



Personal Appearance, Wear of the Uniform, and Care of Equipment

I. INTRODUCTION

Police employees of the Ridgely Police Department are required to be neat, clean, and well groomed at all times, except where authorized to dress otherwise in a covert assignment.

Patrol Uniforms will be kept clean and pressed at all times. Training Uniforms will be kept clean and serviceable at all times. Footwear shall be polished, duty gear clean and serviceable, and sidearms shall be clean and serviceable at all times.

A. FOOTWEAR

Shoes or uniform boots will be free from dirt and shined. Foul weather footwear shall be conservative in appearance.

B. FINGERNAILS

Employees will keep their fingernails trimmed and free of dirt. Females while in uniform may wear only conservative polish or coating on their fingernails.

II. HAIR REGULATIONS

Every Police employee of the Ridgely Police Department while on duty will be required to keep their hair in a neat and well groomed manner. These regulations are not meant to be all inclusive, and final judgment rests with the Chief of Police.

A. MALE EMPLOYEES

1. Hair on the crown and sides of the head will be neatly groomed. The length and bulk of the hair shall not interfere with the proper wearing of any authorized uniform headgear. Hair in front will not be groomed so that it falls below the band of properly worn headgear.
2. Hair will be worn with a tapered look, and when combed will not touch either the ear or the collar.
3. Hair on the back of the head shall be tapered down to the neck.

General Order No. 2-1 (Cont.)

4. Sideburns, if an individual chooses to wear them, shall be neatly trimmed and tapered in the same manner as prescribed for hair. Sideburns shall not extend below the lowest opening in the ear, shall be of even width (not flared), and shall end with a clean shaven horizontal line.

5. Mustaches will be kept clean, neatly trimmed, and will not be worn to allow the hair to hang over the upper line of the upper lip. No portion of the mustache shall extend beyond the corners of the mouth, and no extreme styles may be worn, such as the handlebar mustache.

6. Other facial hair, such as beards or goatees of any type, will not be worn. Officers will report for duty with a clean shaven face unless otherwise directed by the Chief of Police.

7. Wigs or hairpieces will conform to office hair regulations.

B. FEMALE EMPLOYEES

1. The length, bulk, or appearance of natural hair will not be excessive, ragged, or unkempt. Hair will be neatly groomed and will not hang over the collar. Hair in front will be groomed so that it does not fall below the band of properly worn uniform headgear. The hair may be worn slightly over the ears, but in no case will the bulk or length of the hair interfere with the proper wearing of any authorized headgear. Ponytails or completely plaited hair in unacceptable.

2. Hairpieces or wigs worn will conform to the same standards as stipulated for natural hair.

3. Hair coloring, if used, must appear natural.

4. No ribbons or ornaments shall be worn in the hair except for neat, inconspicuous bobby pins or conservative barrettes.

5. When worn, cosmetics will be in good taste and natural looking. Eye shadow, false eyelashes, excessive lipstick, and earrings are prohibited.

6. Buns and french braids will be permitted on top of the head or back of the head, in a neat and attractive manner, provided they do not interfere with the wearing of uniform headgear and do not hang over the collar.

III. GENERAL RULES

A. Gaudy, excessive, outlandish or offensive jewelry of any kind will not be worn while in uniform by any member of the Ridgely Police Department.

B. The Chief may prohibit the wearing of bracelets, earrings, and other jewelry (excluding medical alert identification) while on duty should it detract from the professional appearance of the employee, or should it constitute a safety hazard.

C. No necklaces will be worn which show when wearing an open shirt or uniform, except those approved by the Chief.

General Order No. 2-1 (Cont.)

IV. UNIFORM AND EQUIPMENT REGULATIONS

A. Titles to all uniforms and equipment purchased for and issued to members of the Ridgely Police Department shall be maintained by the Town of Ridgely. All members of RPD shall be held strictly accountable for the proper care, use and maintenance of all articles, uniforms, and equipment issued to them. Uniforms shall only be worn or used in accordance with RPD regulations. The Ridgely Police Department reserves the right to inspect any equipment owned by the Town (desks, lockers, vehicles, computers, etc.) at any time. Reimbursement for lost property is the responsibility of the individual at a cost determined by the Chief.

B. All employees shall maintain all uniforms and equipment in neat order and in good repair at all times. The uniform shall at all times be worn in compliance with Departmental policy. Employees will be neat and well groomed at all times while in uniform or representing the Ridgely Police Department.

C. Personnel will be required to wear the issued uniform and equipment. Supervisors may prescribe other clothing and/ or equipment as necessitated by the specific nature of the duty to which an individual is assigned.

D. Civilian clothing worn by RPD members during a tour of duty shall conform to the standards normally found in private business. The Chief may prescribe other types of clothing as is deemed necessary. All articles of clothing worn while on duty shall reflect a positive image of the Ridgely Police Department.

E. Claims for damage to clothing, uniforms, and/ or equipment resulting from the performance of duty shall be directed in a Detailed Report format to the Chief through the chain of command.

F. RPD Personnel shall immediately report any loss or damage to Town property issued to them by Detailed Report format to the Chief through the chain of command.

G. Personnel shall immediately report any defects or potentially hazardous conditions found in any equipment or property used by them to their Supervisor.

H. Personnel will not attend any Court, in any jurisdiction, for the purpose of testifying or appearing as a defendant attired in any part of the uniform if the purpose of their attendance does not relate to acts which occurred in the performance of their duties.

I. Personnel will not wear any part of the uniform while off duty and not performing an official act for the Ridgely Police Department with the exception of approved secondary employment use.

J. Personnel on duty attired in uniform or in civilian clothing will be armed at all times.

General Order No. 2-1 (Cont.)

K. Wearing of the Stetson style hat:

1. Wearing of the Stetson style hat is optional for uniformed RPD personnel whether on duty, or off duty while in Class B uniform. It is however mandatory wear during those times when an Officer is on duty, in uniform, representing the Ridgely Police Department at city, county, or state level official functions. The Chief may prescribe the Stetson for wear in the Class A uniform, in lieu of the Class A Service hat. Officer safety and weather conditions may preclude the wearing of the Stetson. The Officer must use good judgment and common sense during those times. At no time will the Stetson be worn in a manner to bring RPD into disrepute or negative conjecture. The only authorized color for the Stetson is black.
2. During periods of inclement weather the Stetson hat will be covered by an appropriate protective cover. The cover may be clear or black in color.
3. The Stetson will not be worn indoors unless authorized by the Chief.
4. Every Officer will maintain their Stetson in good condition. This is done by brushing the exterior of the hat frequently. Wiping of the exterior head band and retaining strap is also advised.
5. The Stetson hat will not be worn with the winter Class B uniform without tie, or with the Class C, Class E, Class F, and Class G uniforms.

L. Classes of the Ridgely Police Department Uniforms

1. Class A: The Class A uniform will consist of a black long sleeve shirt with necktie, and black trousers. Highly polished black shoes and black socks will be worn. The Service hat will be worn, unless otherwise noted by the Chief. Leather duty gear will be worn.

The leather duty gear will consist of duty belt, holster worn on the strong side, handcuff case worn on the rear support side, and dual magazine pouch worn of the front support side. The Sam Browne strap will be attached to the belt at the front and rear of the holster, with the strap worn over the opposite shoulder. Two belt keepers will be worn on the Officer's "support side" of the belt.

2. Class B (Summer): The Class B uniform will consist of issued black short sleeved shirt and black trousers. Shoes or duty boots will be clean and polished. The "summer weight" Stetson may be worn and must be in a presentable condition. Issued nylon duty gear will be worn on duty. The patrol jacket may be worn in inclement weather or as deemed by the Officer.

General Order No. 2-1 (Cont.)

3. Class B (Winter): The Class B uniform will consist of issued black long sleeved shirt with necktie, and black trousers. Shoes or duty boots will be clean and polished. The "winter weight" Stetson may be worn and must be in a presentable condition. Issued nylon duty gear will be worn on duty. Optional wear will consist of a black v-neck sweater (tucked into the waistband) or patrol jacket, and a black knit cap. Presentable earmuffs may be worn with the Stetson. Other items may be authorized by the Supervisor. Gloves may be worn in inclement weather, and must be professional in appearance.

4. Class C: The Class C uniform will consist of an RPD issued black polo shirt. The yellow polo shirt will be authorized at times of special events at the direction of the Chief. Black "BDU" style trousers will be worn. Trousers will not be bloused unless directed by the Supervisor. Shoes or duty boots will be clean and polished. An RPD "baseball" style hat may be worn. Issued nylon duty gear will be worn on duty. The patrol jacket may be worn during inclement weather. An outer carrier may be worn in lieu of the issued Nylon duty gear as directed by the Chief of Police.

5. Class D: The Class D (K-9) uniform will consist of the same items for wear as the Class C uniform. K-9 items may be worn with the Class D uniform as directed by the Chief of Police.

6. Class E: The Class E uniform will consist of those items appropriate for bike patrol duty. The bike patrol helmet will be worn while on bike patrol. Issued nylon duty gear will be worn on duty. Appropriate bike patrol shoes are authorized.

7. Class F: The Class F (S.W.A.T.) uniform will consist of the appropriate S.W.A.T. uniform and equipment. The S.W.A.T. Team Leader will designate the authorized items.

8. Class G: The Class G (Training) uniform will consist of khaki trousers. A black polo shirt will be worn. Shoes will be black or tan in color. The issued sidearm will be worn in the authorized off duty holster. The RPD badge will be displayed in a conspicuous location. A black or tan color belt will be worn. The Chief may authorize other items for wear on an "as needed" basis, or as training dictates.

a. Socks worn by RPD personnel will be black in color and of a length so as not to expose too much skin.

b. A white or black t-shirt will be worn with a department issued shirt, worn with an open collar.

c. The sleeves of the t-shirt will not extend below the sleeves of the department issued shirt.

d. The Chief of Police shall dictate the authorized uniform Class for wear.

General Order No. 2-1 (Cont.)

M. Wear of the RPD Badges and Awards

1. The shoulder patches will be sewn to both shoulders of the Class A, Class B and Class D uniforms. The patch will be sewn 1/2 inch from the shoulder seam, and centered on the sleeve.
2. Rank insignia will be sewn to the sleeves of Class A, Class B, and Class D shirts. The insignia will be sewn between the shoulder seam and the elbow, and centered on the sleeve.
3. Collar devices shall be worn on the Class A, Class B, and Class D uniforms. Collar devices shall be affixed 1.25 inches from the collar tip, and centered. The collar devices will be worn in a vertical manner using the collar tip as a reference. Rank insignia will be embroidered on Class C and Class E uniforms in the same manner as Collar devices.
4. The RPD Badge shall be worn on the Class A, Class B uniforms. The badge shall be affixed to the left breast, above the pocket, and centered on the seam. The RPD Badge shall be embroidered or attached to the outer carrier via velcro on Class C and Class E uniforms.
5. The RPD Qualification badge may be worn on the Class A, Class B uniforms. The Qualification badge will be worn on the left breast pocket flap, with the upper edge of the bar worn 1/2 inch below the upper edge of the pocket flap and centered.
6. The Name Bar will be worn on the Class A, Class B, uniforms. The name bar will be worn above the right breast pocket. The lower edge of the bar may touch the top edge of the pocket flap and centered. The Officer's last name shall be embroidered or attached to the outer carrier via velcro on the Class C, Class D, and Class E uniforms.
7. Awards (Ribbons) shall be worn 1/2 inch above the name bar and centered. Awards shall be worn in order of precedence.
8. Skill badges shall be worn 1/2 above the name bar or 1/2 inch above Awards if worn. Skill badges shall be worn in order of precedence. If order of precedence cannot be established, skill badges shall be worn in order of size, with the smallest badge on top. Embroidered skill badges may be embroidered or attached to the outer carrier via velcro on the Class C, Class D, and Class E uniforms.

N. Wear of the External Armor Carrier

1. The External Armor Carrier may be worn by members of the Ridgely Police Department in lieu of the issued Nylon duty gear. All external carriers must be approved by the Chief of Police prior to purchase.
2. The carrier shall be black in color and made of either 500D or 1000D Nylon. The carrier shall be modest in appearance and not resemble SWAT carriers.

General Order No. 2-1 (Cont.)

3. Carriers must have badges and name tags embroidered or attached via velcro. Skill badges may be worn as directed by the Chief of Police.
4. The carrier shall have "POLICE" in reflective lettering on the rear. This may be directly affixed to the carrier, or attached via velcro.
5. Only those pouches worn on the duty belt are authorized to wear on the carrier. Pouches may only be mounted in a manner in which they would be worn on the issued Nylon duty belt. No pouches or equipment may be mounted to the chest, weapon "strong side", or upper back area unless approved by the RPD Range Master and the Chief of Police.
6. The Nylon duty belt shall be worn with the issued weapon holster attached. Officers may wear additional issued equipment on the belt in lieu of placing those items on the carrier.
7. The outer carrier must be clean and serviceable at all times.
8. All pouches to be affixed to the outer carrier must be approved by the RPD Range Master and the Chief of Police.
9. Officers must be mindful of their appearance while wearing the outer carrier. Officers shall strive to maintain a presentable and professional appearance while wearing the outer carrier.