collar business setting.
- B. When the duty assignment or detail is designated as "casual dress", the appropriate dress will be:
  1. Sport shirt or polo shirt (blouses for females).
  2. Slacks.
  3. Dress shoes.
- C. Shorts, cut-offs, sweat clothes, T-shirts, flip-flops or tennis shoes will not be worn.

#### IX. CARE OF UNIFORMS AND EQUIPMENT

- A. Shields and cap plates are to be cleaned only with soap and water.
  1. Chemical or abrasive substances will not be used.
  2. Tarnished shields or cap plates will be returned to the Office Manager to be refinished.
- B. Leather equipment will be polished at all times. Leather Luster or other plastic coating shall not be applied.
- C. The Department pays for the maintenance of uniform clothing. Cleaning and approved alterations will be done at the facility approved by the Chief of Police.
- D. Uniform personnel shall maintain a sufficient variety of uniform items in their lockers to ensure compliance with this General Order. Personnel living out of the City shall keep at least one complete regulation uniform in their locker.

#### X. RESPONSIBILITY

- A. Members of the Department are responsible for:
  1. Maintaining a clean and neat uniform in good repair and maintaining uniform accessories

and issued equipment in a clean and/or polished and serviceable condition.

2. Wearing the uniform in accordance with this General Order.
  3. Taking all practical measures to ensure that uniforms and equipment are not lost, stolen, misappropriated, or damaged.
  4. Within reason, producing any article of uniform or official equipment on demand by any superior officer.
- B. Supervisors are responsible for:
1. Conducting daily inspection of employees under their supervision to ensure compliance with this General Order.
  2. Taking necessary action against any employee who will not correct any uniform discrepancy.
  3. Reporting violations of uniform regulations, and recommending action concerning these violations.
- C. The Administrative Services Bureau Commander or designee is responsible for:
1. Ensuring an appropriate process to order necessary uniforms and equipment.
  2. Issuing those articles of approved uniforms and equipment.
  3. Maintaining a list of items to be issued to employees.
  4. Maintaining a "Uniform and Equipment Record" for each officer.
  5. Disposing of unserviceable articles of uniform and equipment according to City regulations.

#### XI. REPLACEMENT OF UNIFORMS AND EQUIPMENT

- A. Each Police Communications Officer, Neighborhood Services Officer, and Parking Enforcement Officer will have a specific "credit line" amount in the City Police Budget Uniform/Equipment purchase account.
- B. This account will be funded and administered by the police department.
- C. This fund will be used after initial outfitting to replace all uniforms, even if damaged, lost or

destroyed in the line of duty.

- D. Each, Police Communications Officer, Neighborhood Services Officer, and Parking Enforcement Officer will be able to request uniform/equipment purchases via the internal purchase order request policy up to the amount of their individual allotment quota. The uniform allowance cutoff date will be determined by the Chief of Police.
- E. The department will provide for replacement of any issued item for new, Police Communications Officer, Neighborhood Services Officer, and Parking Enforcement Officer for one full calendar year from their date of hire. After one full calendar year from the date of hire, the new Police Communications Officer, Neighborhood Services Officer, and Parking Enforcement Officer will be provided with a pro-rated amount of the allotted uniform allowance until the beginning of a new fiscal year. As soon as a new fiscal year begins, after the one-year time frame, the Police Communications Officer, Neighborhood Services Officer, and Parking Enforcement Officer will be entitled to their full uniform allowance.

## XII. SURRENDER OF UNIFORMS AND EQUIPMENT

- A. Members resigning or terminated from the Department shall deliver all items of clothing and equipment to the Administrative Services Bureau Commander, or designee at the end of their last active tour of duty.

### 1. Leave Without Pay/Military Furlough

Members placed in a leave without pay status for a period exceeding 20 consecutive calendar days, or members ordered to military duty (other than training) for a period exceeding 20 consecutive calendar days, shall deliver their shield, cap plate, portable radio and charger, and employee identification card to their Bureau Commander by the end of their last active tour of duty.

### 2. Suspension

- a. Employees placed on suspension for a period exceeding three days or placed on administrative leave pending serious disciplinary action shall deliver their shields, cap plate, portable radio and charger, and employee identification cards to their Bureau Commander at the end of their last active tour of duty.
- b. Upon surrendering these items, the member is relieved of any future responsibility for direct enforcement action until such time as he/she returns to duty.

### 3. Death

In the event of the death of any member while in active service, the Administrative Services Bureau Commander shall, within 30 days, arrange to take possession of all articles of uniform and equipment owned by the City.

- B. All uniforms, parts of uniform, and all official equipment returned through retirement, resignation, removal, death, leave without pay, or change in assignment shall be forwarded to the Administrative Services Bureau in clean condition.
- C. If, upon separation from the Department, a member cannot account for all property charged to him/her, or if any item is negligently damaged, the employee will reimburse the City for the value thereof.

### XIII. ISSUING OF USED CLOTHING AND EQUIPMENT

- A. The department strives to maintain an organized inventory of clothing and equipment. Several items are returned to inventory that are in a condition that they can be reissued.
- B. The Used Clothing/Equipment Request Form (RCPD # 180) is required for the issuance of used clothing or equipment.
  - 1. The Bureau Commander must approve and sign the form authorizing the issuance of the article.
  - 2. Once the Bureau Commander has approved the article, the form will be forwarded to the Office Manager for processing and issuance of the item.
  - 3. The article will not be deducted from the officer's uniform allowance, however; will be added to the Officers issued uniform and equipment record.
- C. If the item requested is a replacement for a damaged item, the damaged item must be returned at the time of the receipt of the newly issued article. The Office Manager will determine if the item turned in is repairable or may be salvaged for its parts. A City of Rockville Incident Report may be required.
- D. If the requested item is a replacement for a lost/misplaced item a City of Rockville Incident Report must be completed and submitted with the Used Clothing Form.
- E. If an employee has a damaged piece of equipment that must be sent away for repair or replacement the Office Manager will maintain a log of equipment temporarily issued to the employee until the original item has been returned.
  - 1. The employee will turn in the damaged item to the Office Manager and sign out a



temporary replacement.

2. The Office Manager will ensure that the item is sent for repair/replacement.
  3. When the original item comes back, the employee will return the borrowed item. The Office Manager will make the appropriate notation in the log.
- F. The log will also be used by the Office Manager when issuing temporary items to employees awaiting the arrival of ordered equipment.