



HOWARD COUNTY SHERIFF'S OFFICE

# GENERAL ORDER ADM-06 UNIFORM & GROOMING STANDARDS

EFFECTIVE APRIL 20, 2015

2-Page Revision (Page 11-12)

This General Order contains the following numbered sections:

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## **I. POLICY**

The Howard County Sheriff's Office (HCSO) shall provide all personnel with the equipment necessary to perform their duties.<sup>1</sup> All members and employees are required to maintain a clean, neat, and well-groomed appearance at all times. Personnel are responsible for the proper care and maintenance of all issued equipment and uniforms. Supervisors are responsible for inspecting personnel to ensure that they are properly groomed and their equipment is kept in good working order.<sup>2</sup>

## **II. UNIFORM OF THE DAY**

A. Uniform of the day is the class of uniform, with appropriate accoutrements, as directed by the Sheriff.

- 1. The Sheriff, or his designee, may make classification adjustments due to unseasonable weather.
- 2. Uniforms shall be worn in their entirety, regardless of duty status.
- 3. No unauthorized adornments shall be displayed on any Deputies or Security Officers uniform.

B. CLASS A – Dress Uniform

- 1. The Class A uniform shall be worn to deputy functions, details, funerals, or as directed by the Sheriff.
- 2. The Class A Dress Uniform shall consist of the following:
  - a. Long-sleeve shirt with necktie and tie bar.
  - b. Dress blouse with collar ornaments, badge, nameplate, and commendations.
  - c. Issued brown trousers with black stripe.
  - d. Black Oxford or dress, high polished shoes.
  - e. Trooper-style felt hat
  - f. Gun belt with buckle (only)
- 3. Sam Browne Strap (shoulder strap)

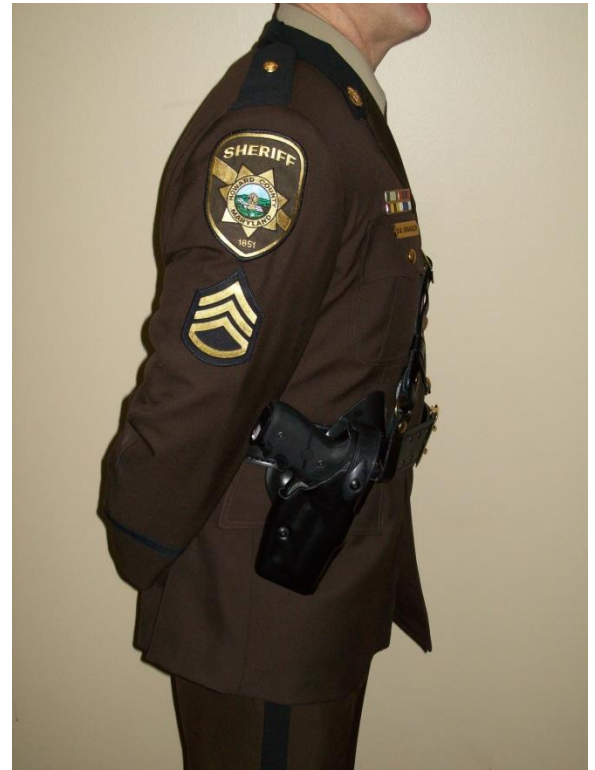
<sup>1</sup> CALEA 22.2.5

<sup>2</sup> CALEA 26.1.1

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Lapel ornaments shall be centered on the collar just above the lapels, 1/2" from the edge of the collar consistent with the uniform guide.

The issued nameplate shall be centered on the flap of the right breast pocket. The top edge on the nameplate shall be 1/8" below the bottom of the seam flap.



- a. Sergeants and below shall wear a Sam Browne strap with the buckle centered on the chest.
  - b. The gun belt, when worn as part of the Class A Dress Uniform, shall have "D" rings attached to the weapon side of the belt.
  - c. The Sam Browne strap shall be attached to these rings with the strap running through the non-weapon side epaulet and the "D" rings attached in front of and behind the holster.
3. Only a holster, magazine pouch, and handcuff case shall be worn with the Class A Dress Uniform.
  4. No cellular phones shall be visible when wearing the Class A Dress Uniform.
- C. CLASS B – Winter Uniform
1. The Class B uniform shall be worn between November 1 and March 31.
  2. Long-sleeved shirts are optional from October 16 to October 31. Long-sleeved shirts will become mandatory on November 1.
  3. The badge, nameplate, and appropriate rank insignia are to be worn on the outer garment.
  4. The Class B Winter Uniform shall consist of the following:
    - a. Long-sleeved shirt, issued brown trousers with black stripe. (*Shirts shall be worn with the sleeves extended and all the buttons fastened.*)
    - b. Badge, nameplate, appropriate rank insignia, tie with tie bar, or issued dickey. (*Commissioned personnel are required to wear the necktie with tie bar – they are NOT authorized to wear dickeys.*)
    - c. All black shoes or boots
    - d. Black HCSO baseball cap (optional)
    - e. Patrol jacket (optional)
    - f. Authorized HCSO sweater (optional)
- D. CLASS C – Summer Uniform
1. The Class C Summer Uniform shall be worn between April 1 and October 31. Shirts shall be worn with all buttons fastened except the top button.
  2. Short-sleeved shirts are optional from April 1 to April 14. Short-sleeved shirts will become mandatory on April 15.
  3. The following are parts of the Class C Summer Uniform.
    - a. Short-sleeved shirt, issued brown trousers with black stripe
    - b. Badge, nameplate, appropriate rank insignia
    - c. All black shoes or boots
    - d. Black HCSO baseball cap (optional)
    - e. Patrol jacket without liner (optional)

E. CLASS D – Utility Uniform

1. The long-sleeved shirt shall be worn between November 1 and March 31.
2. The short-sleeved shirt shall be worn between April 1 and October 31.
3. Both shirts shall display an embroidered HCSO badge over the breast pocket. Dark brown name tape with embroidered lettering shall be centered above the right pocket. The bottom edge of the name tape shall be sewn 1/8" above the seam of the pocket flap.
4. If applicable, the appropriate rank shall be displayed on the sleeves or collar.
5. Awards, commendation ribbons, and pins shall NOT be displayed on the Class D Utility Uniform shirts.
6. The following are parts of the Class D Utility Uniform:
  - a. Long-sleeved shirt, dark brown (worn with an open collar – top button unbuttoned – and sleeves extended, buttons done. Optional: May be worn with issued HCSO dickey, if wanted.)
  - b. Short-sleeved uniform shirt, dark brown
  - c. Dark brown six pocket pants (Optional: May be bloused, but must present a neat, military appearance. If bloused, must be worn with black combat-style boots, no less than 7 inches high.)
  - d. All black shoes or boots
  - e. Black HCSO baseball cap (optional)
  - f. Patrol Jacket
  - g. Authorized HCSO sweater (optional, with long-sleeved shirt ONLY)
  - h. Nylon web gun belt, holster, and duty gear (handcuffs case, ASP baton case, magazine case, portable radio case, disposable gloves holder, keepers).
7. The Class D Utility Uniform shall be worn as the uniform of the day by the following components of the Sheriff's Office:
  - a. Transportation Unit
  - b. Domestic Violence Section
  - c. Landlord / Tenant Section
  - d. Education & Training Section
  - e. K9 Operations
  - f. Range Instructors
  - g. Security Officer III
8. Deputies that are not assigned to the above components are not authorized to wear the Class D Uniform.
9. Warrants
  - a. With prior approval of the appropriate Division Commander, a black polo shirt with the HCSO badge and "Warrants Unit" (under the badge) embroidered on the left front breast and khaki six pocket style (cargo) pants may be worn.

- b. Warrant deputies may wear the issued HCSO outer vest carrier, when appropriate.
10. Landlord/Tenant Unit
- a. Summer Shorts Utility Uniform
    - 1. Class D uniform shorts are to be worn with the short sleeve utility shirt.
    - 2. Only black plain socks, ankle high (tube socks are not permitted) and black oxford style (low cut) athletic footwear or shoes are authorized for wear with the shorts.
    - 3. With exception of the above items, all other uniform equipment specified in Section II, E., is to be worn.
    - 4. Shorts may not be worn while assigned to administrative duty, transports, transportation, circuit or district court unless authorized.
    - 5. Personnel who wear the summer short utility uniform shall have their Class D uniform ready and available if called upon to work other assignments.
    - 6. The shorts are optional; however they shall only be worn between April 1<sup>st</sup> and October 31<sup>st</sup>.

### III. UNIFORM WEAR & INSIGNIA

#### A. Awards & Commendations

- 1. All HCSO awards and commendations shall be worn on the Class A Dress Uniform. HCSO awards and commendations, along with any other awards and commendations from other law enforcement agencies, may be worn at the Deputy's discretion on the Class B and Class C uniforms. The award or commendation ribbons shall be centered ½ inch above the name plate.
- 2. Multiple awards or commendations shall be worn in rows of no more than four (4) per row. Multiple rows shall be worn so that the bottom of one row touches the top of the row beneath it. Awards shall be displayed in order of issuance, from the top to the bottom and left to right.
- 3. Pins issued by the Howard County Government for length of service may be worn centered above the right breast pocket with the bottom of the pin ½ inch above all other awards.
- 4. HCSO members who received an honorable discharge from the active, reserve, or the National Guard of the Armed Forces of the United States may wear ribbons presented by their respective branch of service.

#### B. Badge

- 1. Deputies and Security Personnel shall only possess, carry, or wear the HCSO issued badge.<sup>3</sup>
- 2. Badges shall be worn in the holder provided on the outer garment of the uniform of the day and the uniform shirt.

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<sup>3</sup> CALEA 73.2.1 b

3. Deputies and Security Personnel and other persons employed by the HCSO shall not possess, carry, wear, or have made any badge that would, in any way, represent the Office of Sheriff, Howard County, Maryland.
4. Security Officers are prohibited from carrying their badges as a form of identification while off-duty.
5. On occasion, the Sheriff may authorize the wearing of "special issue" badges, such as the HCSO anniversary, inaugural, or other commemorative badges. These badges may only be worn during the time period specified by the Sheriff.
6. Warrant Unit Badge
  - a. Deputies permanently assigned to the Warrant Unit shall be issued a detective badge.
  - b. The Warrant Unit badge shall be used as identification while on plain clothes assignments.
  - c. The Warrant Unit badge shall be turned into the Quartermaster immediately upon a deputy's transfer from the Warrant Unit.

C. Badge Shrouds

Badge shrouds shall be worn in the following circumstances:

1. When a deputy of the HCSO or an officer of the Howard County Police Department dies in the line of duty, a black badge shroud shall be worn for thirty (30) days, commencing from the day of the death.
2. Whenever another law enforcement officer serving in Maryland dies in the line of duty, a shroud shall be worn beginning with the first tour of duty following the death and continuing until 2400 hours the day of the funeral.
3. The Sheriff may authorize the wear of a badge shroud for other circumstances, such as memorializing a national event honoring victims of an attack, disaster, or catastrophic event.

D. Collar Ornaments

Collar ornaments shall be worn on the Class A Dress Uniform. Collar ornaments shall be centered on the collar, just above the lapels, 1/2" from the edge of the collar.

E. Footwear

The HCSO furnishes safety footwear for deputies and security officers. The following types of footwear are acceptable:

1. Shoes worn with the Class A Dress Uniform shall be a low-cut black Oxford or dress shoe with a smooth finish and rounded toe. The shoe shall be highly polished at all times. Boots and tennis shoes are prohibited.
2. Shoes worn with other class uniforms may either be the Oxford-type shoe or any soft-soled tie shoe with smooth leather uppers that are completely black in color and similar in appearance to the designated styles available from the Quartermaster.
3. Boots
  - a. Black in color with predominantly leather uppers, round toe and plain tip style.

- b. Military-type style or design in appearance, capable of being polished without buckles, snaps, or Velcro.
  - c. Side zipper type boots are permissible when they otherwise conform to the above design requirements.
  - d. Boots shall maintain a uniform black appearance and remain highly polished at all times.
  - e. During inclement weather, plain black pull-on rubber boots may be worn.
4. Members wanting to purchase their own shoes must receive approval from the Chief Deputy prior to their purchase.

F. Gloves

1. Gloves may be worn in cold weather, provided they are solid black in color. Protective black gloves may also be worn when there is a high potential for exposure to bloodborne pathogens or contact with sharp objects. They must NOT interfere with firearm control or defensive tactics.
2. An issued black leather glove case may be worn on the rear of the gun belt to carry disposable gloves.
3. White gloves may be worn for ceremonial occasions or other special occasions, per the Chief Deputy's instruction.
4. Mittens are prohibited.

G. Gun Belt

1. Only the issued gun belt may be worn by uniformed deputies. The gun belt shall be worn over the waist belt and shall fit snugly, completely covering the waist belt.
2. The gun belt shall be maintained to ensure a uniform, plain black appearance. Basket weave finish is unacceptable.
3. The strong side (thick portion of the gun belt) shall be worn on the holster side.

H. Handcuffs

1. Uniformed deputies and security officers shall wear handcuffs in the issued handcuff case.<sup>4</sup> The holder shall be black and maintained to ensure a uniform black appearance. A second pair of handcuffs may be worn in an approved belt holder/handcuff case.
2. On-duty deputies, not in uniform and in an operational assignment, shall carry issued handcuffs on their person, or have them immediately accessible.

I. Handgun

On duty deputies shall carry the issued service weapon in the issued holster. The weapon shall be carried fully loaded, with one round chambered.<sup>5</sup> Two additional magazines shall be worn on the non-weapon side of the gun belt, forward of the radio.

J. Hat

1. The Trooper-style felt hat shall be worn as part of the Class A Dress Uniform.

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<sup>4</sup> CALEA 73.2.1 b & 73.4.1

<sup>5</sup> CALEA 1.2.2

2. Wearing of the Trooper-style felt hat shall be optional for Class B and C uniforms, except when directed by a supervisor.
3. The hat shall be worn squarely on the head with the front brim approximately “two fingers” above the tip of the nose. The hat shall be worn so that the top is level and not tipped back or tipped to the side.
4. Wearing of the issued HCSO baseball cap shall be optional for the Class B, C, and D uniforms.
5. Uniformed personnel may, when exposed to outside elements, wear a plain black ski-style hat. This hat may NOT be worn indoors.

K. Holster

On duty, uniformed deputies regularly engaged in operations activities shall wear the issued holster on the weapon side of their gun belt. Other uniformed and non-uniformed deputies shall wear the issued administrative holster on the weapon side of the waist belt.

L. Howard County Sheriff's Office Patch

The issued patch shall be worn on both sleeves of the issued blouse, jackets, overalls, sweaters, long-sleeved shirt, and short-sleeved shirt. Permission to wear the patch elsewhere must be obtained through the Sheriff.

M. Name Plate

1. The name plate shall be worn on both the shirt and outer garment of the uniform of the day.
  - a. The name plate shall be centered above the right breast pocket of the uniform shirt and blouse, with the bottom edge of the name plate touching the top seam of the pocket flap.
  - b. On jackets and coats, the name plate may be placed on the flap of the right breast pocket with the top edge of the name plate touching the top edge of the flap.
2. The name plate shall be polished and the letters shall retain the contrast coloring, as when first issued.

N. Necktie & Tie Bar

1. Only the issued necktie shall be worn with the uniform. The issued tie bar shall be attached to the tie and the shirt. The tie bar shall be parallel to the bottom edge of the shirt pocket flaps.
2. A necktie and tie bar shall only be worn with Class A and Class B uniforms.
3. Issued HCSO dickets may be worn (optional) with the Class B Winter Uniform, except as directed by a supervisor.

O. Baton & Case

Deputies shall carry the ASP baton and case on the weapon side of the gun belt, immediately to the rear of the duty weapon. The issued ASP baton shall not be altered in any manner.

P. Portable Radio, Case & Attachment



1. The portable radio shall be carried in the issued case on the non-weapon side of the gun belt, centered (approximately) over the trouser stripe. The radio may also be carried with the issued clip.
2. When issued with the lapel microphone, the microphone shall be attached to a shirt or jacket epaulet.
3. Earphone Connectors
  - a. Deputies assigned to the Court Services Division shall be issued earphone connectors as part of their standard equipment.
  - b. Earphone connectors shall be used when assigned to court proceedings.
  - c. Deputies shall monitor their earphone connectors at all times, in accordance with the guidelines provided by *General Order ADM-12 Radio Communications*.

Q. Rank Insignia

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

1. Commissioned Officers shall wear their rank insignia on the epaulet of all blouses, coats, and patrol jackets. The rank insignia shall also be affixed to the collars of the shirts parallel to the bottom edge of the collar,  $\frac{1}{2}$  inch from the bottom of the collar to the bottom edge of the rank insignia.
  - a. SHERIFF – Gold Eagle affixed to the epaulets of blouses, coats, and winter outerwear. Gold Eagle affixed to the shirt collars in the manner described above.

*Four (4),  $\frac{1}{2}$  inch gold braids shall be sewn on each sleeve of the blouse, coat, and patrol jacket with  $\frac{3}{8}$  inch separation between the braids. The braids shall begin  $2 \frac{1}{2}$  inches from the bottom of the sleeves.*
  - b. MAJOR (Chief Deputy) – Gold Oak Leaf cluster on each epaulet of the blouses, coats, and winter outerwear. Gold Oak Leaf cluster shall be affixed to the shirt collars as described above.

*Three (3),  $\frac{1}{2}$  inch gold braids shall be sewn on each sleeve of the blouse, coat, and patrol jacket with  $\frac{3}{8}$  inch separation between the braids. The braids shall begin  $2 \frac{1}{2}$  inches from the bottom of the sleeves.*
  - c. CAPTAIN – Twin Gold Bar collar pins on each epaulet of the blouse, collar, patrol jacket, and winter outerwear. Twin Gold Bar collar pins shall be affixed to the shirt collars as described above.

*Two (2),  $\frac{1}{2}$  inch gold braids shall be sewn on each sleeve of the blouse, coat, and patrol jacket with  $\frac{3}{8}$  inch separation between the braids. The braids shall begin  $2 \frac{1}{2}$  inches from the bottom of the sleeves.*
  - d. LIEUTENANT – Single Gold Bar pins on each epaulet of the blouse, collar, patrol jacket, and winter outerwear. Single Gold Bar pins shall be affixed to the shirt collars as described above.

*The blouse, coat, and patrol jacket shall have a single  $\frac{1}{2}$  inch gold braid on each sleeve. The braid shall be placed  $2 \frac{1}{2}$  inches from the bottom of the sleeves.*
2. Non-commissioned Officers shall wear chevrons on the sleeves of their shirts and other outerwear. The chevrons shall be centered on the sleeves  $\frac{1}{2}$  inch below the HCSO

patch. On the patrol jacket and sweater, rank insignia boards shall be worn on the epaulet.

- a. Staff Sergeant (Executive Officer) – Triple Chevrons with one (1) lower stripe
- b. Sergeant – Triple Chevrons
- c. Corporal – Double Chevrons

R. Socks

Socks shall be solid black in color. Socks worn with boots and not visible may be other colors.

S. Soft Body Armor<sup>6</sup>

1. The HCSO shall provide every deputy and security officer with appropriate body armor.
  - a. It is the responsibility of the individual Deputy and Security Officer to maintain their issued protective body armor.
  - b. Any flaws, damage or required maintenance must be reported through their Supervisor to the Quartermaster.
2. All uniformed operational personnel holding the rank of Sergeant and below, to include Security Officers, shall wear the issued body armor whenever they anticipate involvement in potentially hazardous/high risk situations (surveillance, execution of search & seizure warrants, execution of arrest warrants, transporting prisoners, etc.).<sup>7</sup>
3. Deputies involved in covert operations where body armor wear would present a danger of identification do not have to wear body armor.
4. At all times, body armor shall be readily available to all on-duty deputies and security officers, including those serving in an administrative capacity.
5. Outer HCSO black, soft body armor carriers shall be issued to all deputies and security officers. Badges shall be displayed on the left front of the carrier and the word SHERIFF or SECURITY shall be displayed on the right front and back.
6. The outer carrier may be worn (optional) over the shirt of the Class B, C, or D uniforms, or as directed by a supervisor.

T. Sweaters

1. The HCSO brown sweater may be worn under the uniform jacket or coat when the Deputy is wearing a long-sleeved shirt with a tie or dickey.
2. The sweater may be worn as outerwear with the Class B Winter Uniform or the Class D Utility Uniform long-sleeved shirt.
  - a. The sweater shall have the HCSO patch attached to both shoulders. The patch shall be ¼ inch from the top seam and centered on the sleeve.
  - b. The badge shall be worn on the left breast and affixed to the holder.
  - c. The name tag shall be worn on the right breast and affixed to the holder.
3. Commissioned and non-commissioned deputies shall have the rank insignia on shoulder boards attached to the epaulets. No other accoutrements shall be affixed to the sweaters.

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<sup>6</sup> CALEA 41.3.5 & 73.2.1 b

<sup>7</sup> CALEA 41.3.6

U. T-Shirts

1. T-shirts shall be white in color, V-neck, and not visible when wearing the Class C Summer Uniform shirt.
2. A black crew neck or a white V-neck shirt may be worn with the Class D Utility Uniform shirt.
3. No portion of the t-shirt shall appear hanging below the sleeves of the uniform shirt.

IV. **GROOMING STANDARDS**<sup>8</sup>

A. Male Deputies & Security Personnel

1. Hair shall be neat, clean, properly trimmed and well groomed at all times while employees are on duty.
2. The hair on top of the head shall be neatly trimmed and evenly tapered. The tapering of the hair shall start from an even line established at the base of the sideburns, continuing above and around the ears and back of the neck.
3. The hair on the sides and the back of the head shall not protrude from the bottom edge of the uniform hat in such a manner that the hair appears to bulge outward. In all cases, the bulk or length of the hair should not interfere with the normal wearing of the uniform hat.
4. Sideburns shall be neatly trimmed with straight lines and no flair at the base. The base of the sideburns shall not extend below the part of the ear which joins the head at the lowest point.
5. **Uniform members shall be clean-shaven. Neatly trimmed moustaches may be worn provided the ends of the moustache shall not exceed the corners of the mouth.**
6. **Beards of any kind are prohibited for all sworn members, unless authorized by the Sheriff or his designee.**

a. **Medical Condition – Beards**

**The Sheriff or his designee may authorize sworn members to wear a beard or maintain an alternate shaving schedule, if they have an existing medical condition that restricts or prevents them from shaving.**

1) **Member Responsibility**

- i. **Sworn members that have an existing medical condition that restricts or prevents them from shaving shall submit a memorandum to their Unit Commander and an original HCSO Beard Exemption Form (HCSO #1501) completed and signed by a licensed dermatologist that documents such medical condition.**
- ii. **The HCSO Beard Exemption Form must be dated and include the dermatologist's name, telephone number and original signature. The report shall also include the member's name and assignment.**
- iii. **Sworn members shall renew their HCSO Beard Exemption Form every 6 months in January and July. (If a member's initial request is made in between January or July due dates, then the**

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<sup>8</sup> CALEA 26.1.1

next required HCSO Beard Exemption Form would skip ahead to the next due date. Example: initial request approved in March, then the next HCSO Beard Exemption Form is due in January. This only applies to the first initial request, not if a member is late to provide the HCSO Beard Exemption Form. Example: HCSO Beard Exemption Form was due in January but member turned in renewal in March. The member would still need to provide a HCSO Beard Exemption Form for July.)

**2) Beard Appearance Standards**

Sworn members, who have a medical condition that restricts or prevents them from shaving and who have been authorized to wear a beard or maintain an alternate shaving schedule as described above, shall keep their facial hair neatly trimmed not to exceed ¼ inch in length. Goatees and other designer facial hairstyles that require partial shaving are strictly prohibited.

**3) HCSO Human Resources Coordinator (HCSO HR Coordinator)**

- i. The HCSO HR Coordinator shall be responsible for maintaining a file for all members that submit medical substantiation reports that restricts or prevents them from shaving.
- ii. The HCSO HR Coordinator will provide the member with a copy of the approved HCSO Beard Exemption Form. The HCSO HR Coordinator will also make notification to the member's Division Commander.

**4) Supervisors shall be responsible for ensuring compliance with grooming standards.**

**b. Non-Medical Condition Beard**

- 1) The Sheriff will provide a list of approved positions that will be exempt. (Members assigned to light duty or administrative duty are not exempt from shaving.)
- 2) Division Commanders can request an exemption for their personnel via memorandum to the Sheriff. The Sheriff will review the request and either approve or deny the request.
- 3) The HCSO HR Coordinator shall be responsible for maintaining a file for specialty assignments/positions authorized to wear a beard or facial hair for non-medical reasons.

**B. Female Deputies & Security Personnel**

1. Hair styles shall be neatly arranged and not regarded as excessive or otherwise be considered inappropriate to a uniform appearance.
2. Hair styles may not interfere with the wearing of the uniform hat.
3. Hair may touch the shirt collar but shall not fall below the collar's lowest edge to the rear.
4. No hair shall show under the front brim of the uniform hat. Hair shall not be plaited. French braided hair is permissible, provided it meets the requirements described above.
5. Objects worn in the hair shall be for the sole purpose of holding the hair in place. Any device holding the hair in place should be similar in color to the individual's hair.

- a. Combs, pins, or any other item that may be used as a weapon against the Deputy are prohibited.
- b. Hairnets are prohibited.
6. Hairpieces or wigs, if worn on duty, must 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 hairpiece or wig must conform to all the specifications for natural hair listed above.
7. Makeup may be worn, provided it is a neutral color.
8. Fingernails may be polished, provided the polish is neutral or light in color.
9. Jewelry
  - a. Necklaces, medals, etc. may be worn, provided they are not visible.
  - b. Pierced/clip-on earrings are permitted, provided they are the stud type or do not extend more than ¼ inch below the ear. "Loop" style earrings are prohibited. Only one matched set may be worn. Uniformed male deputies and security officers shall not wear earrings.
  - c. Rings may be worn, provided only one ring or wedding set is worn per hand.

C. All members

1. Tattoos/body art/branding

The purpose of the following tattoo policy is to promote the uniformity of appearance, for the purpose of identification of members to the public, to maintain neutrality and the perception of neutrality amongst members of the public, to prevent discrimination or the perception of discrimination amongst members of the public, to foster discipline and to encourage public confidence in members of the HCSO.

- a. No visible tattoos or branding will be displayed on the face, head, neck, or hands.
- b. Tattoos will not be visibly displayed on any part of the body if they are obscene, offensive, sexually suggestive, profane or discriminatory towards persons on the basis of their race, color, national origin or ancestry, religion or creed, age, sex, or disability.
- c. Waivers may be requested in writing and approved by the Sheriff, for visible, pre-existing tattoos and body branding.
- d. Visible tattoos and brandings must be covered for court appearances and administrative details.

2. Mutilation

Intentional body mutilation, piercing (except as specified in section IV. B. 9b.), branding or intentional scarring that would be visible while in uniform or civilian clothing is prohibited. Some examples are: split or forked tongue, foreign objects inserted under the skin to create a design or pattern, enlarged or stretched out holes in the ears (other than a standard piercing), intentional scarring that appears on the neck, face, scalp or arms. Waivers may be requested in writing from the Sheriff for prior existing body mutilation, piercing, branding or intentional scarring.

3. Dental Ornamentation

The use of gold, platinum or other veneers or caps for purposes of ornamentation is prohibited. Teeth, whether natural, capped or veneer, shall not be ornamented with designs, jewels, initials, etc. Waivers may be requested for prior existing dental ornamentation from the Sheriff.

**V. COURT APPEARANCES**

- A. Uniformed deputies and security personnel shall wear the uniform of the day when appearing in Court as representatives of the HCSO. Uniformed deputies, when attending Court while off-duty, may wear business attire as described below.
- B. Plainclothes deputies shall wear business attire when attending Court. This attire shall be as follows:
  - 1. Business suit or sport coat with a tie, dress slacks or trousers.
  - 2. Female personnel may wear a pants suit, dress or skirt, and blouse.
- C. Casual clothing shall not be worn during Court appearances while representing the HCSO.
- D. Members appearing in judicial proceedings not associated with their official HCSO duties may not:
  - 1. Wear any HCSO uniform item.
  - 2. Display any form of HCSO identification (badge or ID).
  - 3. Carry any weapon.
- E. This prohibition includes any appearances before a judicial officer (i.e. domestic relations, juvenile services, jury duty, out-of-county appearances) or Court in any jurisdiction.
- F. Members shall not make voluntary reference to their position or employment with the Howard County Sheriff's Office if acting outside the line of duty.
- G. Personnel who need to appear in Circuit Court on non-official business may secure their weapon(s) in the lockers provided in the Circuit Court offices.
- H. The Sheriff may make exceptions to this policy on an individual basis.

**VI. ADMINISTRATIVE DUTY**

- A. Sworn members on Administrative Duty shall wear business attire or business casual attire upon approval of the Chief Deputy or Sheriff.
- B. Business Attire / Business Casual
  - 1. Dress pants, khaki pants with belt, cotton pants or knit skirt;
  - 2. Dress shirt or polo with collar;
  - 3. Sweater, cardigan or blazer;
  - 4. Dress shoes or low-heeled closed toe shoes;
- C. The Executive Officer may wear the dress blouse without gun belt and Sam Browne strap while performing administrative functions, or as directed by the Sheriff.

**VII. CIVILIAN PERSONNEL<sup>9</sup>**

- A. Civilian personnel shall maintain proper grooming and appearance.

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<sup>9</sup> CALEA 41.3.4

1. Hair/hairpieces shall be neat, clean, and groomed in such a fashion as not to interfere with the employee's duties.
  2. Beards/moustaches shall be neatly trimmed and shall not interfere with the employee's duties.
  3. Civilian attire shall be business type, clean, and neat in appearance. Clothes shall be neatly pressed and not torn.
  4. Sandals are permissible; however, "flip flops" or beach sandals are not considered appropriate attire and shall not be worn to work.
- B. The Sheriff may designate a "Casual Day" for civilian personnel.
- C. On those days designated by the Sheriff as "Casual Day", personnel are reminded that attire must be presentable for the work environment.
1. No shorts, sweatshirts, sweatpants, or tank tops (unless worn under a blazer or shirt jacket).
  2. Capri pants and jeans are permissible, provided they are suitable for a work environment (no holes, tears, frayed cuffs, etc.).
- D. Casual day is automatic when designated by the County Administrators for a special event.
1. On designated days by County Administrators, personnel may wear attire stated in the global e-mail.
  2. Also, on severe inclement weather days (snow storms, hurricanes, etc.), personnel may wear jeans, boots, etc.

**VIII. CANCELLATION**

This General Order cancels and replaces *General Order ADM-06, Uniform and Grooming Standards*, dated December 8, 2011.

Authority:

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James F. Fitzgerald  
Sheriff