

**No attachment – Change Notice #1**

Subject: HCDC Policy A-005  
Staff Uniforms  
Effective: February 21, 2020

To: All Staff  
From: Jack Kavanagh, Director  
Date: February 21, 2020

**Explanation of Change**

We are required by Maryland Commission on Correctional Standards (MCCS), Adult Detention Center Standards to maintain a record of all Policies and Procedures and Post Orders reviewed by staff. Note: Each month an email audit is conducted to ensure we're in compliance.

You are required to open and read email each day while on-duty, except days you are assigned off-site, such as training or an out-post.

Please ensure you review this document within seven (7) working days. If on approved leave you shall be required to review the attached document within seven (7) working days of return to work.

Any questions or concerns regarding this revised document shall be brought to the attention of your immediate supervisor.

**Note:** If you delete the email prior to opening and reading, a receipt will automatically be sent as "Not Read".

**Change Notice #1**


The below change section will be implemented into the policy during annual review January 2021.

IV. Uniform Regulations

G. Polo Shirts: Permitted to be worn year-round.

JK/bd

HOWARD COUNTY DEPARTMENT OF CORRECTIONS  
POLICY & PROCEDURE

	SUBJECT:	Administration
	P & P #:	A-005
	TITLE:	Staff Uniforms
	EFFECTIVE DATE:	January 13, 2020
	REVIEWED BY:	<i>Elhart G. Flurry</i> Elhart Flurry, Security Chief
	REVIEWED BY:	<i>Andrea King Wessels</i> Andrea King-Wessels, Deputy Director
	AUTHORITY:	<i>Jack Kavanagh</i> Jack Kavanagh, Director

**POLICY:** The Department of Corrections uniform shall always be worn in such a manner as to enhance the correctional profession and the Howard County Government. Employees are required to maintain a clean, neat, well-groomed appearance at all times. Personnel are responsible for the proper care and maintenance of all issued equipment. Supervisors are responsible for inspecting personnel to ensure that they are properly groomed and their equipment is in good condition.

**REFERENCES:** Occupational Safety Health Administration (OSHA) 29 CFR 1910.134, HCDC Policy A-013 Roll-Call and A-037 Operations Statistics (OPSTAT).

**DEFINITIONS:**

**Uniform:** The terms uniform and equipment within the context of this policy shall include all issued items or insignia described herein, and items or equipment issued by the Department for individual or group use.

**PROCEDURES:**

I. Authorized Wearing of Department Uniforms

A. This Department shall provide the necessary uniforms and equipment to all appropriate staff. Unless otherwise specified by the Director, each uniformed employee shall receive an initial issue of the following items;

1. Class A Uniform:
  - a) 1 long sleeve uniform shirt
  - b) 1 short sleeve uniform shirt
  - c) 2 trousers
  - d) 1 tie
  - e) 1 metal name tag
  - f) 1 metal badge
  - g) 1 set of metal collar insignia (appropriate rank designation or State of Maryland crest)

- h) 1 mock turtleneck garment
- i) 1 brown sweater (departmental issue)

2. Class B Uniform:

(Battle Dressed Uniform – “BDU”) This uniform was named by the military and worn as a utility, field, or combat training, uniform and is not intended to be worn as all-purpose uniforms when other uniforms are more appropriate.

- a) 5 BDU shirts combination of short and long sleeve (dietary and other designated assignments may be authorized the tan polo type shirt to be worn with the BDU's).
- b) 5 BDU trousers
- c) 1 baseball type cap with HCDC insignia
- d) 1 jacket
- e) 1 brown sweater (departmental issue)
- f) 1 pair of black safety shoes/boots
- g) Belt (1½ inch)

B. Employees may purchase additional items at their own expense provided they are authorized in this policy.

- 1. The purchase must be approved by the Director and must go through the Officer Manager, following the same guidelines and procedures as items purchased by the County.
- 2. Personally, purchased items bearing the Departmental logo, or insignia, shall be returned to this agency to the same extent and manner as issued items, unless the logo or insignia are removed.

C. Wearing of the Department uniform, or any part thereof, is authorized only at the following:

1. The Class A Uniform:

- a) Shift Leader and Assistant Shift Leader (personal discretion unless otherwise determined by Director/designee.
- b) Award ceremonies;
- c) Court appearances;
- d) Funeral ceremonies;
- e) Specified training events;
- f) Specified meetings outside the Department;
- g) Promotional interviews;
- h) Traveling to and from above duties; and
- i) As authorized by the Security Chief or higher authority.

2. The Class B Uniform:

- a) While on-duty at the detention center, CBF, or outpost;
- b) Traveling to and from above duty;

- c) Training events on site and as authorized by the Training Captain; and
  - d) As authorized by the Director or designee.
- D. Employees may utilize the staff locker rooms to change into their assigned uniform should they choose not to wear their uniform to work. Staff changing into their uniforms at the facility must be dressed appropriately when arriving to the facility. Uniformed Correctional Staff may travel to and from work without wearing their assigned uniform shirts with the rest of their uniform as authorized by the Director. Staff represent this department whether in civilian clothes or in uniform. Staff must be in full uniform prior to the start of roll call for their respective shift.

## II. General Appearance

- A. Officers assigned to uniformed duty are required to be neat, clean, and well groomed.
- 1. Uniforms shall be clean and pressed at all times.
  - 2. Shoes, leather equipment and brass shall be polished.
  - 3. BDU trousers may be bloused over boots. Staff who do not blouse their BDU trousers must ensure that blousing straps do not extend beyond their trouser bottoms.
  - 4. All buttons are to be fastened and bulky items are not to be carried in pockets.
  - 5. Uniformed staff, on-duty, shall appear in the prescribed uniform at all times except when participating in training classes which are physical in nature (e.g. – SERT, first aid/CPR, self defense, restraints, weapons).
    - a. While participating in physically active type training, staff may wear sweat suits or utility type clothing, and shall maintain a professional appearance. Staff are otherwise subject to the same dress codes, conduct codes and standards as when on regular duty.
    - b. When wearing sweat suits/utility clothing for training, staff shall have a uniform available, on premises, in case they are required for duty after training.
- B. While in uniform, staff are not required to wear the ID card, but it must be carried in the employee's possession. Staff are also required to have the Departmental issued PREA card, and a recertification weapons card (if qualified) on their possession while on duty. When out of uniform, their ID card must be worn in a visible and conspicuous manner while in any other county building.
- C. Wearing of personal jewelry, visible outside the uniform, shall be limited to one (1) ring, or wedding ring set, per hand, one (1) wrist watch and one (1) pair of plain stud earrings that are no more than eight (8 mm) millimeters, or five sixteenth (5/16") of an inch in diameter (sample sheet attached as Appendix 3). The wearing of additional jewelry on any part of the visible anatomy, while in uniform, is prohibited.
- D. Employees shall keep their fingernails clean and neatly trimmed and not more than one quarter of an inch in length, so they do not interfere with the performance of their duties, detract from a professional image or present a safety hazard. If nail polish is

worn it shall be clear, flesh colored or white in color. Designs, bright colors and/or enhancements such as glitter, sequins, beads and/or jewels are prohibited.

- E. Cosmetics if worn shall be in good taste and natural in appearance.
  - 1. Excessive eye shadow and/or false eyelashes are prohibited.
  - 2. Lipstick as determined by administration shall be permitted.
- F. Correctional Officers may not obtain new tattoos which are visible while the officer is wearing a Departmental uniform.

### III. Hair

- A. Hair shall be neatly groomed.
  - 1. In no case shall the bulk, length or height of the hair, or hair in the front of the head interfere with the proper wearing of authorized uniform headgear or emergency equipment or be styled in any fashion that impairs the employee's vision. The length, bulk or appearance of the hair shall not be excessive, ragged or unkept.
  - 2. Hair on the back of the head may not extend further than one inch onto the collar. Hair on the sides of the head may touch, but not extend beyond, the uniform collar. The exception to this is the temporary wearing of the required hairnet when distributing dietary trays.
  - 3. Hair shall be worn for the uniform hat to fit properly on the head and allow for the brim of the hat to at least reach the top of the officer's forehead. Hair shall not be of height greater than five (5) inches.
- B. Buns, braids and/or pony tails shall be permitted on top or back of the head, in a neat manner, provided they do not interfere with proper wearing of authorized uniform headgear or emergency equipment and do not extend below the collar.
- C. Objects worn in the hair shall be for the sole purpose of holding the hair in place.
  - 1. Any device holding the hair in place will be similar in color to the individual's hair color or be solid black or brown.
  - 2. Combs, pins or any other item that can be used as a weapon against the officer or others are prohibited.
  - 3. Hairnets shall be similar in color to the individual's hair color or be solid black or brown or color issued by the Department.
- D. Hairpieces or wigs if worn on duty shall meet the requirements of hair standards set forth in this directive and present a natural appearance and shall not interfere with the proper performance of duty or present a safety hazard.
- E. Hair coloring, if used, shall be of natural hues. This includes only colors characteristic of human hair in a natural state rather than colors that are the unique result of chemical treatment. Examples of prohibited colors include, but are not

limited to, blue, green, pink, orange, and purple. Hair coloring shall not be worn in bright red combinations that detract from a professional, conservative appearance. No glitter or spray coloring may be worn.

- F. Moustaches are permitted, provided they are neatly trimmed, clean and do not interfere with the safety and/or function of security or safety equipment, such as particulate respirators.
- G. Beards are prohibited. Goatees, sideburns beyond half the length of the ear, and/or other facial hair, which may interfere with safety/security equipment which include but are not limited to a particulate respirator, are prohibited.
  - 1. An officer diagnosed by a physician as having a skin condition that precludes the ability to shave shall advise in writing to the Director that alternative shaving methods are not an option. This shall be done at the time the physician's note is first submitted and with each annual update.
  - 2. An annual note from a physician is required for the employee to continue to have a beard of 1/16 of an inch or less.
  - 3. Where there is a question regarding the authenticity of the certification, the Director may refer such a case to the county's medical provider for evaluation.
  - 4. When approved for medical reasons, a beard may be worn, but shall not exceed more than 1/16 of an inch.

#### IV. Uniform Regulations

- A. Collar Ornaments: Shall be centered on each side of the collar approximately one inch above the bottom of the point. *Note: Class B uniforms shall feature cloth collar insignias.*
  - 1. Correctional and Correctional Dietary Officers shall wear two (2) Maryland State Seal ornaments on the Class A uniform.
  - 2. Staff at the ranks of Corporal, Sergeant, Lieutenant and/or Captain shall wear the appropriate ornament to denote their rank on both collar points.
- B. Name Plate: Shall be worn above the flap of the right shirt pocket approximately one sixteenth of an inch (1/16") above the seam of the flap for Class A uniform (referenced in Appendix 1). *Class B uniforms shall feature a cloth nameplate in lieu of metal name plate.*
  - 1. Correctional Officers, Correctional Dietary Officers and Corporals shall be issued nametags that are silver in color with black lettering.
  - 2. Sergeants, Lieutenants, Captains and the Dietary Supervisor shall be issued nametags that are gold in color with black lettering.
- C. HCDC Insignia Patch: This emblem shall be worn approximately one-half inch (1/2") below the seam of the left shoulder of all shirts and any outer garment(s) worn over top of the shirt.

- D. American Flag: This emblem shall be worn approximately one-half inch ( $\frac{1}{2}$ "') below the seam of the right shoulder on all shirts and any outer garment worn over top of the shirt.
- E. Chevrons: Staff at the ranks of Corporal and Sergeant shall wear embroidered chevron patches on both shirt sleeves of the Class A uniform as well as any outer garment worn over top of the shirt.
1. The chevrons of the left sleeve shall be positioned so the top point is  $\frac{1}{2}$  inch below the HCDC insignia patch.
  2. The chevrons on the right sleeve shall be positioned evenly with those on the left sleeve.
- F. Shirts: Only regulation shirts shall be worn. All shirts, (excluding Class B) uniforms are to be tucked into trousers.
- G. Polo Shirts: Shall only be worn during the warm weather months.
- H. Trousers: Only regulation trousers shall be worn.
- I. Long Sleeve Uniform, either a Tie or Mock Turtle Neck Garment:
1. For Class A uniforms, any time a long sleeve shirt is worn either a tie or brown mock turtle neck garment must be worn.
  2. For class B uniform, no tie is to be worn.
  3. When worn, a mock turtle neck must be brown or black.
- J. Cap: Only HCDC issued caps may be worn while on duty. Wearing of the cap is optional, and may be worn indoors.
- K. Socks: Socks worn by uniform correctional officers shall be plain black in color and must extend above the ankle. White soled socks may be worn so long as no white shows above the top of the shoes.
- L. Shoes: Approved black shoes issued by the Department or otherwise be pre-approved by the Director shall be worn. Shoes are to be polished as applicable. Shoes worn in place of departmental issue shoes must conform to acceptable uniform standards and appearance, be black in color, have a plain rounded toe and a low heel and be at the employee's expense.
- M. Belt: An approximate  $1\frac{1}{2}$  inch black in color trouser belt shall be provided as required. The employee may provide his/her own belt as described above. Only this approved belt shall be worn when on duty.
- N. Jackets: Only regulation jackets shall be worn when on duty.
- O. Rain Coats: Though not issued, departmental coats shall be made available for uniformed staff to wear during inclement weather. Only departmental coats may be worn while in uniform, on duty, outside of the facility.
- P. Sweaters: Only brown sweaters provided by the Department may be worn. Sweaters worn must bear all the appropriate insignias and/or accoutrements.

- Q. T-Shirts: (Undergarment) Black shall be worn from October 1<sup>st</sup> through April 30<sup>th</sup> unless otherwise approved by the Director. Plain white only, if shown, may be worn from May 1<sup>st</sup> through September 30<sup>th</sup>. No graphics are allowed on the T-shirts.
- R. Authorized Accouterments: The only other items allowed to be displayed on the Class A uniform are those issued and/or authorized by the Director. Examples of those items are listed below and their position is shown in the graphic on Appendix 1, page 1 and 2. In the event of more items than listed above, bar pins may be stacked evenly, centered over the pocket, to present an orderly appearance. A display rack, made for this purpose, may be used. Metal accouterments shall be worn on Class A uniform only; cloth emblems to designate certain of the following designations are under development at the time of issue of this policy.
1. Special Emergency Response Team (S.E.R.T)
  2. Academic awards issued by the Maryland Correctional Training Commission
  3. HONOR GUARD designation bar
  4. Service Ribbon/Bar
  5. Instructor designation bar
  6. HCDC Badge
  7. Field Training Officer designation bar
- S. Honor Guard Uniform: The special Class A dress uniform designed for this purpose may be worn only by authorized members of the HCDC Honor Guard when in attendance at functions authorized by the Director. Each Honor Guard member is issued the following items and is responsible for the condition and/or maintenance of these items. Loaning of any part of the uniform and/or equipment without authorization of the Security Chief or above is prohibited.
1. One (1) uniform hat. The hat shall be worn at all times when in the Honor Guard uniform, attending an authorized function. The hat shall be clean and the bill polished. The hat shall be worn centered on the head, with the bill lowered to approximately "2 fingers" above the bridge of the nose.
  2. One (1) Honor Guard hat shield. The hat shield shall be highly polished and must be present on the hat when it is worn.
  3. One (1) dress coat. The dress coat shall be clean and highly pressed when it is worn. While in attendance at an authorized function all buttons on the coat shall remain buttoned at all times and there will be no objects carried in the pockets.
  4. One (1) Honor Guard badge. The Honor Guard badge shall be highly polished and must be properly worn on the dress coat when it is worn.
  5. One (1) additional long sleeve shirt. The shirt shall be clean and highly pressed when it is worn.
  6. One (1) additional pair of trousers. The trousers shall be clean and highly pressed when they are worn.
  7. One (1) black belt w/shoulder strap. The belt, shoulder strap and all brass attachments shall be highly polished. The belt and shoulder strap must be worn



on the dress coat when it is worn.

8. One (1) gold colored ascot. The ascot shall be clean and wrinkle free when worn.
9. One (1) set of shoulder braids. The braids shall be clean and properly positioned around the upper portion of the left shoulder when the dress coat is worn.
10. One (1) Honor Guard medallion/bar combination pin. The medallion/bar combination pin shall be highly polished and worn over the right breast pocket of the dress coat, centered, with the bottom edge touching the top edge of the pocket or bar pin immediately below it. This item shall be worn with the Honor Guard dress uniform only.
11. One (1) Honor Guard wreath pin. The wreath pin shall be highly polished and worn over the right breast pocket of the regular uniform shirt or outer garment worn over the shirt. This item shall be worn with the regular uniform only.
12. One (1) Honor Guard name tag, gold in color with black lettering. The name tag shall be highly polished and must be worn on the dress coat when it is worn. The name tag shall be worn on the flap of the right breast pocket, centered, with the top edge approximately one quarter inch (1/4") below the top seam of the flap.
13. One (1) Honor Guard tie.

V. Additional or Replacement of Uniform Items

- A. Staff needing issuance of class A or B uniforms shall submit their request to the Administrative Captain. This shall be done in writing or email.
  1. Staff may request the following items at a maximum of once (1) per calendar year due to wear unless otherwise approved by the Administrative Captain or higher, based on damage or wear. The Administrative Captain may approve replacement items and additional items at ordering time of damaged items, at any other time, as needed.
    - a. 2 Shirts; (long, short or combination as desired); and
    - b. 1 Pair Trousers.
  2. Uniforms shall be issued by the Administrative Captain on an as needed basis.
  3. Shoes shall be issued on an annual basis.
  4. All other uniform items may be requested and replaced on an as needed basis.
- B. Staff shall report the loss or damage of any uniforms and/or official equipment to his/her supervisor who will advise the Administrative Captain. In the event loss is the result of negligence, the item will be replaced at the expense of the officer.
- C. Replacement of Honor Guard uniform(s) and/or related items require the authorization of the Director.

## VI. Uniform Inspections

### A. Roll Call Inspections

1. Shift Leaders shall conduct or assign a supervisor (Sergeant or above) to conduct inspections of personnel assigned to their shift during every roll call, prior to allowing them to report to their assigned post, daily. This is to be done while roll-call is occurring or as staff exit from roll call.
  - a. All personnel must be in clear view of the supervisor conducting the inspection.
  - b. The supervisor conducting the inspection must observe all items of clothing as well as equipment and accoutrements to ensure each is being worn properly and is in good condition.
2. The supervisor conducting the inspection is to direct any non-compliant officer to standby after roll call. After roll call is completed, the Shift Leader and inspection officer are to discuss any discrepancies noted that are in violation of the uniform policy. The officer must take the necessary corrective measures concerning any, and all issues of concern at the time of inspection. At least once per pay period (every 2 weeks) on a Tuesday a more formal documented inspection shall occur. This shall be documented on the Staff Inspection Report HCDC Form A-005a attached as Appendix 2;
  - c. On the second and/or third occasions an officer is found in non-compliance with departmental standards a written report is to be forwarded to the Security Chief for further action in receiving a negative OPSTAT.
  - d. On the fourth occurrence, an officer is found in non-compliance with departmental standards a written report is to be forwarded to the Security Chief for further action in receiving a letter of counseling.
  - e. On any occasion, an officer is not in compliance due to circumstances beyond their own control (i.e.-awaiting replacement items after being ordered, have not been issued all items, etc.) there shall be no further action taken at the time of the inspection.
    - (1) The Shift Leader or supervisor shall advise the officer of the proper procedure for obtaining necessary items and assist in any way possible to ensure item(s) are provided.
    - (2) It is the responsibility of the employee to submit replacement requests in writing and to follow up when necessary to ensure compliance is maintained.
    - (3) The employee is to keep his/her Shift Leader informed of any, and, all matters related to uniform issue, loss, damage, replacement, repair, etc.

### B. Informal Inspections

1. All supervisors are responsible for maintaining an on-going awareness of uniformed correctional staff uniforms, equipment, accoutrements, grooming.

2. Any supervisor that observes an officer not in compliance with established standards is expected to take necessary corrective measures.
3. Any time an officer is observed not in compliance, the above steps are described in section VI. A. (above) shall be followed by the supervisor making the initial observation.

VII. Return of Uniform Items/Equipment

- A. Staff on leave without pay for more than thirty (30) calendar days, or indefinite suspension pending hearing for removal, shall turn in all departmental items and equipment.
  1. Uniform items shall be clean and pressed upon return.
  2. Staff that fail to surrender departmental items within the stipulated time shall be billed for the items and, after thirty (30) days, may be subject to criminal charges for the theft of the items.
- B. Staff who are terminated from service, or rejected on probation, shall turn in all identifications card(s), weapons and/or badges immediately at the time of notification of termination or rejection.
- C. All other items shall be returned within five (5) calendar days of notification of termination or rejection unless otherwise stipulated by the Director.
- D. Anyone failing to surrender items as stipulated above shall be billed for the items and, after thirty (30) calendar days, shall be subject to criminal charges for theft of the items.

VIII. Directors Prerogative

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the change(s) are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

**ATTACHMENTS:** Appendix 1, Approved Display of Bars and Medallions  
Appendix 2, Uniform Inspection HCDC Form A-005a.  
Appendix 3, Sample of 8mm (5/16") Stud Earring.

**RESCISSIONS:** HCDC Policy A-005 Staff Uniforms, effective March 11, 2019, April 27, 2018, August 10, 2017, August 12, 2016.

**HOWARD COUNTY  
DEPARTMENT OF CORRECTIONS**

**RIGHT POCKET VIEW**  
**CLASS A UNIFORM**

**S . E . R . T .**

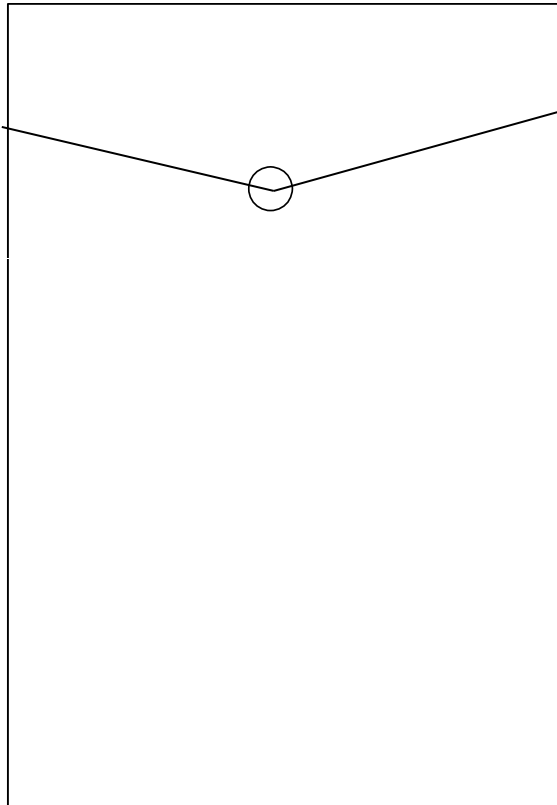
**MCTC  
RIBBON**

**INSTRUCTOR**

**SERVICE RIBBON**

**HONOR GUARD**

**NAME TAG**

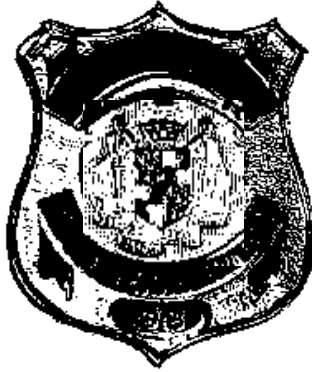


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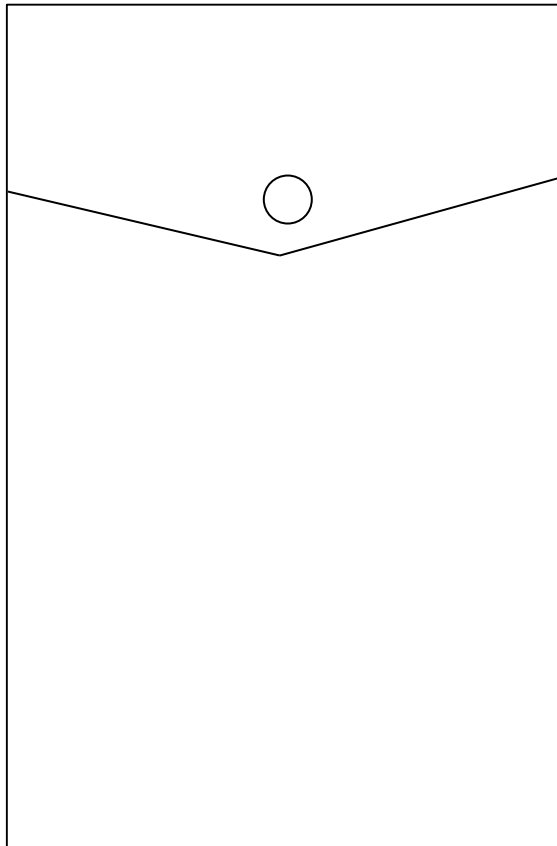
(revised page 4/20/18)

# **LEFT POCKET VIEW**

## **CLASS A UNIFORM**



**FIELD TRAINER**



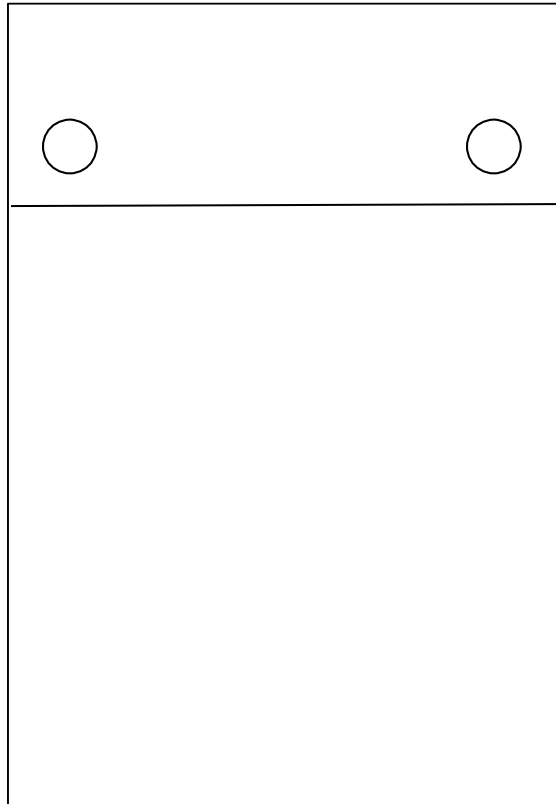
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# **RIGHT POCKET VIEW**

## **CLASS B UNIFORM**

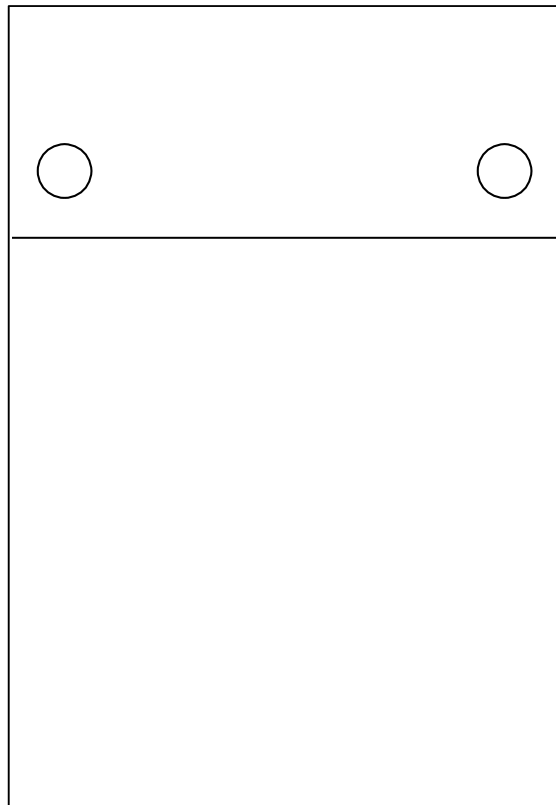
NAME TAG



POCKET SHOULD BE BUTTONED AND EMPTY.

# **LEFT POCKET VIEW**

## **CLASS B UNIFORM**



POCKET SHOULD BE BUTTONED AND EMPTY. PEN SLOT MAY BE USED TO SECURE WRITING INSTRUMENT, BUT SHOULD NOT OBSCURE CLOTH BADGE.

## Howard County Department of Corrections

### Reentry Housing Participant Agreement

To be eligible to participate in the housing programs available through the Howard County Detention Center, a client must meet the eligibility requirements for the specific program that they will receive funding through. Each program may have different requirements.

1. This agreement serves as written notice of your acceptance for one of our programs.
2. You acknowledge that you will fully cooperate with reentry staff to ensure that you are following all rules and regulations as outlined in the Reentry Housing Participation Agreement.
3. If you are not following the rules and regulation outlined in the Reentry Housing Participation Agreement, you may be terminated from the program. If you are terminated from the program, a written termination notice will be provided to you.
4. If you feel that any decision is unfair you have the right to file an appeal of that decision or file a complaint. The procedures for filing a complaint or an appeal are listed in detail below.

#### **Appeals/Grievances**

A letter detailing the reason for the appeal and/or grievance and any evidence that supports the participant's claim is to be submitted to the Director within five (5) business days. The Director will review the information and evidence presented to ensure the participant has been treated fairly.

If the Director determines that the participant was treated unfairly and should be allowed to enroll or continue assistance through the program, the client will be notified within five (5) business days of receipt/grievance of the appeal letter and the caseworker will be notified of the decision.

If the decision to terminate/deny is upheld, the client will be notified in writing within five (5) business days of receipt/grievance of the appeal letter and the caseworker will be notified of the decision. In accordance with the Howard County Detention Center, this institution is prohibited from discriminating based on race, color, national origin, sex, age, or disability. Assistance will be provided to those with disabilities upon request to ensure that equal access to an appeal is available.

All information collected shall remain confidential and can only be released if a signed release of information is on file.

The Howard County Department of Corrections maintains non-discrimination and equal opportunity requirements.

HCDC shall not discriminate against families or children under the age of 18 when considering clients for our housing programs.

\_\_\_\_\_  
Reentry Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reentry Staff Signature

\_\_\_\_\_  
Date



### Sample Sheet on Plain Stud Earring Size (8mm = 5/16")

