

Bowie Police Department – General Orders



TITLE: UNIFORMS AND EQUIPMENT/ PROFESSIONAL APPEARANCE		NUMBER: 327
EFFECTIVE DATE: 4/8/16		REVIEW DATE:
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AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS: 1.3.9-d, 17.5.1, 17.5.2, 17.5.3, 22.2.8, 41.3.4, 41.3.5, 41.3.6	TOTAL PAGES 15
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I. POLICY (CALEA 22.2.8, 26.1.1)

- A. The Bowie Police Department will issue uniforms and equipment to all Officers. Officers will be responsible for the cleanliness, operational readiness, and general upkeep of said uniforms and equipment. The Department will provide a clothing allowance for cleaning for all uniforms and for those Department-approved articles of clothing worn in conjunction with the uniform.
- B. Department supervisors will be responsible for inspecting personnel to ensure that all Officers are properly groomed and their equipment is kept in good working condition for their tours of duty.

II. DEFINITIONS

Quartermaster system - new and replacement uniform/equipment items issued to employees at the Department's expense.

Purchase system - replacement uniform/equipment items purchased by the employee.

III. OFFICER UNIFORM AND EQUIPMENT PURCHASE

- A. New uniforms and equipment are ordered through approved vendors.
 - a. Requests for orders must be made through the Support Section.
 - b. Uniforms and equipment that have become unserviceable through normal wear are replaced at the Department's expense.
 - c. Unserviceable uniforms/equipment are to be returned to the Support Section, which will make proper disposal or refurbishing arrangements.
- B. Any alterations to uniforms, for example, hemming of pants, sewing of shoulder patches, and taking in/ out shirts or pants, are to be completed at the cost of the employee or member, unless previously

approved by the Support Section. Members shall fill out BPD Form #87 to request any alterations to be paid by the Department.

IV. LOST/DAMAGED UNIFORMS OR EQUIPMENT

- A. An Officer shall immediately report to his or her supervisor via an Inter-Office Memorandum any loss of or damage to Departmental property assigned to or used by the Officer.
- B. An Officer will notify supervisors in a timely manner of any defects or hazardous conditions present in any Department equipment or property.
- C. An Officer shall submit a Requisition Form BPD Form #48 for the replacement of any uniform or equipment.
- D. An Officer may be required to reimburse the Department, replace an item at his/her own expense, and/or be subject to disciplinary action if an article of clothing or piece of equipment issued to the employee is lost, damaged, or cannot be accounted for because of the Officer's negligence or misconduct.
- E. The Quartermaster will conduct an annual inspection/inventory of all equipment assigned to members of the department.
- F. Unserviceable items issued under the quartermaster system shall be returned to the Quartermaster.
- G. Unserviceable items obtained under the purchase system that are to be disposed of shall have all patches, insignia and stripes removed. The items shall be turned into the Quartermaster for disposal.

V. UNIFORM ISSUANCE

- A. As soon as practical after a new Officer has been hired, the Quartermaster will coordinate the issuance of new and/or used uniforms and equipment, and complete BPD form 84.
 - 1. The Quartermaster is responsible for maintaining a record relating to each piece of equipment, including weapons, approved for use by Officers, including to whom the equipment is issued.
 - a. Only those persons given authorization by the Chief of Police shall enter the Quartermaster's office.
 - b. Those persons who enter the Quartermaster's office shall sign in and document what was removed or placed inside the room.
 - 2. Department records will reflect an item's description, caliber, model number, serial number, and/or any other descriptive information.
 - 3. Department-owned clothing and equipment in storage will be maintained in a state of operational readiness.

4. An Officer needing an article of clothing or piece of equipment will complete and submit to his/her supervisor an Inter-Office Memo stating the need for the item. Once the item has arrived, the Officer will be notified via email or memo. All uniform/equipment picked up by the employee will be documented on BPD form 83.
 5. To ensure accountability, a monthly inspection of all controlled property will be conducted by the squad Sergeant for each Officer assigned to the Officer. Discrepancies between the actual inventory and the property schedules maintained by the Quartermaster will be reported to the Chief of Police.
- B. The Department uniform will be worn by all on-duty personnel, unless the Chief of Police or his designee authorizes the wearing of civilian attire.
1. The wearing of combinations of uniform items not prescribed in this General Order or others is prohibited.
 2. The wearing of the Department uniform, or any part thereof, is authorized when the employee is on actual duty, traveling to and from work, at Department functions when its wear is prescribed, or at other times as directed by the Chief of Police or his designee.
 3. Stops made while in partial uniform traveling to and from work will be limited to the acquisition of personal necessities and shall not include the purchase or consumption of alcoholic beverages.
 4. Employees are required to surrender all Department property in their possession upon separation from the Department. The Department may require an individual who fails to return non-expendable items reimburse the Department for the fair market value of the article(s). All items returned will be noted on the BPD form 84.
 5. No decoration or insignia shall be worn on the Department uniform by any employee of this Department unless authorized by the Chief of Police.
 6. Employees of the Department are prohibited from wearing uniform items or using equipment that is not issued by the Department or approved by the Chief of Police.
 7. When the uniform is worn by an Officer, the uniform shirt will always be worn, without regard to whether a Department approved turtleneck or sweater is also worn. The ribbed, blue pullover sweater may be worn at any time over the basic winter or utility winter uniform. The sweater shall be worn tucked in. The badge and nameplate shall be worn in their holders. Department shoulder patches shall sewn onto the sweater at the Officer's expense.
 8. Officers will wear the uniform of the day while testifying in court, except that suitable civilian attire, suit and tie, sport-jacket and tie, dress, or blouse with skirt or slacks is acceptable.
 - a. Winter uniform of the day consists of authorized footwear, Garrison belt, long sleeve with badge, nameplate, police equipment belt with accouterments, black or

navy socks, tie with tie device and trousers. An approved BPD turtle neck or Dickie may be worn in lieu of tie and tie pin. The basic winter uniform shall be worn from October 15 through March 14 and may be worn optional when the temperature is below 70 degrees from September 15 through October 14.

b. Summer uniform of the day consists of authorized footwear, Garrison belt, and short sleeve shirt with badge, nameplate, and police equipment belt with accouterments, with black or navy socks. The basic summer uniform shall be worn on April 15 through September 14 and may be worn optional when the temperature is 70 degrees or higher from March 15 through April 14.

9. The issued nameplate will be worn on the outer-most garment centered above the flap of the right breast pocket.
 - a. The authorized nameplate is rectangular, beveled ends, 1 cm tall by 5 ½ cm wide, silver colored for Cpl. and below; gold colored for Sgt. and above with the wearer's last name only centered in black capitalize Roman letters.
 - b. A nameplate is displayed on the following outer garments:
 - i. Blouse
 - ii. All jackets
 - iii. Pullover sweater
 - iv. Uniform shirt when worn as an outer garment
 - v. Outer vest cover
10. When in uniform, all Officers will wear a black leather or simulated leather shoe. Combat-style boots may also be worn and shall be black in color with a plain toe. Plain black socks or dark blue socks will be worn with the uniform unless a physician's excuse states otherwise. White socks may be worn with the combat-style boots provided they do not show when sitting down or with the legs crossed.
11. Black rubber boots or rubbers are permissible during adverse weather conditions, searches, and disaster type situations.
12. The issued duty belt will be worn directly over the waist belt, will fit snugly, and will be kept in place with the issued belt keepers or Velcro fasteners (belt keepers may be a maximum of 1 inch wide). The following items will be carried on the duty belt in a way that promotes safety, convenience, and easy access:
 - a. The issued weapon and holster will be worn on the carrier's strong-hand side;
 - b. Handcuffs in a case or secure cuff strap;
 - c. Portable radio and holder;
 - d. Impact weapon (asp expandable baton);
 - e. .40 cal. magazines in suitable pouches;
 - f. O.C. spray;
 - g. Taser and holster

The following are permitted optional articles on the police equipment belt:

- a. Single click key ring
 - b. Cell phone or pager
 - c. Miniature flashlight black in color and holder
 - d. Flashlight ring
13. The Department patch will be worn on both the left and right sleeves of the uniform shirt and duty jacket. The patch will be centered and sewn ½ inch below the shoulder seam.
 14. Officers holding the rank of PFC through Sergeant shall wear collar rank insignia as well as chevrons on both shirt sleeves. The chevrons shall centered 1/2” below the bottom edge of the patch centered. The small chevrons shall be worn on the short sleeve shirt and the large chevrons will be worn on the long sleeve shirt. Large chevrons shall be worn on the Class A jacket.

Chief of Police shall wear white long or short sleeve shirts with the following:

- a. Row of four-star centered on the collar
- b. Blouse sleeve - four ½ inch gold stripes, 3/8 inch apart beginning 3 inches from the bottom of the blouse sleeve.

Deputy Chief of Police shall wear white long or short shirts with a row of three-star centered on the collar

Captain shall wear white long or short sleeve shirts with two gold bar centered parallel to and 1 inch from inside the collar edge

A Lieutenant shall wear white long or short shirts with one gold bar centered parallel to win 1 inch from inside collar edge

**Command staff shall be permitted to wear navy blue long or short sleeve when working evening tours of duty.

A Sergeant shall wear navy blue long or short sleeves with Triple Chevrons.

A Corporal shall wear navy blue long or short sleeve with Double Chevrons.

A Police Officer First Class shall wear navy blue long or short sleeve with Single Chevron.

15. Classroom attire for personnel attending training classes shall be the Uniform of the Day or Polo and BDU Pants. Jeans, shorts, t-shirts, muscle, shirts flip flops are not proper attire.
16. Plainclothes officers conducting covert activities may dress appropriately to the assignment with the approval of their section commanders.
17. Due to the nature of police work an emergency or unusual occurrence can happen at any time, demanding extra officers to respond to the incident or perform front line functions; therefore, each non-line officer shall keep a clean uniform at the station in his/her locker for emergency call outs.

18. Attire for non-sworn employees shall be business attire suitable for the employee's position that is neat clean pressed and properly tailored. The wearing of unserviceable clothing is prohibited. Shoes shall be clean and shined.
19. When in class "A" Dress uniform, Officers holding the rank of Sergeant and below shall wear the following
 - a. Department-issued eight point hat
 - b. awards and decorations: worn on the right pocket above the name tag.
 - c. breast badge
 - d. collar ornament with state seal
 - e. nameplate: worn with the bottom edge against top of the blouse pocket flap and centered above the flap.
 - f. rank insignia
 - g. service stripes Class "A" (every 5 years)
 - h. dress uniform shoes
 - i. authorized police equipment belt with silver brass buckle in the following:
 - i. authorized firearm and holster
 - ii. magazine holder and magazines
 - iii. authorized handcuff case with handcuffs

VI. ISSUED/APPROVED EQUIPMENT

A. The following equipment and uniforms are issued to Bowie Police Officers:

- City of Bowie Employee Manual
- Bowie Police General Order Manual
- Laptop computer
- ASP (upon certification)
- ASP holder
- Belt, Sam Browne belt
- Bowie Police Badge and cap badge
- Bowie Police Identification Card
- Handcuffs
- Handcuff Case
- .40 cal. Magazines (3)
- Magazine Pouch
- OC Spray
- OC Spray Holder
- Pistol, .40 caliber Glock
- Radio Holder
- Radio, Portable
- Vehicle/Facility Keys
- Duty Jacket
- Protective Vest, Ballistic

- Protective Vest Covers (2)
- Raincoat, reversible
- Shirts, Long Sleeve (5)
- Shirts, Short Sleeve (5)
- Tie, black (1)
- Trousers
- Dress Blouse
- Safety Traffic Vest
- Taser (upon certification)
- Leg Iron
- Camera with SD Card

B. All leather gear will be free from dirt and grime and all brass items will be highly polished.

VII. BODY ARMOR

Minimizing or eliminating the risk of serious personal injury or death to an Officer is one of the most critical concerns of the Bowie Police Department and this government. One of the most tested, and proven successful devices available to aid in ensuring the safety of an Officer is body armor; therefore, the Department will provide each Officer of the department with body armor that meets or exceeds the standards prescribed by the National Institute of Justice (NIJ). The armor will consist of front and rear ballistic panels with a washable carrier. (CALEA 41.3.5).

VIII. PROCEDURES:

- A. All body armor obtained will be purchased new from an authorized dealer. Serviceable used vests may be issued temporarily, only if an officer would otherwise be without a vest.
- B. All Department issued body armor will meet NIJ specifications prescribed for Threat Level II or above.

IX. WEAR: (CALEA 41.3.6)

- A. Body armor shall be worn by ALL uniformed Officers, except that Officers are not required to wear body armor when:
 - i. They are wearing the Class “A” uniform blouse; or
- B. Additionally, body armor shall be worn when Officers are engaged in any specialized uniform enforcement activities, e.g., traffic enforcement and crowd control or working secondary employment assignments in uniform.
- E. Body armor provided by the Department must be immediately available for every Officer on duty in any assignment. “Immediately available” shall be interpreted as either being worn by an Officer or being in such close proximity to an Officer that the body armor can be put on immediately. “Close

proximity” to an Officer means in a patrol vehicle trunk or passenger compartment, depending upon the specific assignment and physical location of an Officer.

- G. The Chief of Police may, at his/her discretion, determine that the wearing of body armor shall be mandatory for any member of the Department in plainclothes.
 - H. Body armor shall be worn by every member of the Department involved in the service of a search and/or arrest warrant, whether or not an Officer is a member of an entry team or serving in an assisting capacity, regardless of the offense for which the search and/or arrest warrant is being served.
 - I. Body armor should be worn by every member of the Department involved in a tactical field situation in which a reasonable threat of great bodily injury or death to an Officer exists, or may develop. Those tactical field situations may include, but are not limited to:
 - a. Violent crimes/situations in progress;
 - b. Barricade and/or hostage situations; and
 - c. Field situations in which an Officer has been advised that a weapon reasonably capable of inflicting great bodily injury or death, e.g. a firearm or knife, is present or in which an Officer reasonably believes that such a weapon may reasonably be present, e.g. armed robbery in progress.
 - J. Body armor shall be worn in any field situation in which any on-scene field commander or incident manager, whether from Bowie Police Department or any other police agency, who has supervisory responsibility over a member of the Department determines that the wearing of body armor shall be mandatory.
 - K. Only the Chief may authorize additional waivers to these provisions in writing.
 - M. An optional External Carrier may be worn with the winter or summer uniform. Only Departmentally approved External Carriers shall be worn. The carrier may be purchased by the Officer or issued by the Department with a replacement or new ballistic vest.
- X. CARE AND MAINTENANCE:**
- A. Officers shall comply with all care and cleaning instructions included on the label of body armor.
 - B. Because exposure to ultraviolet light or certain washing materials may permanently destroy ballistic capabilities, officers shall adhere to the following:
 - 1. When storing, do not expose armor to daylight, plant grow lights, florescent lights or any source of ultraviolet lighting.
 - 2. Hand wash with gentle soap and water to prevent build-up of dirt and body oils, particularly in the seams.
 - 3. Do not place armor in any washing machine or dryer.

4. Do not expose armor to bleach, harsh detergents or dry cleaning solvents.
5. Never fold ballistic panels.

XI. REPLACEMENT AND INSPECTION

- A. The body armor provided by the Department or personally-owned by an Officer will be replaced every five (5) years based upon the manufacturer's specific instructions and/or warranty (30 DAYS AFTER BEING ISSUED) regardless of its span of effectiveness.
- B. Officers with improperly fitting or damaged issued body armor will be referred to Support Services for replacement. BPD Form 82 (Ballistic Vest Form) will need to be completed and submitted with the vest.
- B. Replacement of unserviceable issued body armor, due to change in body size, abuse or accidental damage may be the officer's responsibility. The Department will replace vests that are damaged as a result of normal wear, line of duty gunfire or other direct performance of duty.

XII. RECORDS AND DISPOSAL

- A. Support Services shall keep records on all Department-issued armor, which shall include at a minimum:
 1. Name of officer.
 2. Manufacturer's name, threat level and NIJ Standard Number.
 3. Date of issue.
- B. Under no circumstances will armor be used for any purpose other than evidence, training or research after the shooting or significant damage of that armor.
- C. Unserviceable body armor shall be disposed of in a government operated landfill or an approved recycling facility under the direction of the Support Services Unit Supervisor or his/her designee.
 - d. The Support Services Supervisor will maintain a replacement schedule for all issued vests. This schedule will be driven by budgetary controls. Due to increased usage, front line officers will receive preferential treatment when deciding which vests to replace.

XIII. PROFESSIONAL APPEARANCE (CALEA 26.1.1)

The Bowie Police Department's Professional Appearance Standards shall be applied equally to both male and female members unless otherwise specified. These regulations apply to all sworn personnel working in a uniformed capacity (including uniformed overtime and uniformed secondary employment) and all sworn personnel in court attire. No exceptions to these standards shall be made without authorization from the Chief of Police.

This Order will supersede all current departmental procedures or guidelines, or any portions thereof, addressing similar appearance standards.

XIV. PURPOSE

To foster discipline, promote professionalism and encourage public confidence and respect.

XV. REQUIRED ACTION

When on-duty, Officers will be neat, clean, and well groomed, and shall at all times present a professional appearance and demeanor.

XVI. REQUESTING ACCOMODATION OR EXEMPTION

No accommodation or exemption will be given to any member for any reason if, at the time of his or her request, the accommodation or exemption places an undue burden on Department resources, including but not limited to: the safety of the requesting member, citizens and fellow members; the costs to accommodate the request; the impact upon any and all police duties; and the general “esprit de corps” of the Department, which is exemplified by uniformity. Members seeking an accommodation must remain in compliance with all Professional Appearance Standards during the review process.

Information contained in a written request for an accommodation or exemption from the Professional Appearance Standards shall be held in the strictest of confidence. A violation of this confidence could result in disciplinary action.

For an accommodation or exemption from any part of the Professional Appearance Standards, an Officer shall submit a detailed Interoffice Memorandum via official channels to the Chief of Police or designee.

The Interoffice Memorandum shall specify the personal, religious and/or medical reason(s) supporting the Officer’s inability to comply with any, or part, of the Professional Appearance Standards. In the case of a request to accommodate a religious practice, the specific tenet(s) and/or requirement(s) of the religion for which the accommodation or exemption is sought must be thoroughly outlined.

XVII. SUPERVISOR/SHIFT COMMANDERS SHALL

All requests will be reviewed by Supervisor or Shift Commander and submitted through the chain of command.

Maintain constant vigilance of uniformed, non-uniformed and off duty personnel while driving a police vehicle.

Ensure regular inspections of all members under your command to verify compliance with the Professional Appearance Standards set forth in this order.

When a member of his or her command submits a written request for an accommodation or exemption from the Professional Appearance Standards:

- A. Maintain copies of all requests in Department files.
- B. Forward requests for an accommodation or exemption via official channels to the Chief of Police.
- C. Forward copies of final dispositions to requesting members, the Commanding Officer and the Chief of Police.
- D. Maintain copies of requests, final dispositions and related correspondence in requesting member's Personnel files.
- E. Evaluate each request for accommodation or exemption from the Professional Appearance Standards, and, when necessary, confer with the Chief of Police.
- F. For final determination, forward in writing to the Deputy Chief your recommendation for approval or denial.
- G. Notify the requesting member's Commanding Officer, via official channels, in writing of the final determination for approval or denial.
- H. Conduct periodic inspections of Department personnel to ensure compliance with the Professional Appearance Standards, consistent with procedures in this policy and procedure.

XVIII. UNIVERSAL HAIRSTYLE REQUIREMENTS

Hair must be neatly groomed and conform to the shape of the head.

Only natural hair colors are permitted. Hair colors that would be regarded as artificial, such as purple, pink or green, are prohibited.

The bulk of the hair may not be excessive or present a ragged or unkempt appearance.

Hair must not prevent the eight-point hat from being placed squarely on the head, with the center of the hat's visor directly over the nose.

A wig, track or hairpiece shall present a natural appearance and conform to the same standards as natural hair.

Extreme or fad hairstyles are prohibited, including but not limited to those that incorporate designs or sculptures using the hair and/or cut into the hair, and any style that presents an unprofessional or disheveled appearance.

EXCEPTION: Members permanently assigned to plainclothes/undercover assignments may be exempt from this policy with the approval of the Chief of POLICE.

XIX. MALE OFFICERS

Hair will have a tapered style that is both conservative and professional in appearance. The length shall not extend beyond the top of the eyebrows or ears and the top of the uniform shirt collar, nor below the front headband of properly worn headgear. The gathering of hair in a tie, clip, twist, lock, ponytail or braid is prohibited.

Sideburns shall be neatly trimmed with straight lines and no flair at the base, and shall not extend below the bottom of the earlobe.

A neatly trimmed mustache can be worn but shall not be rolled, curled or excessively thick. The hair shall not extend below the upper lip or below the corners of the mouth. The length of the mustache hair shall not exceed ½ inch.

Goatees, beards and other styles of facial hair with the exception of those described herein are prohibited.

A member who is suffering from a skin condition such as Pseudo Folliculitis Barbae and is unable to shave shall obtain medical verification of this condition from a medical doctor. The member may request a waiver in writing following the procedures outlined in this order under, Requesting Accommodation or Exemption from the Chief of Police or their designee.

If approved, the member will be expected to clip the beard as close as medically permitted (normally ¼ inch in length). Special designs, custom trims, goatees or other styles cut into or using facial hair, are prohibited. Members whose beards are approved are required to undergo an evaluation from their doctors every four months to determine extension of the waiver January 1, April 1, July 1, and October 1.

XX. FEMALE OFFICERS

Hair will be styled (if worn down while in uniform) such that the length does not extend beyond the top of the eyebrows or ears, below the lower edge of the uniform shirt collar, nor below the front headband of properly worn headgear.

Braiding, twisting and locking styles are permitted provided they are conservative and professional in appearance. Hair that normally falls below the bottom edge of the collar shall be neatly, professionally and inconspicuously fastened or pinned, and will meet the length and bulk guidelines defined within this Order. Hairstyles that are lopsided or distinctly unbalanced are prohibited.

Objects worn in the hair, including but not limited to pins, barrettes, bands and clips:

- A. Shall be inconspicuously placed for the sole purpose of holding the hair in place.
- B. Must be unadorned, and transparent or similar to the color of the hair.
- C. Shall not interfere with the proper wearing of issued headgear.

XXI. MAKEUP

Female members may wear makeup that is subtle and professional in appearance. Lip color, eye shadow and cheek color must be natural in color. False eyelashes, heavy eyeliner and bright colors are prohibited.

NOTE: Makeup on male members is prohibited.

XXII. FINGERNAILS

Fingernails shall not extend more than ¼ inch from the tip of the finger nor interfere in any way in the performance of primary police tasks or with the safe drawing and firing of the service weapon.

Fingernail polish shall be clear polish only. No decals or applications are permitted.

Non-uniformed female officers may wear colored nail polish and neutral tones.

XXIII. JEWELRY

Stud earrings are permitted for females only. All other visible body and facial piercings of any kind, including tongue piercings are prohibited.

Necklaces shall not be visible. Bracelets are prohibited except medic alert necklaces or bracelets.

EXCEPTION: A Medic Alert tag on the wrist or around the neck is permitted.

Rings may be worn, but are limited to one ring per hand with none on the thumbs.

XXIV. TATTOOS, INTENTIONAL BODY MUTILATIONS / OTHER BODY ADORNMENTS

- Employees are prohibited from having any tattoos above their shoulder.
- The Chief of Police may require any employee to cover any tattoo that is deemed offensive, graphic in nature, or containing profane language.
- No employee may acquire any tattoo visible while in uniform after the date of hire.
- Intentional body mutilations and/or other body adornments (other than earrings as specified in Section XXIII) shall not be visible while members are in uniform.
- Chief of Police has the final authority regarding all issues related to this section.

XXV. DENTAL ORNAMENTATION

The use of temporary gold, platinum or other veneers or caps for the purpose of ornamentation is prohibited. Teeth, whether natural, capped or veneer, shall not be ornamented with designs, jewels, initials, etc.

XXVI. CANCELLATIONS

This General Order cancels and replaces:

General Order 1/122 Professional Appearance/Standards, Dated 9/2009

General Order 4-27 Professional Appearance/Standards, Dated 7/11

General Order 4-24 Uniforms and Equipment, Dated 9/13

General Order 4-25 Body Armor, Dated 7/11

General Order 3/600 thru 3/632 , Dated 7/07