

---

## Uniforms and Civilian Attire

### 1024.1 PURPOSE AND SCOPE

This policy provides guidelines for Talbot County Sheriff's Office-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of office uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Office.

This policy addresses the wearing and maintenance of office uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Office.

Other related topics are addressed in the Badges, Patches and Identification, Office-Owned and Personal Property, and Personal Appearance Standards policies.

### 1024.2 POLICY

The Talbot County Sheriff's Office will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement or memorandum of understanding. The Office may provide other office members with uniforms at the direction of the Sheriff.

All uniforms and equipment issued to office members shall be returned to the Office upon termination or resignation.

### 1024.3 UNIFORMS

The Sheriff or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all members as needed. Uniforms shall be worn as described therein and as specified in this policy.

The following shall apply to those assigned to wear office-issued uniforms:

- (a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.
- (b) Deputies in a non-uniformed assignment shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Uniforms shall be worn in compliance with any applicable office specifications.
- (d) Members shall wear only the uniforms specified for their ranks and assignments.
- (e) Civilian attire shall not be worn in combination with any distinguishable part of a uniform.
- (f) Uniforms are only to be worn while on-duty, for court, at official office functions or events, while in transit to or from work, or when authorized by the Sheriff or the authorized designee.

# Talbot County Sheriff's Office

## Policy Manual

### *Uniforms and Civilian Attire*

---

- (g) Members are not to purchase or drink alcoholic beverages while wearing any part of office-issued uniforms, including the uniform pants.
- (h) All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

#### 1024.3.1 ACCESSORIES

Members shall adhere to the following when wearing office uniforms:

- (a) Mirrored sunglasses will not be worn.
- (b) Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy. Unless specifically authorized by the Sheriff or the authorized designee, only the following jewelry may be worn with the uniform:
  1. Earrings shall be stud-style and only may be worn by female members.
  2. Necklaces must be worn inside the uniform shirt and must not be able to fall out.
  3. Rings
  4. Wristwatch
  5. Medical alert bracelet

#### 1024.3.2 INSIGNIA, PATCHES AND BADGE

Only the following elements may be affixed to office uniforms unless an exception is authorized by the Sheriff:

- (a) Shoulder patch - The authorized shoulder patch supplied by the Office shall be machine stitched to the sleeves of all uniform shirts and jackets.
- (b) Badge - The office-issued badge, or an authorized sewn-on cloth replica, must be worn and visible at all times while in uniform.
- (c) Nameplate - The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform.
  1. When a jacket is worn, the nameplate, or an authorized sewn-on cloth nameplate, shall be affixed to the jacket in the same manner as the uniform.
- (d) Rank insignia - The designated insignia indicating the member's rank must be worn at all times while in uniform.
- (e) Service insignia - The designated insignia indicating the member's length of service may be worn on long-sleeve shirts and jackets. The insignia shall be machine stitched to the left sleeve of the uniform.
- (f) Assignment insignias - Assignment insignias (e.g., CRU, FTO) may be worn as designated by the Sheriff.
- (g) American flag pin - An American flag pin may be worn, centered above the nameplate.

# Talbot County Sheriff's Office

## Policy Manual

### *Uniforms and Civilian Attire*

---

#### 1024.3.3 MOURNING BAND

Uniformed members shall wear a black mourning band across the office badge whenever a law enforcement officer is killed in the line of duty or as directed by the Sheriff. The following mourning periods will be observed:

- (a) Talbot County Sheriff's Office deputy - From the time of death until midnight on the 14th day after the death.
- (b) Any fallen officer from this or any county in this state, or Baltimore City - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out-of-region fallen officer.
- (d) National Peace Officers' Memorial Day (May 15) - From 0001 hours until 2359 hours.
- (e) As directed by the Sheriff.

#### 1024.4 UNIFORM CLASSES

The Sheriff or the authorized designee shall determine the uniform to be worn by each office member or any deviations that may be authorized.

Uniforms are classified as follows:

- (a) Class A - Formal dress uniform to be worn by designated office members on special occasions, such as funerals, graduations, ceremonies, or as directed by the Sheriff or the authorized designee.
- (b) Class B - Winter uniform to be worn daily by designated office members on or about October 15 through April 15. All members will be directed when seasonal uniform changes occur.
- (c) Class C - Summer uniform to be worn daily by designated Office members on or about April 15 through October 15. All members will be directed when seasonal uniform changes occur.
- (d) Class D - CID/Plain Clothes, personnel assigned to CID or plain clothes will wear long sleeve collared shirt with tie and trousers. The CID Commander may authorize collared short sleeve shirts with dress slacks during summer months.
- (e) Class E - Patrol uniform will consist of black BDU style pants with a black long/short sleeve polo shirt, identified with sewn on shoulder patches and external body armor.  
The Class E uniform is the only uniform class where the external body armor is permitted. The Class E uniform will replace the Class B and C uniform as the patrol uniform of the day. The Class E uniform will also be worn while in all day training classes and when approved by the Operations Commander. The Class E uniform will not be permitted for Circuit Court appearances.

While in Class B, C or E uniforms, members in the ranks of Sergeant and below shall wear their agency issued body armor.

Class B and C uniforms shall be worn for Circuit Court appearances and other assignments as directed by the Operations Commander.

# Talbot County Sheriff's Office

## Policy Manual

### *Uniforms and Civilian Attire*

---

#### 1024.4.1 CLASS A UNIFORM

The Class A uniform consists of the following:

Long sleeve shirt, tie and tie clasp, trousers, felt Stetson with gold braids, blouse with collar ornaments, badge, name plate and commendations, gun belts with shoulder strap for non-commissioned officers. Commissioned Officers will not wear an outer gun belt. Shoes will be low cut, hi-gloss, black in color, round toe plain tip, highly polished at all times with black shoelaces.

#### 1024.4.2 CLASS B UNIFORM

The Class B uniform consists of the following:

Long sleeve shirt with collar ornaments, name plate, pistol bar, flags and commendations, tie and tie clasp, trousers, felt Stetson. The patrol jacket and patrol sweater are optional. The badge will be worn on the outer most garment. Black plain round toed shoes or boots are permitted.

#### 1024.4.3 CLASS C UNIFORM

Short sleeve shirt, badge, name plate, collar ornaments, pistol bar and flags, trousers with straw Stetson. Black plain round toed shoes or boots are permitted.

#### 1024.4.4 SPECIALIZED ASSIGNMENT UNIFORM

The Sheriff or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments, such as canine handlers, the Crisis Response Unit (CRU), bicycle patrol, motor deputies and other specific assignments.

#### 1024.4.5 INCLEMENT WEATHER

During times of severe and inclement weather, deputies will be permitted to wear special items of clothing, such as, stocking caps, gloves and heavy duty boots.

### **1024.5 CIVILIAN ATTIRE**

There are assignments within the Office that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary.

- (a) Civilian attire shall fit properly, be clean and free of stains, and not damaged or excessively worn.
- (b) Members assigned to administrative, investigative and support positions shall wear business-appropriate clothing that is conservative in style.

# Talbot County Sheriff's Office

## Policy Manual

### *Uniforms and Civilian Attire*

---

- (c) Variations from this policy are allowed at the discretion of the Sheriff or the authorized designee when the member's assignment or current task is not conducive to wearing such clothing.
- (d) No item of civilian attire may be worn while on-duty that would adversely affect the reputation of the Talbot County Sheriff's Office or the morale of the members.
- (e) The following items shall not be worn while on-duty or when representing the Office in any official capacity:
  - 1. Clothing that reveals cleavage, the back, chest, stomach or buttocks
  - 2. T-shirt alone or exposed undergarments
  - 3. Swimsuits, tank tops, tube tops or halter tops
  - 4. Sweatshirts, sweatpants or similar exercise clothing
  - 5. Spandex-type pants or transparent clothing
  - 6. Shorts
  - 7. Open-toed shoes
  - 8. Clothing, buttons or pins displaying racial, sexual, discriminatory, gang-related or obscene language

#### **1024.6 OPTIONAL EQUIPMENT**

Any items that are allowed by the Talbot County Sheriff's Office but that have been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the Office

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be managed as follows:

- (a) When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.
- (b) When the item is no longer functional because of damage in the course of the member's duties, it shall be replaced in accordance with the Office-Owned and Personal Property Policy.

#### **1024.7 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES**

Talbot County Sheriff's Office members may not wear any uniform item, accessory or attachment unless specifically authorized by the Sheriff or the authorized designee.

Office members may not use or carry any safety item, tool or other piece of equipment unless specifically authorized by the Sheriff or the authorized designee.