



Rockville City Police Department GENERAL ORDER

Subject UNIFORMS AND EQUIPMENT FOR SWORN OFFICERS		Procedure G.O. # 5 – 20 A
Authorizing Signature 	Effective 03-04-11 Revised 05-24-19	Total Pages 16

I. PURPOSE

This General Order establishes guidelines and policy for the issuing, wearing, caring, surrendering, and disposing of the Rockville City Police Department uniform and related equipment. It also establishes proper civilian attire to be worn by sworn members of the Department when officially representing the Department.

II. GENERAL

- A. Uniformed members of the Department shall wear the complete issued regulation uniform in a neat and clean condition and carry all the prescribed equipment when on duty, unless otherwise directed by a supervisor. No combination of uniform and civilian attire may be worn.
- B. With the exception of the police identification cards, police shield, service weapon, handcuffs, ammunition and ammunition carriers, all other items of uniform and equipment issued to members of the Department are for use and wear during duty hours only.
- C. Uniforms may be worn by members making official appearances while off duty, and on other occasions when prior authorization is given by their Bureau Commander.
- D. Members may wear complete uniforms when traveling between their residences and their assigned duty areas. A civilian coat/jacket may be worn over the uniform for the transport period.
- E. Officers on special assignment will wear clothes appropriate to that assignment.
- F. Web gear may be worn in lieu of leather gear for everyday wear with the exception of the issued holster, which will not be replaced. Every sworn officer is required to maintain a full leather duty belt with all the appropriate accessories for use with the Class "A" uniform and other special assignments.
- G. The Office Manager will maintain a file with a complete description of all approved uniform items.
- H. Only items, which have been approved by the Chief of Police and are listed in the Office Managers file, are authorized for wear.

- I. Employees wishing to add an item to the approved uniform/equipment list must first complete an approval request memorandum (RCPD Form #200). The Chief of Police must approve any request for a "test and evaluation" (T&E) product. All proposals must be submitted by memorandum through the requesting officer's normal chain of command.

III. BODY ARMOR

- A. The Department will issue all officers soft body armor. Issue body armor will be Level II or higher and of a wrap-around design.
- B. Soft body armor wear is mandatory for all officers wearing spring/summer, fall/winter, motorcycle, bicycle/Segway, and administrative staff uniform.
- C. Soft body armor is not mandatory for officers in the dress uniform.
- D. Soft body armor may be temporarily removed when an officer is in a secure law enforcement facility.
- E. Soft body armor may be removed to allow entry into a confined space, when entering a body of water, for medical treatment or examination, and in exigent circumstances where wearing the armor could affect officer safety.
- F. In special circumstances, officers working in extreme heat/humidity or other difficult conditions may temporarily remove their soft body armor with the approval of a shift commander or other supervisor. Examples of these special circumstances include traffic direction for an extended period or a search for evidence in a building that has been secured.
- G. Officers conducting surveillance or undercover duty may remove body armor in exigent circumstances or when authorized to do so by a supervisor.
- H. Officers assigned to investigative or training duties will have their armor immediately available to them. At a minimum, the armor will be kept in the vehicle that the officer is driving or riding as a passenger.
- I. Detectives and other plainclothes personnel will don body armor when:
 1. Serving arrest warrants or making preplanned arrests in the field.
 2. Serving emergency evaluation petitions and retake orders.
 3. Participating in the entry phase of a search warrant.
 4. Serving on the perimeter or a reaction team during a barricade situation.

5. Deployed to riot or crowd control duty.
 6. Engaging in a planned encounter with an armed or violent subject.
 7. Responding to an in-progress crime.
 8. Searching for a suspect.
 9. Directed to do so by a supervisor.
- J. Firearms and tactics instructors may direct that officers wear body armor during training programs.
- K. Officers may wear their soft body armor in concealable navy-blue carrier or a Department issued or authorized external carrier.
- L. Personally-owned soft body armor may not be worn in lieu of Department issued body armor. Officers may purchase a second set of Department issued body armor through their uniform allowance.
- M. Officers are authorized to wear Department approved rifle plates in an issued or authorized navy-blue carrier. The plate carrier may not conceal or obscure the officer's identity as a law enforcement officer. Officers may purchase Department approved rifle plates through their uniform allowance. No unapproved or personally owned rifle plates may be worn in an on-duty or off-duty status.

IV. UNIFORMS - SWORN POLICE OFFICERS

- A. Dress Uniform - "Class A"
1. The dress uniform consists of issued blouse, uniform shirt, a tie, trousers and hat.
 2. The "Class A" dress uniform will be worn for specific occasions such as funerals, graduations, and special details as authorized by the Chief of Police or assigned detail commander.
 3. Mandatory accessories are state-seal insignia on blouse collar flaps and rank insignia on shoulder epaulets or sewn on stripes, police shield, name tag, serving since pin, State of Maryland tie-clasp or Rockville City Police shield tie-tack, and any approved award or firearms qualification pins.
 4. With the exception of Command Staff, a Sam Browne belt will be worn with cross-strap and D-rings, holster, weapon, magazine, and handcuff case.

5. White gloves will be worn when designated by the Chief of Police or assigned detail commander.
6. The blouse may be deleted by the Chief of Police or assigned detail commander when excessive heat would imperil officer health.
7. Personnel of the rank of Lieutenant and higher, and Honor Guard members, shall wear a French blue shirt while wearing the dress blouse.

B. Fall/Winter Uniform

1. Fall/winter uniform consists of long sleeve shirt, and trousers.
2. Mandatory accessories consist of police shield, nametag, serving since pin, collar pins or sewn on stripes.
3. A fully equipped service belt (Sam Browne without cross-strap and D-rings) or tactical vest will be worn. The following items are mandated for wear on the service belt or tactical vest:
 - a. Fully loaded issued service weapon and holster.
 - b. Two loaded magazines in carrier.
 - c. One pair of handcuffs in a holder.
 - d. Portable radio in holder or on swivel attachment.
 - e. Tactical baton in holder.
 - f. Chemical aerosol in holder.
4. Officers may wear a turtleneck or dickey under the long sleeve shirt.

C. Spring/Summer Uniform

1. The Spring/Summer uniform consists of short-sleeve shirt, and trousers.
2. Mandatory accessories are police shield, nametag, serving since pin, and rank insignia collar pins or sewn on stripes.
3. A fully equipped service belt (Sam Browne without cross-strap and D-rings) or tactical vest will be worn. The following items are mandated for wear on the service belt or tactical

vest:

- a. Fully loaded issued service weapon and holster.
- b. Two loaded magazines in carrier.
- c. One pair of handcuffs in holder.
- d. Portable radio in holder or on swivel attachment.
- e. Tactical baton in holder.
- f. Chemical aerosol in holder.

D. Motorcycle Uniform

Certified motorcycle officers will only wear this uniform when they are assigned to ride the motorcycle for at least 50% of their shift. Mandatory accessories are police shield, nametag, serving since pin, and rank insignia collar pins or sewn on stripes.

1. Motorcycle breeches.
2. Short sleeve or long sleeve uniform shirt.
3. Officers may wear a turtleneck or dicky under the long sleeve shirt.
4. Black leather jacket.
5. Motorcycle boots.
6. Helmet and Protective eye wear.
7. Gloves.
8. A fully equipped service belt (Sam Browne without cross-strap and D-rings) or tactical vest will be worn. The following items are mandated for wear on the service belt or tactical vest:
 - a. Fully loaded issued service weapon and holster.
 - b. Two loaded magazines in carrier.
 - c. One pair of handcuffs in holder.

- d. Portable radio in holder or on swivel attachment.
- e. Tactical baton in holder.
- f. Chemical aerosol in holder.

E. Bicycle / Segway Uniform

This uniform will only be worn by certified bicycle officers when they are assigned to ride the bicycle and/or Segway for at least 50% of their shift. Mandatory accessories are police shield, nametag, serving since pin, and rank insignia collar pins or sewn on stripes.

- 1. Short or long cycling pants.
- 2. Uniform shirt with mesh side panels.
- 3. Cycling vest with zip off bolero.
- 4. Helmet
- 5. A fully equipped service belt (Sam Browne without cross-strap and D-rings) or tactical vest will be worn. The following items are mandated for wear on the service belt or tactical vest:
 - a. Fully loaded issued service weapon and holster.
 - b. Two loaded magazines in carrier.
 - c. One pair of handcuffs in holder.
 - d. Portable radio in holder or on swivel attachment.
 - e. Tactical baton in holder.
 - f. Chemical aerosol in holder.

F. Administrative Staff Uniform

This uniform applies to sworn administrative police officer whose assignment causes them to work

in the police station more than 50% of their shift. Mandatory accessories are police shield, nametag, serving since pin, and rank insignia collar pins.

1. The fully equipped service belt or tactical vest may be deleted from the standard uniform except when out of the station in a patrol status.
2. In its place the officer will wear a garrison belt with a Rockville City Police belt buckle.
3. Their fully loaded issued service weapon and holster.
4. One spare magazine and one pair of handcuffs.

G. Outer Garments

1. The Department allows for five types of outer garments for officer comfort and health. These consist of the:
 - a. Winter jacket.
 - b. Multi-season jacket.
 - c. Outer soft-body armor carrier issued by the department.
 - d. Raincoat with hat cover.
 - e. V-neck sweater. This must be worn over a uniform shirt.
2. Mandatory accessories on the outer garments consist of the nameplate with or without the serving since pin, the police shield and rank insignia. Exception is the raincoat. Only the police shield is worn on this item.
3. Jacket liners will not be worn as outer garments.

H. Miscellaneous

1. Items that detract from uniform appearance will not be carried or worn in a manner, which is visible to the public.
2. Sleeves shall be fully extended at all times and all buttons shall be buttoned except the top button on the short sleeve shirt and long sleeve shirt when worn with the turtleneck sweater or dickey.
3. Officers will wear high visibility vests in addition to the fully prescribed uniform whenever performing traffic direction in the following instances:

- a. Weather conditions are such that without the use of high visibility clothing the person(s) performing traffic direction will endanger their safety unnecessarily.
 - b. Traffic direction control is prearranged and will be performed for an extended period of time.
 - c. A supervisor deems it necessary.
4. Sunglasses with bright-colored frames and lenses or reflective lenses that detract from uniform appearance shall not be worn.
 5. Individuals participating in the department's personal patrol vehicle program may wear the armor vest carrier while responding to a call for service in an off duty capacity. In accordance with GO 4-39, body armor must be immediately available.

I. Court Attire

1. Off-duty
 - a. Full uniform or the Administrative Staff uniform.
 - b. Appropriate business attire.
 - c. Motorcycle and Bicycle uniform and casual clothes are not authorized.
2. On-duty
 - a. Full uniform.
 - b. Appropriate business attire.
 - c. Motorcycle uniform.
 - d. Bicycle uniform with long bike pants. Shorts are not authorized.

J. Undergarments and Footwear

1. When wearing the uniform shirt, members shall wear a black or navy-blue undershirt in good repair and/or soft body armor. The black or navy-blue undershirt will be without markings or designs that can be seen.
2. Uniformed members shall wear black or navy-blue socks, either crew length or over-the-calf.

EXCEPTIONS:

- a. While wearing the approved bicycle/Segway uniform black or navy-blue ankle socks may be worn.
 - b. Members undergoing treatment for a foot disease or injury (consideration will be given only upon a written request directed to the Bureau Commander).
3. Footwear will be black shoes, boots or sneakers.

K. Headgear

1. Headgear will not be worn pushed back on the head or tilted to one side.
2. Sworn police officers may wear the Rockville City Police baseball style hat while in uniform and on duty in lieu of the issued traditional style hat.
3. Officers may wear a navy-blue fur "trooper style" hat and cap plate or a black knit watchman's hat with the fall/winter uniform.
4. The uniform hat will be readily accessible to uniformed personnel and available during all tours of duty and assignments.
5. Wearing of the uniform hat with cap plate is required in the following circumstances:
 - a. During parade or funeral details, and at ceremonial functions.
 - b. When wearing the "Class A" dress uniform, unless otherwise directed.
 - c. When specified by the officer-in-charge of a detail or event.

L. Accessories and Equipment

1. The detail commander may approve the wearing of a black or navy-blue scarf on special details.
2. Black or navy-blue gloves may be worn during cold weather.
3. At the option and expense of the officer, a non-uniform belt may be worn provided that it is completely concealed by the service belt. The non-uniform belt shall be black in color and smaller in width than the service belt.
4. A whistle with a chain may be worn by a uniformed officer. The chain will be attached to

the left epaulet and the whistle will be placed inside the left pocket.

- a. Sergeants and above will wear a gold whistle chain.
- b. Corporals and officers will wear a silver whistle chain.

M. Rank and Other Insignia

1. Rank Insignia

- a. Lieutenants and above, will wear issued rank insignias on the collar flaps of the uniform shirt. They will be centered on the collar flaps bisecting a vertical line extending from the collar flap point. Rank insignias will also be worn on outer wear. They will be worn on the shoulder epaulets at the outermost portion of the epaulet and centered accordingly.
- b. Sergeants, Corporals and PO2's will wear State insignias on the collar flaps of the uniform shirt and blouse. They will be centered on the collar flaps bisecting a vertical line extending from the collar flap point. They will wear issued rank chevrons on their shirt and the outer wear centered just below the shoulder patch.
- c. PO1's will wear State insignias on the collar flaps of the uniform shirt and blouse. They will be centered on the collar flaps bisecting a vertical line extending from the collar flap point.
- d. Hash marks are not authorized
- e. Issued rank insignias and/or chevrons are designated as follows:

(1)	Chief	Eagles	Gold
(2)	Deputy Chief	Oak Leaf Clusters	Silver
(3)	Major	Oak Leaf Cluster	Gold
(4)	Lieutenant	One Bar	Gold
(5)	Sergeant	State of Maryland Cut-out Cluster Three-stripe chevron shoulder patch	Gold
(6)	Corporal	State of Maryland Cut-out Cluster Two-stripe chevron shoulder patch	Silver

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| (7) | PO2 | State of Maryland Cut-out Cluster
One-stripe chevron shoulder patch | Silver |
| (8) | PO1 | State of Maryland Cut-out Cluster | Silver |

2. Nameplate and "serving since" pin

- a. The uniform "serving since" pin will be worn as an attachment to the uniform nameplate on the uniform shirt and is optional on other outer garments. The "serving since" pin will attach and hang directly below the uniform nameplate.
- b. The uniform nameplate will be worn centered above the right breast pocket flap of the uniform shirt or blouse. The bottom of the nameplate shall be worn parallel to the top seam of the pocket.
 - (1) Sergeant and above Gold with black lettering.
 - (2) Corporals and Officers Silver with black lettering.
- c. When the Body Worn Camera is affixed to the uniform shirt above the right breast pocket, the uniform nameplate may be worn centered on the right breast pocket flap.

3. Specialty Insignias

- a. Specialty insignias, pins, ribbons will be issued by the Police Department in recognition of:
 - (1) Individual awards (Medal of Valor, etc.)

Individual awards will be worn centered approximately 1/8" above the nameplate on the uniform shirt and the dress blouse.
 - (2) Status pins (F.T.O., Recruiter, C.I.T., etc.)

Status pins will be worn centered approximately 1/8" above any individual awards on the uniform shirt and the dress blouse.
 - (3) Marksmanship badge/Firearms Instructor

This will be worn centered on the shirt flap below the nameplate on the uniform shirt and the dress blouse.

- (4) Department/City recognition (Honor Guard, Accreditation, All-American City, etc.)

Department/City recognition will be worn centered approximately 1/8" above the nameplate. In the event that an individual award (item 1) or an instructor status (item 2) is also being worn, these pins will be worn centered approximately 1/8" above the instructor status or individual award on the uniform shirt or dress blouse.

- b. Item (1) and (2) above will not be worn together on the uniform shirt. The officer may choose to wear one or the other. The exception to this would be when an officer is acting in the capacity of an instructor; the instructor status pin shall be worn.
- c. Any other pin/insignia not listed must receive individual approval from the Chief of Police.

V. CARE OF UNIFORMS AND EQUIPMENT

- A. Police shields and cap plates are to be cleaned only with soap and water.
 1. Chemical or abrasive substances will not be used.
 2. Tarnished shields or cap plates will be returned to the Office Manager to be refinished.
- B. Leather equipment will be polished at all times. Leather Luster or other plastic coating shall not be applied.
- C. The Department pays for the maintenance of uniform clothing. Cleaning and approved alterations will be done at the facility contracted by the City.
- D. Uniform personnel shall maintain a sufficient variety of uniform items in their lockers to ensure compliance with this General Order. Personnel living out of the City shall keep at least one complete regulation uniform in their locker.

VI. RESPONSIBILITY

- A. Members of the Department are responsible for:
 1. Maintaining a clean and neat uniform in good repair and maintaining uniform accessories and issued equipment in a clean and/or polished and serviceable condition.
 2. Wearing the uniform in accordance with this General Order.

3. Taking all practical measures to ensure that uniforms and equipment are not lost, stolen, misappropriated, or damaged.
4. Within reason, producing any article of uniform or official equipment on demand by any superior officer.

B. Supervisors are responsible for:

1. Conducting daily inspection of officers under their supervision to ensure compliance with this General Order.
2. Taking necessary action against any officer who will not correct any uniform discrepancy.
3. Reporting violations of uniform regulations, and recommending action concerning these violations.

C. The Administrative Services Bureau Commander or designee is responsible for:

1. Ensuring an appropriate process to order necessary uniforms and equipment.
2. Issuing those articles of approved uniforms and equipment.
3. Maintaining and posting a list of items to be issued to officers.
4. Maintaining a "Uniform and Equipment Record" for each officer.
5. Disposing of unserviceable articles of uniform and equipment according to City regulations.

VII. REPLACEMENT OF UNIFORMS AND EQUIPMENT

- A. Each police officer will have a specific "credit line" amount in the City Police Budget Uniform/Equipment purchase account.
- B. This account will be funded and administered by the police department.
- C. This fund will be used after initial outfitting to replace all uniforms, even if damaged, lost or destroyed in the line of duty.
- D. Each police officer will be able to request uniform/equipment purchases via the internal purchase

order request policy up to the amount of their individual allotment quota. The uniform allowance cutoff date will be announced in the daily bulletin. Officers assigned to the Criminal Investigations and Street Crimes Units, and other long term specialty assignments i.e., Drug Interdiction Unit, are permitted to purchase civilian attire appropriate for their assignment with their allotted clothing allowance. They are however, required to ensure all required equipment and patrol uniforms are well maintained and fully functional.

- E. The department will provide for replacement of any issued item for new police officers for one full calendar year from their date of hire. After one full calendar year from the date of hire, the new police officers will be provided with a pro-rated amount of the allotted uniform allowance until the beginning of a new fiscal year. As soon as a new fiscal year begins, after the one-year time frame, the police officers will be entitled to their full uniform allowance.

VIII. SURRENDER OF UNIFORMS AND EQUIPMENT

- A. Members resigning or terminated from the Department shall deliver all items of clothing and equipment to the Office Manager within 5 days of separation.

- 1. Leave Without Pay/Military Furlough

Members placed in a leave without pay status for a period exceeding 20 consecutive calendar days, or members ordered to military duty (other than training) for a period exceeding 20 consecutive calendar days, shall deliver their service weapon, shield, cap plate, portable radio and charger, and police identification card and folder to their Bureau Commander by the end of their last active tour of duty.

- 2. Suspension

- a. Officers placed on suspension for a period exceeding three days or placed on administrative leave pending serious disciplinary action shall deliver their shields, cap plate, service weapon, portable radio and charger, and police identification cards to their Bureau Commander at the end of their last active tour of duty.
- b. Upon surrendering these items, the member is relieved of any future responsibility for direct enforcement action until he/she returns to duty. The authority to carry a personally owned firearm, as a police officer, is also rescinded.

- 3. Death

In the event of the death of any member while in active service, the Administrative Services Bureau Commander shall, within 30 days, arrange to take possession of all articles of uniform and equipment owned by the City. The family may retain one uniform for burial purposes.

- B. All uniforms, parts of uniform, and all official equipment returned through retirement, resignation, removal, death, leave without pay, or change in assignment shall be forwarded to the Administrative Services Bureau in clean condition.
- C. If, upon separation from the Department, a member cannot account for all property charged to him/her, or if any item is negligently damaged, the employee will reimburse the City for the value thereof.

IX. ISSUING OF USED CLOTHING AND EQUIPMENT

- A. The department strives to maintain an organized inventory of clothing and equipment. Several items are returned to inventory that are in a condition that they can be reissued.
- B. The Used Clothing/Equipment Request Form (RCPD # 180) is required for the issuance of used clothing or equipment.
 - 1. The Bureau Commander must approve and sign the form authorizing the issuance of the article.
 - 2. Once the Bureau Commander has approved the article, the form will be forwarded to the Office Manager for processing and issuance of the item.
 - 3. The article will not be deducted from the officer's uniform allowance.
- C. If the item requested is a replacement for a damaged item, the damaged item must be returned at the time of the receipt of the newly issued article. The Office Manager will determine if the item turned in is repairable or may be salvaged for its parts. A City of Rockville Incident Report may be required.
- D. If the requested item is a replacement for a lost/misplaced item a City of Rockville Incident Report must be completed and submitted with the Used Clothing Form.
- E. If an officer has a damaged piece of equipment that must be sent away for repair or replacement the Office Manager will maintain a log of equipment temporarily issued to the officer until the original item has been returned.
 - 1. The officer will turn in the damaged item to the Office Manager and sign out a temporary replacement.
 - 2. The Office Manager will ensure that the item is sent for repair/replacement.
 - 3. When the original item comes back, the officer will return the borrowed item. The Office Manager will make the appropriate notation in the log.

- F. The log will also be used by the Office Manager when issuing temporary items to officers awaiting the arrival of ordered equipment.