
Uniforms and Civilian Attire

1313.1 PURPOSE AND SCOPE

This policy provides guidelines for Montgomery County Sheriff's Office-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of office uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Office.

This policy addresses the wearing and maintenance of office uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Office.

Other related topics are addressed in the Badges, Patches and Identification, Office-Owned and Personal Property, and Personal Appearance Standards policies.

1313.2 POLICY

The Montgomery County Sheriff's Office will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency deemed appropriate by the Command staff. The Office may provide other office members with uniforms at the direction of the Sheriff.

All uniforms and equipment issued to office members shall be returned to the Office upon termination or resignation.

1313.3 UNIFORMS

The Sheriff or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all members as needed. Uniforms shall be worn as described therein and as specified in this policy.

The following shall apply to those assigned to wear office-issued uniforms:

- (a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat and clean.
- (b) Uniforms shall be worn in compliance with any applicable office specifications.
- (c) Members shall wear only the uniforms specified for their ranks and assignments.
- (d) Civilian attire shall not be worn in combination with any distinguishable part of a uniform.
- (e) Uniforms are only to be worn while on-duty, for court, at official office functions or events, while in transit to or from work, or when authorized by the Sheriff or the authorized designee.
- (f) Members are not to purchase or drink alcoholic beverages while wearing any part of office-issued uniforms.
- (g) All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

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1313.3.1 ACCESSORIES

Members shall adhere to the following when wearing office uniforms:

- (a) Sunglasses worn by deputies should be complimentary to their uniform. Supervisors may use their discretion to prevent the use of certain types of sunglasses.
- (b) Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy. Unless specifically authorized by the Sheriff or the authorized designee, only the following jewelry may be worn with the uniform:
 - 1. Earrings shall be stud-style and only one earring may be worn in each ear.
 - 2. Necklaces must be worn inside the uniform shirt and must not be able to fall out.
 - 3. Rings
 - 4. Wristwatch
 - 5. Medical alert bracelet

1313.3.2 INSIGNIA, PATCHES AND BADGE

Only the following elements may be affixed to office uniforms:

- (a) Shoulder patch - The authorized shoulder patch supplied by the Office shall be machine stitched to the sleeves of all uniform shirts and jackets.
- (b) Badge - The office-issued badge, or an authorized sewn-on cloth replica, must be worn and visible at all times while in uniform.
- (c) Nameplate - The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform.
- (d) Rank insignia - The designated insignia indicating the member's rank should be worn at all times while in uniform.
- (e) Length of service- A length of service, or "serving since" insignia may be worn as designated.
- (f) Assignment insignias - Assignment insignias (e.g., SRT, FTO) or commendation bars may be worn but no more than three (2) rows of three (3) totaling nine (6) may be worn.
- (g) American flag pin - An American flag pin may be worn, centered above the nameplate.

1313.3.3 MOURNING BAND

Uniformed members shall wear a black mourning band across the office badge whenever a law enforcement officer is killed in the line of duty or as directed by the Sheriff. The length of time the band is worn will be determined by the Sheriff or his designee.

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1313.4 UNIFORM CLASSES

The Sheriff or the authorized designee shall determine the uniform to be worn by each office member or any deviations that may be authorized.

Uniforms are classified as follows:

- (a) Class A - Standard issue uniform to be worn daily by designated office members.
- (b) Class B - General utility uniform to be worn by designated Office members.
- (c) Class C - Specific uniforms to be worn by members in special assignments or units.

1313.4.1 CLASS A UNIFORM

The Class A uniform consists of the following:

- (a) Campaign hat
- (b) Long-sleeve shirt or short-sleeve shirt (during periods between November 1 and March 31)
- (c) Tie tack or tie bar
- (d) Trousers
- (e) Black belt
 - 1. Belts shall be equipped as needed for the member's assignment.
- (f) Matching color socks
- (g) Black polished dress shoes or boots

1313.4.2 CLASS B UNIFORM

The Class B uniform shall consist of a black polo shirt with an approved embroidered badge and tactical pants.

1313.4.3 SPECIALIZED ASSIGNMENT UNIFORM

The Sheriff or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments, such as the Special Response Team, and other specific assignments.

1313.5 CIVILIAN ATTIRE

There are assignments within the Office that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary.

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- (a) Civilian attire shall fit properly, be clean and free of stains, and not be damaged or excessively worn.
- (b) Members assigned to administrative, investigative and support positions shall wear business-appropriate clothing that is conservative in style.
- (c) Variations from this policy are allowed at the discretion of the member's supervisor when the member's assignment or current task is not conducive to wearing such clothing.
- (d) No item of civilian attire may be worn while on-duty that would adversely affect the reputation of the Montgomery County Sheriff's Office or the morale of the members.
- (e) The following items shall not be worn while on-duty or when representing the Office in any official capacity:
 - 1. Clothing that reveals cleavage, the back, chest, stomach or buttocks
 - 2. T-shirt alone or exposed undergarments
 - 3. Tank tops, tube tops or halter tops
 - 4. Spandex-type pants or transparent clothing
 - 5. Shorts
 - 6. Clothing, buttons or pins displaying racial, sexual, discriminatory, gang-related, obscene language or offensive in nature.

1313.6 OPTIONAL EQUIPMENT

Any items that are allowed by the Montgomery County Sheriff's Office but that have been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the Office.

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be managed as follows:

- (a) When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.

1313.7 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Montgomery County Sheriff's Office members may not wear any uniform item, accessory or attachment unless specifically authorized by this policy.