



FROSTBURG CITY POLICE DEPARTMENT

37 BROADWAY, FROSTBURG, MD 21532 • 301-689-3000 (P) 301-687-0642 (F)

Uniforms, Equipment, and Appearance Policy

I. Purpose:

The purpose of this policy is to establish directives for the proper wear and display of uniforms and equipment and for proper appearance for duty.

II. Definitions:

- A. **“Administrative Officer”** means an officer holding the rank of Lieutenant or above, the Chief of Police, or the Commissioner of Public Safety.
- B. **“Department”** means the Police Department of the City of Frostburg.
- C. **“Member”** means an employee of the Police Department of the City of Frostburg, including Police Officers and Police Communications Officers.
- D. **“Officer”** means a police officer of the Police Department of the City of Frostburg.
- C. **“PCO”** means a Police Communications Officer.
- D. **“Uniform of the Day”** means the attire and equipment required or authorized by the Chief of Police or designee for a particular time period or duty assignment.

III. Policy:

- A. **Uniforms, Equipment, and Appearance Generally.** It is the policy of the Department that all Members:
 - 1. Wear the Uniform of the Day when on duty;
 - 2. Wear and display Uniform of the Day neatly, professionally, and in the manner in which each item is intended to be used and displayed;
 - 3. Maintain a neat, clean, groomed, and professional personal appearance; and
 - 4. Wear only uniforms, attire, and equipment items issued by the Department or authorized by the Chief of Police.
 - 5. **Exceptions.** Exceptions to III.A.1-4 may be granted by the Chief of Police as appropriate for authorized assignments, special activities, hardships, supply



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problems, and various duties, as well as for medical, religious, and other appropriate accommodations.

IV. Procedures

A. Uniform - Officers. The Officers of the Department shall wear the Uniform of the Day when on duty unless expressly excused by the Commissioner of Public Safety, the Chief of Police, or an Administrative Officer.

1. The Department has three uniform classifications:

a. Class A Uniform. The Class A Uniform consists of the full dress uniform, including:

- i. Department-issued dress blouse (dress coat);
- ii. Department issued long sleeve uniform shirt w/issued necktie & clasp (French blue for officers-First Sergeant, white for Lieutenant and above);
- iii. Department-issued uniform pants;
- iv. High gloss or polished, black, law enforcement-style shoes or boots
- v. Duty belt with shoulder strap, including:
 - (1) Holster and duty weapon, magazine pouch, and handcuff pouch;
- vi. Department-issued trouser belt w/ department buckle;
- vii. Department-issued uniform hat (Straw campaign hat, black);
- viii. Badge, nametag, rank and other insignia required or authorized; and
- ix. White gloves as appropriate or required by an Administrative Officer.

b. Class B Uniform. The Class B Uniform is the same as the class A Uniform except:

- i. The dress coat is not worn;
- ii. The shoulder strap is not permitted except when specifically authorized, such as for special or ceremonial occasions;
- iii. The Department trouser belt is not required but is encouraged;
- iv. All required duty belt items must be carried either on the duty belt or in combination with an approved external carrier vest;
- v. Body Armor shall be worn when assigned to patrol or enforcement duties; and
- vi. There are summer and winter uniforms.

(1) Summer Uniform. Short sleeve uniforms are authorized for the summer season.



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(a) A clean, black, crew neck t-shirt shall be worn with the short-sleeve uniform shirt on regular patrol duty.

(i) No logos shall be visible on t-shirts while wearing the uniform.

(ii) Administrative Officers shall wear a white t-shirt with the white uniform shirt.

(2) **Winter Uniform.** The winter uniform shirt consists of the long-sleeve shirt and shall be worn with the Department-issued necktie or a black mock or real turtle neck. This item may have the letters "FPD" embroidered in gold.

(3) **Optional Class B Uniform Items:**

(a) Department-issued or approved winter uniform jacket

(b) Department-issued or approved uniform sweater

(c) Black or Navy Blue watch cap (inclement weather only)

(d) Black gloves

(e) External Vest Carrier

(f) Three-quarter zip pull over jacket under the external carrier

(g) Department-issued or approved raingear

(h) Any other apparel item approved by the Chief of Police

c. **Class C Uniform.** The Class C Uniform consists of:

i. Department-issued utility uniform shirt;

ii. Department-issued utility uniform pants;

iii. Body Armor (shall be worn when assigned to patrol or enforcement duties);

iv. Clean, black, crew neck t-shirt with no markings visible;

v. Black law enforcement-style boots;

vi. Black or Navy Blue socks with no visible markings (concealed white portions permitted); and

vii. There are summer and winter uniforms.

(1) **Summer Uniform.** Short sleeve uniforms are authorized for the summer season

(a) A clean, black, crew neck t-shirt shall be worn with the short-sleeve uniform shirt on regular patrol duty.



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(i) No logos shall be visible on t-shirts while wearing the uniform.

(2) **Winter Uniform.** The winter uniform shirt consists of the long-sleeve shirt and shall normally be worn with a clean, black, crew neck t-shirt or a black mock or real turtle neck (may have letters “FPD” embroidered in gold). Dark navy or black cold weather undershirts may be worn and visible in inclement weather.

(3) **Optional Class C Uniform Items:**

- (a) Department-issued or approved winter uniform jacket
- (b) Black or Navy Blue ball cap with Department badge or seal
- (c) Black or Navy Blue watch cap (inclement weather only)
- (d) Black gloves
- (e) External Vest Carrier
- (f) Three-quarter zip pull over jacket under the external carrier
- (g) Department-issued or approved raingear
- (h) Any other apparel item approved by the Chief of Police

2. An Administrative Officer will issue orders specifying which uniform should be worn, including when to change between winter and summer uniforms. The Class B uniform is the usual uniform for day shift patrol and the Class C uniform is the usual uniform for night shift Patrol.

B. Duty Attire – Police Communications Officers (PCOs)

1. PCOs are required to wear business casual or professional attire, suitable for a conservative professional business environment, while on-duty.
2. PCOs may wear a shirt with the seal of the Frostburg City Police Department or the City of Frostburg and their name on a business casual shirt, if they wish.

C. Uniform Maintenance and Appearance

1. Officers shall maintain the prescribed uniform in a neat, sharp, and professional manner. The uniform must be:
 - a. Clean;
 - b. Free of debris and loose string;
 - c. Neat, pressed, and appropriately creased;
 - d. Worn in its intended fashion;



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- e. Worn with all metal items shined as appropriate; and
- f. Worn with shoes/boots shined and polished.

Note: The Department issues basic uniform and equipment items to Officers at no cost as deemed appropriate by the Chief of Police. Officers must supply socks, undergarments, t-shirts, and optional authorized items. The Department distributes uniform maintenance stipends biannually to Officers.

2. Identification and Credentials. Officers on duty shall:

- a. Display their badge on the most exterior uniform garment, so it is visible to the public, except
 - i. While serving in an authorized covert or plainclothes assignment; or
 - ii. When it may be temporarily covered for safety by a high visibility traffic safety vest or high visibility raincoat.
- (1) The badge and clear evidence of police authority should be displayed prior to attempting enforcement action.
- b. Carry their Maryland Police Training & Standards Commission Police Officer Certification Card; and
- c. Carry a valid driver's license.

C. Grooming and Appearance. Department Members shall be groomed and appear on duty as follows:

- 1. **Hair.** Hairstyles shall be neat, conservative, and professional. Natural colored hair dye is permitted; however, unnatural, unusual, or eccentric colors are prohibited on duty.
 - a. Male Officers shall wear their hair neatly trimmed, tapered, and combed or styled suitable for a conservative professional business setting. Hair will not fall over the ears or uniform collar. Hair will not be worn in a manner to jeopardize safety or interfere with wearing required headgear or equipment.
 - b. Female Officers shall wear their hair in a style suitable for a conservative professional business setting. Long hair shall be tied back so it does not cover the eyes or shoulders. Hair will not be worn in a manner to jeopardize safety or interfere with wearing required headgear or equipment.



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c. For clarity, subsections a. and b. do not apply to PCOs or plainclothes Officers. PCOs shall present a neat and professional appearance suitable for a conservative professional business setting. Plainclothes officers shall wear their hair as required by their unit supervisor and approved by an Administrative Officer.

2. Facial Hair and Sideburns. Officers are permitted to grow a neatly trimmed, conservative, and common style mustache extending no further than the corner of the lips. Officers must otherwise be cleanly shaven. Sideburns are permitted to extend no lower than the top of the earlobes. PCOs are permitted to grow a neatly trimmed mustache, beard, or goatee.

3. Fingernails. Fingernails shall be neatly trimmed and clean. Only clear nail polish is permitted for Officers wearing the Uniform of the Day. PCOs and plainclothes officers shall present a neat and professional appearance suitable for a conservative professional business setting unless excused by an Administrative Officer.

4. Jewelry. Members shall wear no more than one single post earring on each ear (two earrings), and they shall be conservative and not present a safety issue. Hoops, hanging earrings, and visible body piercings are prohibited as are necklaces visible while wearing the Uniform of the Day. Wearing jewelry on duty is discouraged, due to the risk of loss, damage, or injury in the scope of duty.

5. Eyewear. Eyeglasses or sunglasses must be professional and conservative and not create a poor, unprofessional, or distracting appearance in uniform. Contact lenses with unnatural eye colors are prohibited.

D. Courtroom Appearances. Officers appearing in court on official business shall wear (1) the Uniform of the Day (Class A or B only) or (2) a conservative suit or sports coat and tie for Circuit Court appearances and at least a dress shirt, tie, and dress slacks for District Court appearances, provided the court permits, though a coat is encouraged.

1. Members are prohibited from wearing a Department uniform to a court appearance unrelated to the performance of their duties or to serve on a jury.

E. Damaged, Lost, or Destroyed Uniforms and Equipment. If any uniform, equipment, or other item owned by the Department is damaged, lost, or destroyed, the Member to whom it was issued or assigned shall promptly report the loss, damage, or destruction to the Chief of Police via the Department e-mail system. Members may be required to pay the cost of replacement for Department-owned items that are damaged, lost, or destroyed through their own carelessness, negligence, recklessness, or failure to follow their training and procedure. Department items damaged in the expected scope of



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employment or through normal wear and tear may be replaced by the Department as appropriate.

- F. Quartermaster Requests.** Any Officer that requires new or replacement uniform or equipment items should notify the Department Quartermaster via the Department e-mail system to request a replacement.
- G. Disposal and Return.** No Member shall dispose of any uniform, equipment, or other item issued by the Department. All Department-issued items shall be returned the Quartermaster when no longer needed or upon separation from employment with the Department.
- H. Display of Uniform and Equipment.** In addition to the requirements described throughout this policy, the uniform and equipment of the Department, being the most outward symbol of the Department, shall at all times be treated, handled, stored, and displayed (publicly or privately) in a respectful and professional manner. This particularly includes, but is not limited to, the badge, the agency patch/seal, and Department emblems and attire.
- I. Display of Insignia.** Members of the Department shall wear only insignia and accoutrements issued or authorized by the Department and only in the manner authorized by the Department in Schedule I (see attached) or by an Administrative Officer.
- J. Required Equipment.** Officers shall carry with them the following required equipment items while assigned to patrol duties:
 - 1. Required weapons (*See Use of Force Policy*)
 - 2. Proper carriers for weapons and equipment (e.g. Department-issued or authorized holster, handcuff case, baton carrier, radio carrier)
 - 2. Department-issued portable radio
 - 3. Cell phone
 - 4. Department-issued or approved handcuffs
 - 5. Handcuff key
 - 6. Body armor
 - 7. Duty belt
 - 8. Flashlight
 - 9. Latex protective gloves
 - 10. Department-issued high visibility traffic vest
 - 11. Notepad and pen
 - 11. Issued citation and warning books
 - 12. Any item required by order of the Chief of Police (e.g., Naloxone)



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- K. Favorable Public Impression.** Anytime a Member wears, utilizes, displays, or otherwise represents the Department, including with any Department property or representation (e.g., badges, crests, uniforms, equipment, attire, vehicles, or other items), they shall do so in a manner which reflects favorably upon the Department.
- L. Political Items.** No Member shall wear items supporting political parties, candidates, or positions while on-duty, representing the Department, or wearing Department items.
- M. Exceptions and Accommodations.** Requests for exceptions or religious or medical accommodations shall be sent to the Chief of Police via the Department e-mail system. Medical documentation shall be required for a medical exemption. The Chief of Police shall review requests for medical and religious accommodations with the City Administrator and Commissioner of Public Safety.

SCHEDULE I – DISPLAY OF INSIGNIA

A. Rank Insignia. The following rank insignia items are used by the Department:

1. Chief of Police – Eagles in Gold color
2. Lieutenant – Rank insignia bars in silver color
3. First Sergeant – Three chevrons, a diamond, and three inverted arcs.
4. Sergeant – Three chevrons, with the point facing upward
5. Corporal – Two chevrons, with the point facing upward
6. PFC – One chevron, with the point facing upward
7. Patrolman/Patrol Officer – No insignia

Note: PFC – First Sergeant rank pins are gold color; patches are red on black background.

B. Display of Insignia

1. Rank. Rank insignia shall be displayed as follows:

i. Class A Uniforms

- All Officers: Pins on epaulettes
- Corporals, Sergeants, & First Sergeant: Pins on epaulettes and Collar Pins
- Administrative Officers: Pins on epaulettes and Collar Pins

ii. Class B Uniforms

- Officers: Pins on collar



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- Corporals, Sergeants: Collar pins and Sleeve Patches
- First Sergeant: Collar Pins, with Sleeve Patches for Winter Uniform
- Administrative Officers: Collar Pins; Epaulette pins authorized on coat or jacket

2. Department Crest. The Department crest pins shall be worn as follows:

- i. Class A Uniform: Centered on the top portion of each lapel (two pins).
- ii. Class B Uniform:
 - Officers: Centered on each collar, with the point facing downward toward the point of the collar
 - Corporals and Above: Not worn.
- iii. Class C Uniform: Not worn.

3. Other Emblems and Insignia. As prescribed by the Chief of Police.