



Uniforms and Grooming

Section: 1.800
Effective Date: February 24, 2011
Amended: January 11, 2021

1.800 Uniforms & Grooming

1.800.02 Uniforms, General Provisions

- A. The agency will:
1. Provide uniforms and equipment necessary to perform assigned tasks, as enumerated in the MOU;
 2. Determine specifications and authorize all personal equipment and apparel used or worn by officers to ensure uniformity and prevent use of unauthorized or substandard items;
 3. Maintain accurate records of equipment and apparel issued to each employee;
 4. Ensure that officers keep uniforms and uniform accessories neat, clean and in proper state of repair;
 5. Use health, comfort, appearance, budget, and utility as the basis for design of uniforms and equipment; and
- B. Unless otherwise directed by a supervisor or a command official of the agency, members, **while on duty**, will wear the prescribed uniform, accessories, equipment and maintain personal appearance standards in keeping with agency policy. The uniform, accessories, and equipment will not be altered or changed in any manner without the express permission of the Captain.
- C. All members of the UB Police Department shall:
1. Be neat, clean, and well groomed;
 2. Uniforms and civilian clothes shall be clean and pressed;
 3. Shoes, boots, leather and metal equipment shall be regularly polished; and
 4. Handguns (police only) clean, rust free and serviceable
 5. Not use any agency uniforms or equipment while off duty without prior approval of the Captain.
 6. Not sell, exchange, lend, or borrow any part of the prescribed uniform and equipment, nor wear uniforms and equipment or any part thereof in any private performance, exhibition, or parade without permission of the Captain.

1.802 Care and Responsibility

1.802.02 Officer's Responsibility

- A. Officers will assume personal responsibility for all agency property issued or placed in service for use or convenience, and notify their direct supervisor immediately when such property or equipment requires repair or replacement.

- B. When it is determined that agency property is stolen, lost or damaged through negligence, the officer concerned shall be obligated to replace it at their own expense, and subject to disciplinary action.
- C. Be responsible for equipment stored in desks, lockers, etc., and inspect daily to insure its presence and condition.
- D. Relinquish custody of issued equipment as directed by the suspending authority, when suspended from duty with or without pay, or when police powers have been suspended.
- E. Do not change or alter the style of uniform garments in any manner except:
 - 1. Uniform clothing which is no longer serviceable due to improper fit or minor damage, may be altered or repaired at officer's expense, provided the style of the garment is not altered.
- F. Wear the prescribed uniform corresponding to the dates for seasonal changes as communicated by the Captain.
- G. Recognize UBPD is a "mandatory wear" agency and unless a medical condition prohibits the wearing of body armor, all police are required to wear the armor while on duty.

1.804 Supervisor / OIC

1.804.02 Supervisor/OIC Responsibilities

- A. Inspect the members of the shift daily and ensure:
 - 1. Uniforms and equipment are clean and in good order
 - 2. Each officer is properly equipped and attired, in keeping with their prescribed duty assignment
- B. Inspect members to ensure they are wearing issued body armor (police only) or verify they have a medical exemption on file.
- C. Maintain constant vigilance of uniformed/non-uniformed personnel under your supervision, and report any officer wearing garments not in conformity with agency requirements to the [Operations](#) Captain.

1.806 Clothing Inspection

1.806.02 Annual Inspections

- A. Annually, around February, then again in August/September, the shift supervisors prepares a list of their respective shift's uniform needs. These items, based on available funds, are purchased and dispersed.
- B. Uniforms in need of immediate replacement are purchased on a need basis.
- C. Soft body armor is, on average, purchased every 5 years.

1.808 Oversight

1.808.02 Lieutenant

- A. The Lieutenant is to ensure periodic inspection of all uniforms and equipment issued to members to assure availability and serviceability.
 - 1. Report all unserviceable uniforms and equipment to the Captain.
 - 2. Ensure a thorough investigation is conducted of any suspected abuse or neglect of agency uniforms and/or equipment.

3. Whenever agency uniforms and/or equipment are lost, neglected or misused, submit a report to the Captain.
4. When a member dies, resigns, retires, is terminated or suspended without pay:
 - a. Ensure all agency uniforms and equipment issued to the member is returned to the custody of the agency. If all or any part of the issued uniform or equipment is not returned, promptly forward a written report to the Captain.
5. Ensure all sworn members wear issued soft body armor while on duty, unless officially exempted.
6. Ensure that supervisors periodically physically inspect soft body armor of subordinates for signs of wear, abuse or misuse.
7. Refer all cases of suspected wear, abuse or misuse to the Captain for review.
8. Whenever a member has justification in writing from a personal physician for exemption from wearing soft body armor:
 - a. Maintain a copy of the exemption letter in file
 - b. Forward the exemption letter, via official channels, to the Captain.
 - c. Whenever a member is injured/assaulted and the soft body armor is involved:
 - i. Ensure an immediate medical examination is afforded them (Trauma may exist even though the vest has not been penetrated).
 - ii. Ensure a detailed written report is submitted via official channels, to the Captain.
 - iii. Arrange for the immediate submission of soft body armor, which has been involved in the protection of a member, to the Captain for examination and analysis.
 - iv. Ensure the issuance of new soft body armor to the assaulted member, prior to the officer returning to full duty.
9. Announce the seasonal change of the Uniform of the Day. Long sleeve shirts must be worn when the temperature falls below 40 degrees. (The following is a season dress guide):

DATE AND UNIFORM

1 November to 31 March

Winter Uniform – long sleeve shirt

1 April to 31 October

Spring/Summer Uniform – short sleeve shirt

1.810 Agency Uniforms

1.810.02 Uniform Description

- A. Every uniformed police member of the agency issued a badge of authority shall wear it at all times while on duty and POLICE ONLY may carry their badge off duty, except for special operational reasons at the direction of the member's supervisor or when the member, off duty, is engaged in such activities as a prudent person would reasonably conclude the carrying of a badge to be inappropriate. Every member shall also furnish their name and badge number to any person upon

request. Uniformed members shall display their badges on the outermost garment, over their left breast. Plainclothes officers while acting in their official capacity at the scene of a serious crime or other police emergency where their identity should be known, shall affix their badges in a similar manner on the left side of their outer garments, or wear them around the neck on a secure chain or similar device. This does not apply to routine investigations in which they must perform their duties in an inconspicuous manner.

B. Identification Card

Every member of the agency, shall be issued an identification card which shall be carried at all times while on duty and police and security personnel may carry their identification card while off duty, except for special operational reasons at the direction of the member's supervisor, or when the member off duty is engaged in such activities as a prudent person would reasonably conclude the carrying of an identification card to be inappropriate.

C. Maryland Police and Correctional Training Commission Certification Card.

The Certification Card shall be carried by members at all times when on duty except those otherwise exempted.

D. Maryland/UB State Driver's License

Members who operate UB/State vehicles shall carry valid licenses at all times while on duty.

E. Agency Gas Card

Agency gas cards are specific to each UBPD vehicle and is found in that vehicle. Each police officer will have their own PIN number.

F. Shirt and Tie

All members in uniform shall wear the issued or otherwise approved shirt. In the summer season, issued short sleeve shirts, when worn without a coat, sweater or a blouse shall be worn without a tie. The navy/light blue short sleeve shirts may be worn with a white or navy blue tee-shirt under the shirt. The tee-shirt will not extend below the sleeves of the navy/light blue shirt. Black clip-on ties, with a four-in-hand knot (or UBPD dickie), are to be worn with long sleeve shirts. The navy/light blue shirt is the uniform of the day for all uniformed functions except dress occasions. If issued a Class A uniform officers will wear white shirts.

G. Sweater

Officers may wear issued uniform sweaters as an outer garment. The sweater shall be worn with the tie or dickie. When wearing the sweater, members must display badge, name plate, agency shoulder patch and rank insignia as outlined in this order. It shall be worn tucked in and in such a manner that the service weapon is not covered, or the sweater material bunched up around the gun belt or waist belt.

H. Winter Coat and Nylon Coat

Members in uniform shall wear the issued jacket. The jacket, whenever in public view, shall be buttoned or zipped giving a professional appearance.

I. Uniform Trousers

Members in uniform shall wear the issued trousers.

J. Uniform Belt

Uniform trouser belts shall be black in color.

K. Shoes

Shoes of black leather or leather-like synthetic, low or high-cut, plain-cut, plain-toe and lace type

shall be worn at all times while in uniform. Black shoes/boots with side panels of black nylon (e.g. Hi-Tecs) are permitted for street wear, but shall **not** be worn as part of the Class A uniform. Members may wear military-style black leather boots that retain a shine, except when the Class A uniform is worn. Alternative footwear may be worn for medical reasons only upon written authorization from the member's physician. Shoes shall be shined and free of debris when reporting for duty.

L. Socks

Socks worn with the uniform shall be black or dark blue in color without design. Exceptions may be granted for medical reasons only upon written authorization from the member's physician or where the socks cannot be seen when wearing approved boots.

M. Name Plate

Personnel in uniform shall wear the issued name plate. This name plate shall be engraved with the first initial and the full last name. The name plate shall be worn on the right breast area of the outermost garments, rain coat excepted.

N. Shoulder Patches

The agency patches shall be affixed to both sleeves of each uniform coat, sweater, blouse and shirt; raincoat excepted.

1.812 Uniform Class

1.812.02 Uniform Classifications

- A. **Summer** consists of an issued poplin uniform short sleeved shirt (dark/light) blue, a pair of uniform or BDU trousers, hat (if issued), and if necessary, the light-weight patrol jacket, black shoes, and all issued equipment necessary to perform assigned duties (see seasonal change for the Uniform of the Day).
 - B. **Winter** consists of an issued poplin uniform long sleeve shirt (dark/light) blue, a pair of uniform or BDU trousers, hat (if issued), a black necktie, winter jacket (if issued), and/or issued sweater or turtleneck/dickie, black shoes, and all issued equipment necessary to perform assigned duties. The "artic" hat with ear flaps (if issued) may be worn during periods of exceptional cold weather and/or during lengthy assignments outdoors on foot patrol (see seasonal change for the Uniform of the Day).
 - C. **Police Communications Officers** are issued a windbreaker type jacket for winter. In addition to the issued winter uniform, these officers may wear personal winter-type clothing with approval of their supervisor. However, the issued windbreaker will be the outermost garment.
 - D. **Fall** the summer or winter class uniform may be worn (see seasonal change for the Uniform of the Day).
 - E. **Spring** the summer or winter class uniform may be worn (see seasonal change for the Uniform of the Day).
 - F. **Bicycle Uniform** (with Bermuda-type shorts) will ONLY be worn when the officer is actually assigned to bike patrol duties (trained) and actually riding the bike during his/her tour of duty.
 - G. **The Class A Uniform** shall consist of the summer blouse, white shirt, uniform trousers, eight-point uniform cap, and uniform tie. Black plain-toe shoes, highly polished, with no design on same, shall be worn. *Combat boots, "tennis shoe"-type and any other footwear other than leather, leather-like synthetic, either lo- or high-cut are strictly prohibited.*
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Occasions to wear Class A Uniform

1. Class A uniforms should be worn for promotional and award ceremonies, funerals, graduations, and any other time when so designated by the Captain.

1.814 Miscellaneous Uniform

1.814.02 Miscellaneous information on Uniforms

A. Gloves

Officers on patrol duty during cold and inclement weather may only wear black or dark (Navy) blue gloves. White gloves shall be worn by all uniformed members, when so ordered, while attending important events and assemblies. Gloves with the fingers cut off, and weighted or “sap” gloves are strictly PROHIBITED. Bike Patrol Officers, actually on bike patrol, may wear issued bike gloves.

B. Turtleneck Shirt or Dickie

Uniformed police personnel may wear a pullover turtleneck dickie or a turtleneck shirt. The turtleneck dickie or turtleneck shirt will be navy blue in color and removable over the head. The turtleneck dickie or turtleneck shirt will be embroidered with the initials UBPB in yellow-gold thread of the same colors as our agency issued patch.

1. This is an optional item and is not required. Officers may wear the turtleneck dickie or turtleneck shirt only while in complete uniform, due to the identifying lettering on the garment. The turtleneck dickie or turtleneck shirt **will only be worn underneath a long sleeve uniform shirt without a tie**. When wearing a turtleneck dickie or turtleneck shirt, officers are permitted to also wear an agency sweater or jacket. The turtleneck dickie or turtleneck shirt may not be worn with a Class A uniform. All personnel assigned to bicycle patrol may continue to wear the regular issued turtleneck shirt while in their work uniform. Each turtleneck dickie or turtleneck shirt must be inspected by the respective supervisor to ensure each garment meets color and other appearance requirements before it may be worn.

C. Undershirt

Undershirts worn with short sleeves shirts should be plain white or navy blue, crew or “v” neck, with no visible design. The tee-shirt will not extend below the sleeves of the navy/light blue shirt.

D. Scarf

Scarves worn by uniformed officers shall be black or dark blue in color with no designs.

E. Ear Coverings

Plain black or dark blue ear muffs or ear flaps are acceptable for use during cold weather.

F. Earrings

Male and female personnel shall be permitted to wear one earring in each ear lobe. Earrings shall be of the small post type or screw-on style. Any earring/ornament that extends below the ear lobe is strictly prohibited due to officer safety issues. Any other ring, stud, or ornament placed through a pierced visible body part is prohibited for males and females while on duty.

G. Sunglasses

Mirrored lenses are not to be worn.

H. Inclement Weather Clothing

Issued rain coats may be worn during inclement weather. The use of footwear covering boots during inclement weather is acceptable, provided they are black in color. Inclement weather clothing

should be stored at the officer's place of assignment or other place where it will be readily available for use.

I. Court Attire

Officer appearing in any court shall wear either the uniform of the day or appropriate business attire. Casual dress is not permitted. The agency Identification Card shall be affixed at all times to the outermost garment of all sworn personnel appearing in court in civilian attire.

J. Mourning Bands

In the event of a line of duty death of a member of the UB Police Department or an allied law enforcement agency; mourning bands will be worn on the badge by each uniformed officer.

1. Member of our agency – for a period of two weeks from the date of death
2. Member of another jurisdiction – for a period of seven days from date of death

1.816 Insignia of Rank

1.816.02 Insignia of Rank

A. University Police Officer

Maryland State Shield collar pins on the uniform shirt. Uniformed officers' trousers side seams have a 1" wide black stripe unless wearing BDU type trousers.

B. Master Patrol Officer (MPO)

The MPO pin, silver in color, shall be worn attached to the right front pocket flap centered directly under the name tag. The pin is to be worn on the outer most garments, rain coat excepted. The pin is issued after successful completion of the written MPO test.

C. Sergeant

Blue and white three chevron collar pins or black/subdued on the uniform shirt. Three blue and white chevrons on each sleeve of the uniform coat, sweater and shirts. Chevrons placed on the coat sleeve shall be centered midway between the elbow and shoulder seam. Trousers side seams have a 1" black stripe.

D. Lieutenant

One gold bar collar pin on the uniform shirt. One gold bar on each epaulet of the uniform coat and sweater. Maryland State Coat of Arms on uniform coat lapels. Two rows of ½" wide gold braid on each sleeve of the uniform coat beginning 2 ½" from the bottom of the sleeve. Trousers side seams have 1" wide black stripe unless wearing BDU type trousers.

E. Captain

Twin gold bar collar pins on the uniform shirt. Twin gold bars on each epaulet of the uniform coat and sweater. Maryland State Coat of Arms on uniform coat lapels. Two rows of ½" wide gold braid on each sleeve of the uniform coat beginning 2 ½" from the bottom of the sleeve. Trousers side seams have 1" wide black stripe unless wearing BDU type trousers.

F. Chief

Silver eagle collar pins on the uniform shirt. Silver eagle on each epaulet of the uniform coat and sweater. Maryland State Coat of Arms on uniform coat lapels. Four rows of ½" wide gold braid on each sleeve of the uniform coat beginning 2 ½" from the bottom of the sleeve and spaced ¼" apart. Trousers side seams have 1" wide black stripe.

G. Security officers

Maryland State shield collar pins (if issued) shall be affixed to the light blue uniform shirt.

H. Service star

Service stars shall be issued to and worn by all sworn personnel up to and including the rank of Captain with more than five years of service. One service star shall be issued for every five years of completed service. Service stars shall be worn horizontally, centered 5 ½" above the end of the left uniform coat sleeve, with the point of the star in an upright position. Police officers and sergeants shall be issued royal blue stars; Captains and above shall be issued gold stars.

I. Service wreaths

Gold, metallic service wreaths may be worn in lieu of agency issued service stars. Since the service wreath is optional, members shall wear it at their own expense. The authorized service wreath shall measure 1 ¾" in diameter. When worn, the wreath shall be centered 5 ½" above the end of the left uniform coat sleeve, with the number(s) in an upright position.

J. Maryland State Coat of Arms

All sworn uniformed personnel, holding the rank of Captain and above, shall be issued and wear the Maryland State Coat of Arms on the lapels of the uniform coat.

K. American Flag Pins

The wearing of American flag pins on agency uniforms is permitted at the member's own expense. The flag pin shall be worn over the name plate, centered above any existing agency awards or commendations.

L. Commendations

Agency commendation ribbons, and other ribbons authorized by agency policy shall be worn on the outermost garment, according to established policies and procedures.

1. Marksmanship decorations shall be issued based upon a police officer's most recent qualification scores. The score that determines which marksmanship award shall be issued will be the mathematical average based upon the officer's day and low-level light scores. The officer shall wear the marksmanship decoration for the MOST RECENT scores. The decoration shall be worn centered below the nameplate, on the pocket flap.

M. Other

The wearing or displaying of emblems or tie clips denoting civic, fraternal, religious or employee organizations on agency uniforms is *STRICTLY PROHIBITED*, except as provided for by this order. Additionally, any article of decorative jewelry (including bracelets and neckwear), which is visible when wearing the uniform is prohibited. This does not prohibit the wearing of the medic alert tags on the wrist or around neck.

1.818 Hair Style Guidelines

1.818.02 Male Personnel

- A. Do not adopt hair styles and hair colors which would likely be regarded as excessive or otherwise inappropriate to a uniformed appearance and shall not interfere with the proper wearing of any authorized headgear.
- B. The hair on top of the head and the sides and back shall be neatly trimmed with a well-groomed appearance.
- C. Hair may touch the shirt collar, but *shall not fall below the collar's lower edge*.
- D. Sideburns shall be neatly trimmed, with straight lines and no flair at the base.

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- E. A professional neatly trimmed mustache is permitted, but goatees and beards are not authorized. Uniformed members who may be suffering from the skin condition Pseudofolliculitis Barbae and are unable to shave shall submit medical documentation to the Captain stipulating a prognosis of when the member can resume shaving. The medical documentation shall also include a statement from the doctor explaining why a depilatory cannot be used. Upon authorization from the Captain, they will be excused from shaving while continuing to perform their normal duties. Members excused from shaving will be expected to clip their beards as close as medically permitted (normally $\frac{1}{4}$ " in length).
 - F. Hairpieces or wigs, if worn while on duty, shall be of good quality and fit, shall present a natural appearance, shall not interfere with the proper performance of duty and shall not present a safety hazard. If worn while in uniform, the hair from the hairpiece or wig shall not fall below the shirt collar's lowest edge.

1.818.04 Female Personnel

- A. Adopt hair styles and hair colors that are neatly arranged and not regarded as excessive, or otherwise inappropriate to a uniformed appearance and shall not interfere with the proper wearing of any authorized headgear.
- B. Hair may touch the shirt collar, but *shall not fall below the collar's lower edge*.
- C. When wearing the uniform cap, hair shall be arranged neatly. (Neatly arranged braids are acceptable).
- D. Objects worn in the hair shall serve the primary purpose of holding the hair in place. Do not wear hair ornaments for adornment purposes. Pins, combs, barrettes or any other device for holding the hair shall be similar in color to the individual's hair color. Do not wear hair nets.
- E. Hairpieces or wigs, if worn while on duty, shall be of good quality and fit, shall present a natural appearance, shall not interfere with the proper performance of duty and shall not present a safety hazard. If worn while in uniform, the hair from the hairpiece or wig shall not fall below the shirt collar's lowest edge.

1.820 Fingernail guideline

- A. Officer's fingernails *shall not extend more than $\frac{1}{4}$ " from the tip of the finger or interfere in any way in the performance of the primary task for which they were hired. Uniformed members wearing fingernail polish shall use a clear polish only. No decals or applications are permitted when in uniform.*

1.822 Maternity leave

- A. Upon notification of command that they are temporarily disabled due to pregnancy, female members of this agency shall be exempt from wearing the agency uniform.

1.824 Agency equipment

1.824.02 Lost or Stolen Equipment

- A. Every member of the Agency shall promptly report the loss or theft of, and any damage incurred to, any agency equipment or property which has been issued to him/her or is under his/her control. The initial notification of such incident will be made without delay to the Shift supervisor.

- B. The involved officer will expeditiously submit a detailed report, through the chain of command, to the Captain explaining all of the circumstances surrounding the incident. The appropriate field report will be filed as the circumstances warrant.
- C. An incident resulting in any agency property being stolen or damaged by a criminal act outside our jurisdiction will be expeditiously reported to the local police agency. The involved officer will obtain the local agency's report number and include this information in the required agency report(s).

1.824.04 Handguns

- A. Approved handguns shall be inspected and approved by the armorer prior to issue to sworn members. Uniformed members below the rank of Captain shall be issued four-inch barrel 40 cal. Glock handguns. Two-inch barrel or reduced size Glocks may be issued to the Captain. Sworn members shall carry their handguns in accordance with all rules, applicable regulations, policies and procedures, and in conformance to all laws. Supervisors shall ensure that sworn members under their command submit their duty handgun for a monthly inspection. However, handguns may be inspected more often depending upon inclement weather conditions. Any modification or addition to the trigger or hammer of any handgun to be used on or off duty is specifically prohibited without the prior approval of the Captain. Any repair, disassembly, re- bluing, etc., of any issued handgun by other than authorized personnel is prohibited. Sworn personnel shall be responsible for maintaining their agency and personal handguns in proper operating condition. They must ensure it is always clean and ready for use. All handguns must be worn in a holster. A member of the force going out of state on vacation leave or other extended leave of absence shall ensure their *service* handgun is properly secured. When a firearm is not being carried, it shall be kept in a secure place, inaccessible to persons not members of the agency.

1. Authorized Off-Duty Handguns

- a. Officers are authorized to carry privately owned .380, .40 caliber or 9mm semi-automatic pistols while off-duty or for non-operational, non-uniform temporary duty assignments such as training days, providing the UPO qualified with same.
- b. The off-duty pistols must meet the following criteria:
 - i. Pistol must be double action only; or
 - ii. Pistol must be double/single only; and
 - iii. Pistol must be made by a reputable manufacturer.
- c. Suggested reputable manufacturers include, but are not limited to:
 - i. Sig Sauer
 - ii. Beretta
 - iii. Smith and Wesson
 - iv. Glock
- d. Officers must obtain written approval before carrying an off-duty pistol by the Captain.

B. Ammunition

- 1. Fifty rounds of agency ammunition, in 3 magazines (two magazines of 15 rounds to be in the magazine holders, and one magazine of 15 rounds in the handgun with one round in the chamber) shall be issued to all personnel who are permitted to carry the .40 cal. Semi-automatic handgun (each officer has 4 extra rounds). Personnel whose duties bring them into contact with the criminal element shall carry all issued ammunition while on duty. Personnel

assigned to administrative and/or non-enforcement positions need only carry a fully loaded weapon. Only issued ammunition shall be carried or fired in the issued handgun. However, the use of commercially available ammunition meeting agency specifications may be used during practice or training. *Only issued Glock magazines shall be used in Glock weapons.* If the .40 cal. weapon is unloaded daily for safety reasons, eject the chambered cartridge onto a soft surface. Take care to prevent these cartridges from striking any hard surface.

- a. Supervisors shall inspect all ammunition for serviceability and conformity to agency standards. These inspections shall be conducted monthly in conjunction with the handgun inspection.
 - b. Ammunition shall be kept clean and free from oil and grease. Ammunition should be removed from the handgun prior to application of any oil or spray lubricant to the handgun. A light coat of rust-inhibiting grease should be left on the weapon.
 - c. When in uniform, ammunition shall be carried on the uniform belt in ammunition pouches. .40 cal. semi-automatic pistol ammunition shall be carried in the issued magazines.
2. Authorized ammunition for **off-duty** pistols must meet the following criteria:
- a. Officers wishing to carry off duty weapons must agree to supply all their ammunition for qualifications and other training deemed necessary by the agency.
 - b. Agency issued .40 caliber ammunition for .40 caliber pistols; or
 - c. Semi Jacketed or Jacketed Hollow Point ammunition of a reputable U.S. manufacturer as approved by the Captain for .380 caliber and 9mm pistols.
 - d. Full Metal Jacketed ammunition is prohibited.

C. Holsters

Holsters for the service handgun shall be issued to all sworn members of the agency. Issued holsters shall not be altered in any way. Members working in uniform shall wear only the issued holster. Off-duty members may wear other than a agency issued holster provided, the holster worn is not a style or model prohibited by agency directive.

D. ASP Batons

ASP batons shall be carried during all shifts by members in uniform authorized to carry the ASP baton.

E. Pepper mace / OC Spray

Issued pepper mace shall be carried by sworn members in uniform. The mace canister shall be carried in the **UPRIGHT** position in the issued mace belt holster. Members, through periodic inspection, shall ensure the mace canister is fully operational at all times.

F. Handcuffs

Handcuffs and keys shall be issued to all sworn members. All sworn personnel serving in uniformed patrol, or in any other field operation (including overtime and voluntary assignments) which may bring the member in contact with the criminal element, shall carry their issued handcuffs and keys. Members, through periodic inspection and care, shall ensure issued handcuffs are fully operational at all times.

1. Members may carry an additional set of handcuffs at their own expense of the same make and model as agency issue. *Other makes and/or models of handcuffs are strictly prohibited.*

G. Glove pouch

A glove pouch shall be issued to all sworn members. This pouch shall contain one pair of rubber gloves.

H. Equipment belt

Agency equipment belts shall be issued to, and worn by, all uniformed police members. The belt shall be worn at waist height, covering the uniform belt. Belt keepers may be worn to ensure that the belt remains stationary.

I. Placement of equipment on uniform belt

1. The handgun shall be placed on the equipment belt on the strong side of the body. The radio is then placed on the opposite side of the belt for balance, zipper location compatibility for the winter coat, and to keep the gun hand free. The extra magazines should be located on the front of the belt closest to the weak hand for quick reloading. The pepper mace is to be located on the front of the belt for easy access and to prevent accidental discharge. The handcuffs should be in the issued case and located on the back of the belt over the kidney. A second set of handcuffs, (if carried), should be kept in an accessible location on the belt. The ASP baton holder should be located on the side of the belt opposite the firearm. The glove pouch should be kept in an accessible location on the belt.
2. Members shall follow the described placement of equipment on their uniform belt, unless otherwise directed (in writing) by the Captain. No equipment, other than issued or approved, should be carried on the belt.

J. Flashlight

Members may have a flashlight of good quality while on night patrol duty. A three (3) battery D-Cell size flashlight is the maximum allowable size.

K. Blackjacks/Slapjacks/Iron claws

The carrying and/or use of blackjacks/slapjacks and iron claws is STRICTLY PROHIBITED.

L. Shock devices

At this time, the carrying and/or use of any shock emitting devices such as Tasers, etc., is STRICTLY PROHIBITED.

M. Soft body armor: Facts about your soft body armor THERE IS NO SUCH THING AS A BULLET-PROOF VEST.

The University of Baltimore Police Department is a “Mandatory Wear” agency.

The issuance of soft body armor is not intended to create in our personnel any feeling of invulnerability to injury from any firearm or other weapon. The armor is not a replacement or substitute for the use of common sense and good judgment. Secure cover, where available, is always the best alternative to personal exposure, regardless of the presence of soft body armor. The soft body armor is intended to provide additional insurance that our personnel may survive a sudden, unexpected or unprovoked attack with minimal or no injury.

1. Wear agency approved soft body armor at all times while on duty (includes overtime, voluntary assignments and pre-planned high risk situations which from time to time may be defined by the agency), except when:
 2. The ranks of Lieutenant and Captain are exempt from wearing soft body armor since their duties are principally administrative, and do not routinely bring them into contact with the criminal element. However, if a temporary/unusual duty assignment may expose them to the criminal element; soft body armor shall be worn according to policy.
 3. A letter of exemption from a personal physician has been approved by the Captain. When requesting an exemption from wearing soft body armor for medical reasons, forward a letter of exemption from your personal physician through official channels to the Captain.
 4. Properly wear and maintain soft body armor and approved carriers to ensure effectiveness.
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READ AND FOLLOW THE INSTRUCTIONS ISSUED WITH THE SOFT BODY ARMOR.

5. Report improperly fitting armor to your supervisor.
6. Approved armor is designed to provide protection against:
7. A specific range of weapons (including .357 magnum and 9mm handguns).
8. Known commercially manufactured ammunition.
9. Armor will not protect against:
10. High-powered shoulder weapons (center fire rifled).
11. Specially coated ammunition
12. Hand-loaded "hot" ammunition
13. Weapons powered beyond the designed protection of the vest.

1.826 Care and maintenance of soft body armor

1.826.02 Protective System

- A. The carriers and protective panels are like belts, holsters and handguns, a "system" which must be cared for, maintained and worn properly to function as intended, as a protective "system" for added safety.
- B. Care and cleaning is achieved for the Kevlar Ballistic Insert (inner panels) by:
 1. Hand washing - separately from other clothing.
 2. DO NOT MACHINE WASH, OR SCRUB WITH BRUSH.
 3. DO NOT SEND TO COMMERCIAL LAUNDRY OR DRY CLEANER.
 4. Use Woolite or bath soap.
 5. DO NOT USE BLEACH, FABRIC SOFTENER OR HARSH DETERGENTS.
 6. Rinse thoroughly after washing to remove all traces of soap which might remain on the inner panels.
 7. Wash at minimum intervals consistent with good hygiene. (Normal perspiration sometimes produces certain chemicals which, if allowed to accumulate and remain on the panels, cause a damaging chemical reaction on the material).
 8. Drip-dry armor panels inside and away from direct sunlight. Panels must be thoroughly dry before wearing. Spread panels on towels on a flat surface to dry, or line dry inside.
 9. DO NOT USE DRYERS OR HOT AIR.
- C. Armor Carriers are to be:
 1. Washed by hand or automatic machine, using only DURABLE PRESS cycle at medium water temperature (approximately 120 degrees F). *Carrier only* may be commercially drycleaned.
 2. When machine washing and drying carrier, the Velcro fastener should be in closed position.
 3. Use low sudsing detergent according to detergent manufacturer's directions. DO NOT USE BLEACH.
 4. Rinse thoroughly after washing to prevent irritation to the skin which may be caused from contact with soap.
 5. Wash at frequent intervals consistent with good hygiene.
 6. *Carrier only* may be tumble-dried at medium temperature setting, or line dried.
 7. Carrier must be completely dry before inserting inner panels.
- D. **Maintenance/Inspection**
 1. Visibly inspect the armor at frequent intervals
 2. Check for separation of the "ply" and the weave of the protective material.
 3. Check for torn bindings on the Kevlar panels.
 4. Inspect the carriers for wear, torn or separated seams. The carrier performs the important

function of keeping the protective panels properly placed on the body. Damaged carriers may allow the protective panels to move from position of optimum protection.

5. Immediately report any suspected defects to the shift supervisor on a Form 95
6. Do not test fire on a vest
7. Do not separate plys or remove panels.

E. FIT/WEARING

1. The soft body armor should fit in accordance with the following specifications: from side seam line to side seam line and from collar bone to approximately one inch above the belt when standing and even with the navel when seated.
2. The armor units fit into the front and back “pockets” of the carrier and are sealed in with a strip of Velcro. The carrier has four laterally-fastened adjustment straps and two shoulder straps of Velcro.
3. Adjustment should be made to the lateral straps only. Shoulder straps should be left closed unless emergency removal of the armor is required.
4. Proper fit is essential. Do not accept a vest that is improperly fitted. A vest should not:
 - a. Ride up to your chin when you are seated. (DO NOT OVER-TIGHTEN ADJUSTMENT STRAPS).
 - b. Catch on belts or other equipment
 - c. Unreasonably bind or restrict your movement.

F. Storage

1. Always store body armor flat or on a hanger.
2. DO NOT FOLD.
3. Do not store in vehicle’s interior or trunk.