



**Baltimore County Sheriff's Office
Towson, Maryland**

**Sheriff
R. Jay Fisher**

General Order

Subject: Uniforms and Equipment	Effective Date 07/18/11	Number A-16
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Purpose:

The purpose of this directive is to establish policies and procedures for the wearing of uniform and equipment issued by the Office.

Contents:

- I. Policy**
- II. Uniform of the Day – Sworn Members**
- III. Uniform of the Day – Security Personnel**
- IV. Uniform Wear and Insignia**

I. Policy

The policy of the Baltimore County Sheriff's Office is to provide all personnel with the uniforms and equipment necessary to perform their duties. All members are required to maintain a clean, neat, well-groomed appearance at all times. Members are responsible for the proper wear, care and maintenance of all issued equipment. Supervisors are responsible for inspecting personnel to ensure that they are properly attired and their equipment is kept in good working order.

II. Uniform of the Day- Sworn Members

Uniform of the day is the class of uniform, with appropriate accouterments, as prescribed by the Sheriff. Due to unseasonable weather, the Sheriff or his/her designee may make classification adjustments. Uniforms will be worn in their entirety. Sworn members may not wear portions of the uniform.

A. Class A – Formal Uniform

- 1. Stetson type hat, winter felt.**
- 2. Blouse, collar ornaments, badge, nameplate and commendations.**
- 3. Long sleeve shirt and tie, tie clasp and collar ornaments.**
- 4. Trousers and black belt.**
- 5. Black or dark brown socks.**
- 6. Black dress shoes.**

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B. Class B – Winter Uniform

The Class B uniform will be worn between October and May. The exact dates shall be selected by the Sheriff or his/her designee and a Special Order issued yearly. The long sleeve shirt may be worn without the winter coat during this period. The badge and nameplate are to be worn on the outer garment.

1. Stetson type hat, winter felt.
2. Winter hat, fur type (optional).
3. Patrol Jacket (optional).
4. V-neck sweater (optional).
5. Long sleeve shirt and tie, tie clasp, badge, nameplate and collar ornaments.
6. Duty belt and all related equipment.
7. Trousers and black belt.
8. Black or dark brown socks.
9. Black dress shoes or boots.

C. Class C – Summer Uniform

The Class C uniform will be worn between May and October. The exact dates shall be selected by the Sheriff or his/her designee and a Special Order issued.

1. Stetson type hat, summer straw.
2. Patrol Jacket (optional).
3. V-neck sweater (optional).
4. Short sleeve shirt, badge, nameplate and collar ornaments. Long sleeve shirt optional.
5. Duty belt and all related equipment.
6. Trousers and black belt.
7. Black or dark brown socks.
8. Black dress shoes or boots.

D. Specialized Units

1. Warrant Squad

The Warrant Squad shall wear the below listed uniform except when performing duties where the regular Sheriff's Office uniform or civilian clothes are more appropriate:

- a.* Black baseball type hat with Office logo.
- b.* Black duty jacket with pull down Deputy Sheriff placards (optional).
- c.* Black golf type shirt with embroidered badge and name.
- d.* Issued black raid vest/ballistic carrier.

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- e.* Duty belt and all related equipment.
- f.* Black BDU type trousers and black belt.
- g.* Black socks.
- h.* Black shoes or boots.

2. K-9 Unit

The K-9 Unit shall wear the below listed uniform except when performing duties where the regular Sheriff's Office uniform or civilian clothes are more appropriate:

- a.* Black baseball type hat with Office logo.
- b.* Black duty jacket with embroidered badge and name and subdued Office shoulder patches (optional).
- c.* Black BDU type shirt with embroidered badge and name and subdued Office shoulder patches.
- d.* Duty belt and all related equipment.
- e.* Black BDU type trousers and black belt.
- f.* Socks.
- g.* Black boots.

3. Firearms Instructors

Firearms Instructors shall wear the below listed uniform when assigned to the range or performing range related duties.

- a.* Red baseball type hat with embroidered Firearms Instructor.
- b.* Black duty jacket (optional).
- c.* Red sweatshirt with embroidered Firearms Instructor and Office badge (optional).
- d.* Red golf type shirt with embroidered Firearms Instructor and Office badge.
- e.* Black BDU type trousers and black belt.
- f.* Black socks.
- g.* Black shoes or boots.

III. Uniform of the Day – Security Personnel

Uniform of the day is the class of uniform, with appropriate accouterments, as prescribed by the Sheriff. Due to unseasonable weather, the Sheriff or his/her designee may make classification adjustments. Uniforms will be worn in their entirety. Security personnel may not wear portions of the uniform.

A. Class B – Winter Uniform

The Class B uniform will be worn between October and May. The exact dates shall be selected by the Sheriff or his/her designee and a Special Order issued yearly. The long sleeve shirt may be worn without the jacket during this period.

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The badge and nameplate are to be worn on the outer garment.

1. Jacket (optional).
2. V-neck sweater (optional).
3. Long sleeve shirt and tie, tie clasp, badge, nameplate and collar ornaments.
4. Duty belt and all related equipment.
5. Trousers and black belt.
6. Black socks.
7. Black dress shoes or boots.

B. Class C – Summer Uniform

The Class C uniform will be worn between May and October. The exact dates shall be selected by the Sheriff or his/her designee and a Special Order issued.

1. Jacket (optional).
2. V-neck sweater (optional).
3. Short sleeve shirt, badge, nameplate and collar ornaments. Long sleeve shirt optional.
4. Duty belt and all related equipment.
5. Trousers and black belt.
6. Black socks.
7. Black dress shoes or boots.

IV. Uniform Wear and Insignia

A. Awards and Commendations

1. Only those awards and commendations insignia authorized by the Sheriff shall be displayed on the uniform shirt or dress blouse.
2. Commendation insignia shall be worn horizontally, below the badge and centered on the top seam of the pocket flap.
3. When more than one type of commendation insignia is displayed, the insignia representing the greatest merit shall be placed closest to the center of the chest. Other commendation insignia shall be placed next to the first insignia, in decreasing order of merit, as follows:
 - a. Medal of Honor;
 - b. Valor Commendation;
 - c. Purple Heart;
 - d. Life Saving Award;
 - e. Deputy of the Year;
 - f. Security Officer of the Year;
 - g. Merit Commendation;

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- h.** Sheriff's Award;
 - i.** Unit Citation;
 - j.** Honor Guard Citation;
 - k.** Tropical Storm Isabel Citation;
 - l.** Top Gun Citation

- 4.** No more than three (3) commendation insignia shall be displayed abreast. In the event a member should receive more than three (3) commendations, a second row of the insignia shall be displayed directly above and centered over the first row of insignia, with the award(s) of highest merit on the top row. In the event a member has more commendations than that which can be displayed in three (3) rows of three (3), the member shall wear the nine (9) highest awards.

- 5.** In the event a member is awarded more than one (1) of the same type of commendation, only one (1) insignia shall be displayed on the uniform. A silver star(s) shall be affixed to the insignia indicating the number of times the member has received the award.

- 6.** Commendation insignia shall be displayed on the dress blouse consistent with the provisions of this order for display on the uniform shirt.

- 7.** Commendation insignia awarded to members by other law enforcement agencies and the military may be displayed after being approved by the Sheriff. Display of such insignia shall be consistent with the provisions of this order, with consideration being given to the relative merit of the award. Said commendations shall be subordinate to Office awards.

- 8.** Marksmanship Award Pins will be worn centered on the right pocket flap, below the nameplate.

- 9.** Office Service Award Pins are given to members after completion of every five (5) years of service. It may be worn $\frac{1}{8}$ inch over the nameplate centered on the sewn pleat. If award is worn in conjunction with the Attendance and Physical Fitness Awards they will be placed $\frac{1}{2}$ inch apart centered and $\frac{1}{8}$ inch over the nameplate.

- 10.** Attendance Award Pins are given to members after completion of one (1) year of perfect attendance. It may be worn $\frac{1}{8}$ inch over the nameplate centered on the sewn pleat. If award is worn in conjunction with the Service and Physical Fitness Awards they will be placed $\frac{1}{2}$ inch apart centered and $\frac{1}{8}$ inch over the nameplate.

- 11.** Physical Fitness Award Pins are given to members after successful completion of the yearly physical fitness test. It may be worn $\frac{1}{8}$ inch over the nameplate centered on the sewn pleat. If award is worn in conjunction with the Service and Attendance Awards they will be placed $\frac{1}{2}$ inch apart centered and $\frac{1}{8}$ inch over the nameplate.

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B. Badge

1. Sworn members and security personnel will only wear the Office issued badge.
2. Badges will be worn in the holder provided on the outer garment of the uniform of the day and the uniform shirt.
3. Sworn members, security personnel and other persons employed by the Baltimore County Sheriff's Office will not possess, carry, wear or have made any badge that would in any way represent the Office of Sheriff, Baltimore County, Maryland. (Issued badges excluded.)

C. Badge Shrouds (Mourning Bands)

A memorandum will be issued by the Sheriff authorizing the wearing of badge shrouds for the following:

1. When a Deputy of this Office dies in the line of duty, a black badge shroud will be worn for thirty (30) days commencing from the day of the death.
2. Whenever another law enforcement officer serving in Maryland dies in the line of duty, a shroud will be worn beginning with the first tour of duty following the death and continuing until 2400 hours the day of the funeral.

D. Baltimore County Sheriff's Office Patch

The issued patch will be worn on both sleeves of all issued shirts, blouses, jackets, coats, and sweaters. Permission to wear the patch elsewhere must be obtained through the Sheriff.

E. Baton and Case

Sworn members and security personnel will carry the Office issued expandable baton and case. The issued baton will not be altered in any manner.

F. Blouse

The blouse will be worn by sworn members as part of the Class A - Formal Uniform with appropriate accoutrements.

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G. Collar Ornaments (State Seal)

Collar ornaments (large) will be worn on the blouse; they will be placed in a vertical position on the collar of the blouse, just above the lapels.

Collar ornaments (small) will be worn on the shirts of all Deputies and security personnel. The collar ornaments will be placed on the shirt, one on each side of the collar, ½ inch back of the collar opening and centered on the collar in a straight line parallel to the collar top. (See illustration in Subsection V. below.)

H. Duty Belt

1. The issued duty belt will be worn by all security personnel and sworn members. The duty belt will be worn over the waist belt and will fit snugly, completely covering the waist belt.
2. The duty belt will be maintained to ensure a uniform black appearance, be clean, and polished if needed.
3. Command Staff and Desk Sergeants are not required to wear the duty belt.

I. Flashlight and Case

Sworn members and security personnel will carry the Office issued flashlight and case. The issued flashlight will not be altered in any manner.

J. Footwear

The Office provides footwear for all uniformed personnel. Members needing footwear shall see the Quartermaster for approved vendors and footwear.

1. Shoes worn with the Class A uniform will be low cut, hi-gloss, black in color, round toe plain-tip style, with no buckles, snaps or Velcro. Shoes will be free of perforations or holes in the uppers, other than arch vents. The shoes will be highly polished at all times. Shoelaces must be black in color.
2. Shoes worn with other class uniforms will be black in color, round toe plain-tip style, smooth leather uppers and free from writing on the outside. Shoes may be low cut or ankle high in design, capable of being polished, with no buckles, snaps or Velcro. Shoelaces must be black in color. Shoes will be polished at all times.

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3. Boots may be worn with Class B or C uniforms and specialized units only. Boots will be a military type or design in appearance, capable of being polished, with no buckles, snaps or Velcro. Boots will be free of perforations or holes in the uppers, other than arch vents. Side zipper boots are acceptable if they otherwise conform to the above design requirements. Boots will maintain a uniform black appearance, have black laces, and remain polished at all times.

K. Gloves

1. Gloves may be worn in cold weather, provided they are solid black in color.
2. White gloves may be worn for ceremonial occasions or other special occasions.
3. Mittens are prohibited.

L. Handcuffs

Sworn members will wear issued handcuffs in the issued handcuff case or an Office approved holder. The case/holder will be black and maintained to ensure a uniform black appearance. A second pair of handcuffs may also be worn in an approved belt holder/handcuff case.

M. Handgun

On duty, sworn members will carry the issued service weapon in a holster issued or approved. The weapon will be fully loaded and a round chambered.

N. Hat

1. The Stetson type uniform hat will be worn as part of the class A, B and C uniforms. The hat will be worn whenever a member is outside the Courthouse or is outside of their vehicle. The hat does not have to be worn if it presents a safety risk or other circumstances exist that make the Stetson type hat impractical or inappropriate.
2. The hat shall be worn tilted to the front, the base of the brim two fingers above the bridge of the nose.
3. The winter fur type hat is authorized for winter wear. Members may not apply any insignia to the hat.

O. Holster

Sworn members shall wear the issued holster on their strong side of the duty belt.

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P. Jacket

Members will wear the issued jacket as appropriate for his/her assignment and with proper accoutrements as reflected in this order.

Q. Nameplate

1. The nameplate will be worn on both the shirt and outer garment of the uniform of the day. The nameplate will be centered over the right breast pocket of the uniform shirt and blouse, with the bottom edge of the nameplate even with the top seam of the pocket flap or ¼ inch above marksmanship badge if worn. On jackets and sweaters with a sewn nametag area, the nameplate will be placed in that location.
2. The nameplate will maintain a polished appearance and the letters will retain the contrast coloring, as when issued.

R. Necktie and Tie Bar

Only the issued necktie will be worn with the uniform. The issued tie bar (Maryland State Seal) or an Office approved tie bar will be attached to the tie and the shirt. The tie bar will be parallel to the bottom edge of the shirt pocket flaps.

S. Pepper Spray and Case

Sworn members and security personnel will carry the Office issued pepper spray and case. The issued pepper spray will not be altered in any manner.

T. Portable Radio, Case and Attachment

1. The portable radio will be carried in the issued case or attached to the belt with the issued clip.
2. When issued with the lapel microphone, the microphone will be attached to an epaulet.

U. Rain Coats

Raincoats will be issued to members of the Warrant, Road and Transportation squads and worn for inclement weather as needed.

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V. Rank Insignia

The following insignia will be worn on all shirts, jackets and other outerwear of all uniformed members of appropriate rank.

- 1.** Members holding the rank of Lieutenant and above will wear their rank insignia on their epaulet of all blouses, coats and patrol jackets. The rank insignia will also be affixed to the collars of the shirts parallel to the bottom edge of the collar, top facing inward, and ½ inch from the bottom of the collar to the bottom edge of the rank insignia.

- a.** SHERIFF – Gold stars affixed to the epaulets of blouses, coats and winter outerwear. Gold stars collar pins affixed to the shirt collars in the manner described in Subsection V, number 1.

Five (5) ½” gold braids will be sewn on each sleeve of the blouse and patrol jacket with 3/8” separation between the braids. The braids will begin 2 ½” from the bottom of the sleeves.

- b.** UNDERSHERIFF - Eagle pins on each epaulet of the blouses, coats and winter outerwear. Eagle collar pins will be affixed to the shirt collars as described in Subsection V, number 1.

Four (4) ½” gold braids will be sewn on each sleeve of the blouse and patrol jacket with 3/8” separation between the braids. The braids will begin 2 ½” from the bottom of the sleeves.

- c.** CHIEF DEPUTY – Silver oak leaf cluster pins on each epaulet of the blouses, coats and winter outerwear. Silver oak leaf cluster collar pins will be affixed to the shirt collars as described in Subsection V, number 1.

Three (3) ½” gold braids will be sewn on each sleeve of the blouse and patrol jacket with 3/8” separation between the braids. The braids will begin 2 ½” from the bottom of the sleeves.

- d.** CAPTAIN – Twin gold bar pins on each epaulet of the blouse, coats and winter outerwear. Twin gold bar collar pins will be affixed to the shirt collars as described in Subsection V, number 1.

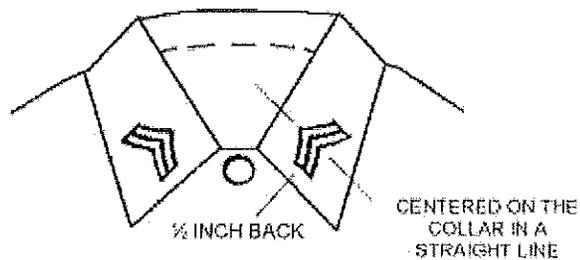
Two (2) ½” gold braids will be sewn on each sleeve of the blouse and patrol jacket with 3/8” separation between the braids. The braids will begin 2 ½” from the bottom of the sleeves.

- e.** LIEUTENANT – Single gold bar pins on each epaulet of the blouse, coat, and winter outerwear. Single gold bar collar pins will be affixed to the shirt collars as described in Subsection V, number 1.

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The blouse and patrol jacket will have a single ½” gold braid on each sleeve. The braid will be placed 2 ½” from the bottom of the sleeves.

2. SERGEANTS - Will wear chevrons on the sleeves of their shirts and other outerwear. The chevrons will be centered on the sleeves, ½” below the Office patch. Additionally, Sergeants will wear chevrons on their shirt collars. The chevrons will be placed on the shirt, one on each side of the collar, ½ inch back of the collar opening and centered on the collar in a straight line parallel to the collar top. (See illustration below.)



3. DEPUTIES AND SECURITY OFFICERS – Collar ornaments (small) will be worn on the shirts of all Deputies and Security Officers. The collar ornaments will be placed on the shirt, one on each side of the collar, ½ inch back of the collar opening and centered on the collar in a straight line parallel to the collar top. (See illustration above.) Additionally, sworn members holding the rank of Deputy First Class shall wear a single chevron on the sleeves of their shirts and other outerwear. The chevrons will be centered on the sleeves, ½” below the Office patch.

W. Scarves

Members may wear a solid black scarf with their jackets during cold weather.

X. Shirts

1. Long sleeve shirts will be worn with the sleeves extended and all buttons fastened.
2. Short sleeve shirts will be worn with all buttons fastened except the top button.

Y. Socks

1. Socks will be solid black in color. Dark brown socks are permissible for sworn members wearing Class A, B or C uniforms. Socks must reach the bottom of the calf or higher. Ankle socks are prohibited.

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2. Socks worn with boots eight (8) inches and higher may be other colors provided they are not visible at the top of the boot when seated. Members wearing quarter boots (less than 8 inches) will follow the same guidelines as those listed under shoes.

Z. Sweaters

1. The Office issued sweater may be worn under the uniform jacket or coat when sworn members or security personnel are wearing a long sleeve shirt and tie.
2. The sweater may be worn as outerwear for the Class B or C uniform. The sweater will have the Baltimore County Sheriff's Office patch attached to both shoulders. The patch will be ¼" from the top seam and centered on the sleeve. Chevrons will be attached ½ inch below the patch if appropriate. The badge will be worn on the left breast and affixed to the holder. The nameplate will be worn on the right breast and affixed to the holder.
3. Members holding the rank of Lieutenant and above will have the rank insignia attached to the epaulets in addition to badge and nameplate. No other accouterments will be affixed to the sweaters.

AA. T-Shirts

1. T-shirts will be white in color when wearing any of the Class A, B or C uniforms.
2. No portion of the t-shirt will appear hanging below the sleeves of the uniform shirt.

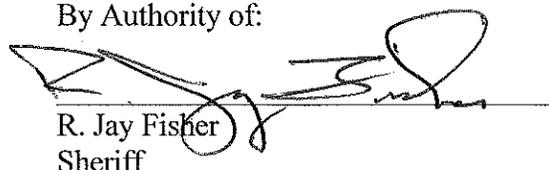
Rescissions

Remove from manuals/files and rescind:
Administrative Directive, 3-83 Uniforms and Equipment
Administrative Directive, 1.6.1 Awards and Commendations

Distribution

Sworn and Security Members

By Authority of:



R. Jay Fisher
Sheriff