

THURMONT POLICE DEPARTMENT			
GENERAL ORDER	<i>Date Issued: June 12, 2024</i>	<i>Effective Date: June 12, 2024</i>	<i>Order No: Chapter 2.3</i>
<i>Authority: Chief of Police</i> <i>David Armstrong</i>		<i>Manual Page No:</i>	
<i>Subject: Uniforms and Appearance</i>		<i>Replaces Page No:</i>	
<i>CALEA Standard: 41</i>	<i>Distribution: ALL</i>	<i>Amends: Previous Order dated Jan. 11, 2012</i>	<i>Number of Pages: 9</i>
<i>Related Documents:</i>		<i>Rescinds: Order dated January 11, 2012</i>	

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

I. PURPOSE:

To establish standards regarding personal appearance and the wearing of the standard police uniform, specialty uniforms, and other attire worn by sworn and civilian personnel while on-duty or while representing the Department.

II. POLICY:

Because the appearance of all its employees, while on-duty or while officially representing the Department, has an impact on its image and reputation, it is the policy of the Thurmont Police Department that all of its employees project a professional image as representatives of the Department and the Town.

III. DEFINITIONS:

UNIFORM OF THE DAY: the type of official police uniform specified for a specific event, or the type specified department – wide as the uniform to be worn by all uniformed personnel for a specific period of time (i.e., Patrol Uniform, Class “A” Dress Uniform, , Business Attire, Court Attire, Bike Uniform, CID Business / Casual, Soft Uniform).

UNIFORM EQUIPMENT: includes all items issued to a specific employee of the Department,

including clothing, leather goods, weapons, electronic equipment, and all other items issued individually to an employee.

IV. PROCEDURES

A. The Chief of Police will establish, with input from the supervisory and command staff, all appearance, uniform and equipment standards of the Department and all of its employees. No change in these standards will be made without the specific approval of the Chief of Police or his designee. The Department retains the right to determine on a case-by-case basis, if necessary, whether an employee's on-duty appearance or attire is appropriate and meets professional standards that are outlined in this order. All uniform clothing and equipment will be Department issued unless otherwise approved by the Chief of Police. (For a complete listing of uniform and equipment issued to employees refer to Appendix A.)

B. Summer and Winter uniforms consist of Short Sleeve and Long Sleeve BDU Shirts. Officers may determine which style of shirt to wear according to weather conditions. Both styles are considered "Uniform of the Day" without designation of specific uniform transitional dates.

C. Chief of Police and Deputy Chief of Police Standard Uniform:

1. The duty uniform of the Chief of Police and Deputy Chief of Police will be basic to that listed for patrol personnel, or a white shirt with black dress uniform pants.

D. Patrol Supervisors and Patrol Officers Standard Uniform:

1. Black BDU Style shirt and pants. (This style of uniform will be approved by the Chief of Police and issued by the Department, and may be subject to change depending on vendors and available styles.)
 - a. Black Baseball style cap with Thurmont Police Department lettering on the front, a black Winter Knit cap with TPD lettering, or a plain black knit Winter cap with NO insignia. (No substitute styles may be worn without the approval of the Chief of Police)
 - b. Black short sleeve shirt for Summer Uniform and black long sleeve shirt for Winter Uniform. Both style shirts will have the Thurmont Police Department patch on left shoulder and an American Flag on right shoulder. A black t-shirt will be worn under the summer uniform shirt and a black t-shirt or black long sleeve mock turtle neck shirt will be worn under the winter uniform shirt.
 - c. TPD Collar ornament or Rank insignia will be worn on all uniform shirt

collars and placed ½ inch from the front and bottom edge of collar.

- c. Black BDU style pants will be worn with a plain black belt buckle or Velcro belt.
- d. Shoes or boots (black), polished and in good condition. Footwear will be free of obvious ornamentation and will not have excessive exterior design. Laces will be solid black.
- e. Socks (black).
- f. Duty belt (black plain leather) with silver buckle.
 - 1. Issued holster, issued sidearm, handcuffs and case, ammunition and double magazine pouch, O.C. spray and holder, latex gloves and carrying case, radio holder, belt keepers with silver snaps (4) – two in front and two in back, ASP Baton and holder, flashlight holder ring. (This is minimal equipment to be carried on the Duty Belt. For a complete listing of uniform and equipment issued to employees refer to Appendix A.)
- g. Approved Department issued body armor with black outside the shirt vest carrier.
- h. Rain coat (black/fluorescent green) and rain cap (clear) for Felt Stetson.
- i. Department issued coats/jacket: Uniform Winter Coat / Crime Scene Jacket
These outer garments will be worn in an appropriate manner with Badge and name tag displayed on the Winter Coat and Thurmont Police displayed on the crime scene jacket when practical.
- j. Reflective Vests: Shall be worn when necessary, outside all other clothing, and while providing traffic direction.

E. Class “A” Dress Uniform:

- 1. The dress uniform will be worn for formal ceremonies and special events.
 - a. Stetson Felt Hat (cadet) with black hat strap.
 - b. Long sleeve shirt (gray) with department patch on left shoulder and American Flag on right shoulder. A long sleeve white shirt with department patch on left shoulder and American Flag on right shoulder will be worn by Command Personnel.

- c. Tie, clip-on type (black) with silver tie bar will be worn with all long sleeve dress shirts.
- d. Black dress Trousers with “.50” black stripes, and black belt.
- e. Shoes or boots (black), polished and in good condition. Footwear will be free of obvious ornamentation and will not have excessive exterior design. Laces will be solid black.
- f. Socks (black).
- g. White gloves may be worn for appropriate ceremonies such as funerals and color guard details.
- h. Dress Blouse with plain sleeves will be worn by Supervisors and Officers. Rank insignia will be worn on the shirt collar. Dress Blouse with one stripe at the bottom of each sleeve will be worn by the Deputy Chief and four stripes at the bottom of each sleeve will be worn by the Chief of Police. Command Personnel will also wear their rank insignia on their shirt collars and the epaulet of the Dress Blouse. The Maryland state seal will be displayed on the upper lapel of the dress blouse coat. The badge will be worn appropriately on the left breast and the name tag and award medals and ribbons will be affixed above the right breast pocket.
- i. Duty belt (black plain leather) with silver buckle.
 - (1) Issued holster, issued sidearm, handcuffs and case, ammunition and double magazine pouch.

E. Business Attire: for males – a dress shirt, dress slacks or pants, a necktie, dark socks, dress footwear, and a suit or sport coat; for females – a dress or blouse and dress slacks/skirt or pantsuit, socks or hose/stockings and dress footwear.

F. Court Attire:

All members attending court will wear the uniform of the day or business attire as described in this order. (Wearing of Bike Uniform or Casual Dress is prohibited)

G. Bike Uniform:

A Bike Uniform will be issued to officers who have been certified in Bicycle Patrol.

1. The uniform will consist of an approved bike helmet, a bright colored polo style

shirt with TPD patch and logo, approved black bike shorts, appropriate black bike shoes, and black riding gloves.

H. CID / Business and Casual Attire:

1. The Criminal Investigator will wear a plain clothes uniform consisting of Business Attire or a Casual Business Attire as authorized by the Chief of Police.

I. Soft Uniform:

1. A soft uniform for casual dress assignments will consist of a polo style shirt (short sleeve or long sleeve) with Thurmont Police logo at the left breast. This shirt will be issued by the Department and may be worn with dark BDU style pants or with casual dress or khaki style pants. This uniform will be appropriate for specific assignments and training.

J. Civilian Employees:

1. Civilian employees will dress in civilian clothes consisting of proper business attire, or casual business attire.

K. Uniform Hats and Sunglasses:

1. When hats are worn, they will be worn properly and professionally at all times. They will not be turned to the side or backwards. Sunglasses with bright colored rims or reflective (mirrored) lenses will not be worn at any time while on duty. Gaudy or colorful frames and lenses, as well as, initials or other ornaments are prohibited. Glasses cords are prohibited unless designed to come off the neck when pulled and are a solid black in color. Sunglasses will not be turned around backwards or tilted on top of the head. When practical, sunglasses shall be removed while conversing with the public.

L. General Appearance:

1. **All employees** of the Thurmont Police Department are required to maintain a neat professional appearance at all times. Hair will be clean, neat, and present a well-groomed appearance. Hair will not present a ragged, unkempt, or extreme appearance. The length and/or bulk of the hair will not be excessive. Hairpieces or wigs may be worn as long as they conform to these regulations. Hairstyles that the Department deems are so unusual or extreme as to cause an unprofessional appearance or be a hazard to an employee are prohibited. If any dyes, tints, or bleaches are used on the hair, colors must be natural to human hair. Hair will not

be multi-colored, with the exception of natural highlights. No new tattoos will be permitted unless they are covered by the appropriate clothing or uniform.

2. **Sworn personnel** will maintain the duty uniform that conforms to department specifications. Unless otherwise authorized by the Chief of Police or Deputy Chief of Police, all on-duty personnel will be in complete uniform at all times. Uniformed Sworn Personnel shall wear a name tag and badge at all times while on-duty.
3. All uniforms and accessories will fit properly, be clean of stains, mud, and other dirt. Uniforms will be free of rips, tears, holes, frayed edges, missing buttons, and faded colors. Uniforms will be neatly pressed and in good condition at all times. All leather goods will be polished and in good repair.
4. Officers responding to incidents involving public contact while in plain clothes will wear badge or other department identification exposed in plain view, identifying the officer as a police officer, unless such display will jeopardize the officer or the investigation.
5. **Male officers** will keep their hair trimmed above the ear and will not extend over the top edge of the shirt collar. The bulk, length or style of the hair will not interfere with the proper wearing of the uniform hat. Hair in front will be groomed so that it does not fall below the band of a properly worn uniform hair. Male officers who desire to wear their hair in an “Afro” style may do so as long as the hair does not exceed two inches from the scalp, conforms to all other hair regulations, and the hair does not interfere with the wearing of the uniform hat.

Sideburns- will be neatly trimmed and tapered. The base will not be flared and will have a clean shaved horizontal line. Sideburns will not extend below the lowest part of the ear.

Beards- Facial Hair will be permitted for all officers. Beards and Goatees must be maintained to a length not exceeding $\frac{1}{4}$ inch when measured from the bottom of the chin. Beards shall not be permitted below the Adam’s Apple. Beards must be well groomed and neatly trimmed. Beards may only be worn in a natural appearance; no designs will be permitted.

Mustache- a mustache is permitted but must be kept trimmed short and neat. No portion of the mustache will cover the upper lip line nor extend beyond the crease of the upper and lower lips.

EXCEPTION: Facial hair outside the parameters of this regulation will be

permitted for officers with medical conditions that preclude them from shaving, provided such medical condition is detailed in writing from a physician and prior approval is obtained from the Chief of Police.

6. **Female officers** will keep their hair neatly groomed and arranged in such a style so it does not extend below the bottom edge of the back of the shirt collar while on-duty. A ponytail must be placed in a bun or similar hairstyle. Pigtails are prohibited.

Jewelry – such as earrings will be small with a post or clip on back and only one per ear. Hoop or dangling earrings and any other visible body piercing jewelry are prohibited. All other jewelry such as necklaces and rings will be worn in a conservative manner.

Cosmetic – use by female personnel, both sworn and civilian, is permitted if applied conservatively. Lipstick and nail polish use by sworn female personnel are acceptable if colors are conservative and complement the uniform. Extreme shades of lipstick or nail polish will be prohibited.

7. Claims for damage to clothing, jewelry, uniforms and /or equipment resulting from the performance of duty shall be directed in memorandum to the Chief of Police via Chain of Command detailing the incident in which the damage occurred.
8. Personnel shall immediately report to their supervisor any defects of potentially hazardous conditions found in any equipment or property issued to them.

M. Rank Insignia:

1. Command Personnel will wear the following insignia denoting their rank on the collars of their uniform shirts and epaulets of the dress blouses:
 - a. Colonel – standard U.S. Army silver eagle insignia.
 - b. Captain – standard U.S. Army silver plated double bars.
 - c. Lieutenant – standard U.S. Army silver plated single bar.
2. Supervisors and Officers First Class will wear the following insignia denoting their rank on the collars of their uniform shirts:
 - a. Sergeants – standard three stripe chevron collar pin
 - b. Corporals – standard two stripe chevron collar pin

- c. Officer First Class – standard one stripe chevron collar pin

N. Issued Uniform and Equipment:

1. Titles to all uniforms and equipment purchased for and issued to members of the department shall be the property of the Town of Thurmont. All members of the Department shall be held strictly accountable for the proper care, use and maintenance of all articles, uniforms, and equipment issued to them. Uniforms and equipment shall only be worn or used in accordance with department regulations. At any time, the Department reserves the right to inspect any equipment owned by the Town of Thurmont, i.e. desks, lockers, vehicles, etc. Reimbursement for lost property is the responsibility of the individual at a cost determined by the Chief of Police.
2. No personnel shall wear any part of the uniform while off-duty and not performing an official act for the department except approved secondary employment and with authorization of the Chief of Police.
3. All uniform items and equipment issued will be signed for by the receiving member.
4. Uniform Alterations:
 - a. No uniform issued by the Department shall be altered without approval of the Chief of Police with the exception of initial alternation of the trousers/slacks and shirts.
 - b. The Department shall make the arrangements for any approved alternations.
 - c. Personnel shall submit all receipts to the Chief of Police for all approved alterations.
5. The employee seeking the acquisition of new uniform items or equipment will submit a *Property Request* through the chain of command, to the Deputy Chief of Police. The request will include the specific item, quantity and sizes.

ATTACHMENTS :

Appendix A – Equipment Issuance Record (TPD Form 2.3A)

DOCUMENT DATES :

Amended Date: December 4, 2017

Amended by: Lt. P.A.Droneburg

Amended Date: June 12, 2024

Amended by: Chief David Armstrong

Review Date:

Review Date:

Review Date:

Rescinds:

Order Written By: Lieutenant Shawn R. Tyler

Order Edited and Approved By: Chief Gregory L. Eyer

Accreditation Standards Included in this Order

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