



# BALTIMORE CITY

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# PUBLIC SCHOOLS

## GENERAL ORDER 10-36 SECTION J-1

### DEPARTMENTAL UNIFORMS AND EQUIPMENT Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. General
- IV. Departmental Uniforms
- V. Inspection
- VI. Effective Date

#### **I. DIRECTIVE**

It is the intent of the Baltimore City School Police Force (“BCSPF” or “Department”) to furnish sworn members the necessary uniform and equipment as prescribed by the Chief of School Police.

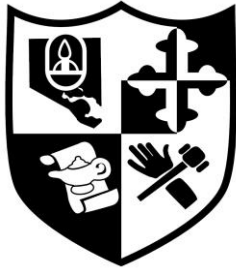
#### **II. PURPOSE**

The purpose of this General Order is to recodify and establish existing departmental procedures governing departmental uniforms and equipment.

#### **III. GENERAL**

Unless otherwise directed, members of the department while on duty shall wear such uniforms and equipment as prescribed by the Chief of School Police. Members while off-duty are prohibited from wearing a partial uniform. Departmental uniforms shall be supplied only by a vendor contacted by the department. Uniforms must conform in fit, material, and workmanship and be made according to specifications prescribed by the Chief of School Police. The style of uniform garments shall not be altered or changed in any manner whatsoever. The dates for seasonal changes of the prescribed uniform worn by members of the department shall be communicated as appropriate.

The care and proper use of all property owned or controlled by the department, whether for general purposes or for use by individual members of the department, shall be the responsibility of the commanding officer of the member. Members shall exercise the utmost care regarding departmental uniforms and equipment either issued to them or provided for



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their use.

Commanding officers shall ensure periodic inspection of all uniforms and equipment issued to members under their command to assure availability and serviceability. All unserviceable departmental uniforms and equipment shall be reported via official channels to the Quartermaster, who shall make provisions for repair or replacement consistent with the provisions of this Order. Commanding officers shall ensure a thorough investigation is conducted of any suspected abuse or neglect of departmental uniforms and equipment.

When a member of the department dies, resigns, retires, or is otherwise terminated or is suspended without pay, the commanding officer of the member shall ensure all departmental uniforms and equipment issued to the member are returned to the custody of the Department. If all or any part of the issued uniform or equipment is not returned, the commanding officer shall promptly notify the Quartermaster.

Commanding officers shall forward all returned uniforms and equipment with the appropriate report to the Quartermaster. All property being returned shall be inspected by the Quartermaster, and, if necessary, be repaired or replaced before being reissued.

Members of the department shall be held responsible for all equipment issued to them. Any loss, neglect, or misuse of departmental uniforms and equipment shall result in appropriate administrative action. Where it is established that any part thereof is lost or damaged through negligence, such equipment shall be replaced at the expense of the member. Therefore, it is incumbent upon commanding officers to establish negligence upon the part of the member when applicable before submitting a report, via official channels, to the Captain of School Police. The Lieutenant of Operations shall determine if the member shall bear the expense to replace the lost or damaged equipment. Once this determination has been made, there is no reason for a refund if the equipment is later recovered.

The department shall replace or repair any departmental uniform or equipment issued to a member, which is lost, destroyed, or damaged in the line of duty provided there was no negligence on the part of the member.

No departmental uniform or equipment shall be sold or disposed of, except with the permission of the Quartermaster, subject to the approval of the Chief of School Police.

The Quartermaster shall have the responsibility to maintain complete and accurate records of



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all departmental uniforms and equipment issued to members.

#### IV. DEPARTMENTAL UNIFORMS

The following will outline the authorized manner in which issued or authorized uniforms and equipment shall be worn.

##### A. The Basic Departmental Uniform

1. **BADGE:** Every sworn member of the department shall be issued a badge of authority which shall be carried at all times while on or off-duty, except for special operational reasons at the direction of the member's commanding officer 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. Uniformed members shall display their badges on the outermost garment, over the left breast. Plainclothes officers and detectives, 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. This does not apply to routine investigations in which they must perform their duties in an inconspicuous manner.
  - a. Badges issued to police officers, detectives, sergeants, corporals, and detective sergeants shall be nickel in color.
  - b. Badges issued to lieutenants and above shall be gold in color.
  - c. All badges shall be individually numbered on their face.
2. **IDENTIFICATION CARD:** Every member of the department shall be issued an identification card which shall be carried at all times while on or off-duty except for special operational reasons at the direction of the member's commanding officer 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.
3. **CAP DEVICE:** The cap device shall be displayed on the forward portion of the uniform cap and centered above the visor. Cap devices issued to police officers shall be nickel in color and display the badge identification number on face. Cap devices issued to sergeant/corporal are nickel in color and display the word SERGEANT/CORPORAL on their face. Cap devices issued to lieutenants and above shall be gold in color and display along their face the word(s) indicating the



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individual's rank.

4. **CAP:** Issued uniform caps shall be worn straight with the visor centered directly over the nose. Uniformed officers may remove their caps while driving in departmental vehicles. However, uniform caps are to be worn at all times when outside and in public view, unless other authorized headgear is warranted by virtue of duties performed.
5. **NAME PLATE:** Personnel in uniform shall wear the issued name plate. The name plate shall be engraved with the first and middle initials and the full last name. The name plate shall be worn on the right breast area of the outermost garment, rain coat excepted.
6. **WINTER COAT AND DRESS BLOUSE:** Members in uniform shall wear the issued coat or blouse. Uniform coats or blouses shall be buttoned whenever in public view.
7. **SHIRT AND TIE:** Members in uniform shall wear the issued or otherwise approved shirt. In the summer season, issued short sleeve shirts, when worn without a coat or blouse, shall be worn without a tie. Black four-in-hand ties are to be worn with long sleeve white shirts.
8. **SHOULDER PATCH:** The departmental shoulder patch shall be affixed to both sleeves of each uniform coat and shirt, rain coat excepted.
9. **UNIFORM TROUSERS:** Members in uniform shall wear the issued trousers.
10. **TROUSERS BELT:** Trousers belt worn with the uniform shall be black in color.
11. **SHOES:** Shoes of black leather or leather-like synthetic, either low or high cut, plain toe, and lace-type shall be worn at all times while in uniform. Shoes shall be shine when reporting for duty.
  - a. Female officers in uniform on patrol duty shall wear black leather or leather-like synthetic shoes, consistent with footwear required for male uniformed personnel.
12. **SOCKS:** Socks worn with the uniform shall be black or dark blue in color. Exceptions may be granted for medical reasons only upon written authorization



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from the Office of Occupational Medicine.

**13. WEAPONS:** Weapons shall be issued to all sworn members. Sworn members shall carry their weapons in accordance with departmental General Order, “Rules and Regulations”. Supervisors shall ensure that sworn members of their command submit their duty weapon for monthly inspection. However, weapons may be inspected more often depending upon inclement weather conditions. The use of other than issued grips or grip adapters is permitted only when they offer no interference to normal use and operation of the weapon. Any modification or addition to the trigger or hammer of any weapon to be used on or off-duty is specifically prohibited without the prior written approval of the Armorer.

**NOTE:** Any repairs, disassembly, re-bluing, etc., of any issued weapon by other than the Armorer is prohibited.

- a. Sworn personnel shall be responsible for the condition of the weapon issued to them. They must ensure it is always clean, ready for use, and properly secured.
- b. A member having a defective weapon shall immediately notify their immediate supervisor and have such weapon examined by the Armorer. The member shall personally deliver the faulty weapon to the Armorer.
- c. Whenever a weapon must be held by the Armorer for repairs, a replacement shall be provided until the work has been completed. Whenever a weapon is found to be worn out, or defective beyond repair, it shall be replaced. Officers shall immediately prepare a written report to their commanding officers of any such repair or replacement.
- d. The Armorer shall report to the Professional Standards Unit supervisor complete details relative to any such equipment which has been damaged or mutilated through carelessness.

**14. AMMUNITION:** Fifty rounds of departmental ammunition shall be issued. All sworn personnel serving in uniform patrol, traffic control mode or in any other field operation (including overtime and voluntary assignments) which may bring the member in contact with the criminal element, shall carry all issued ammunition. All sworn personnel serving in a non-uniform investigative mode shall carry twelve rounds of issued ammunition. Only issued ammunition shall be carried or fired in the issued weapon. However, the use of commercially available ammunition and departmental reloaded ammunition may be used during practice or



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training. Ammunition shall be kept clean and free from oil and grease.

**NOTE:** Ammunition should be removed from the weapon prior to application or any oil or spray lubricant to the weapon. A light coat of rust inhibiting grease should be left on the weapon.

When in uniform, ammunition shall be carried on the uniform belt in either cartridge loops or cartridge pouches. The use of speed strips or speed loaders in cartridge pouches is permitted.

15. **HOLSTERS:** Holsters for the service weapon shall be issued to all sworn members of the Department. Issued holsters shall not be altered in any way. Members working in uniform shall wear only the issued holster. Members off-duty may wear other than a Department issued holster provided the holster worn is not a style or model prohibited by this Order or other departmental directive.
16. **CHEMICAL MACE:** Issued chemical MACE shall be carried by members on uniform patrol duty.
  - a. The MACE canister shall be carried inverted in its holder. Members, through periodic inspection, shall ensure that the MACE canister is fully operational at all times.
17. **HANDCUFFS:** Handcuffs and key shall be issued to all sworn members. All sworn personnel serving in uniform patrol, traffic control mode and investigative mode, 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 handcuffs and key. Members, through periodic inspection and care, shall ensure that issued handcuffs are fully operational at all times.
18. **SOFT BODY ARMOR:** Soft body armor shall be issued to all police officers, corporals, sergeants, and lieutenants. Personal soft body armor units which meet or exceed the ballistic protection of issued soft body armor may be worn in lieu of the issued armor upon notifying the commanding officer. Commanding officers shall then submit a written report to the Quartermaster identifying the officer who wishes to wear personal soft body armor in lieu of the issued soft body armor.
  - a. Any sworn member may wear a soft body armor unit at any time on or off-duty. All sworn personnel serving in uniform patrol, traffic control mode and investigative mode, or in any other field operation (including overtime



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and voluntary assignments) which may bring the member in contact with the criminal element, or while engaged in high risk tactical duties shall wear soft body armor while on duty.

- b. Individual officers may, for medical or special operational reasons, receive a dispensation from wearing the armor from their commanding officers.
- c. Soft body armor shall be worn and cared for in keeping with establish departmental procedures.

**19. EQUIPMENT BELT:** The belt on which equipment is worn shall be black and 1  $\frac{3}{4}$ " to 2  $\frac{1}{4}$ " in width, with either chrome or brass hardware. The belt with equipment shall be worn at waist height covering the uniform belt. Members should wear a 2  $\frac{1}{4}$ " wide standard police equipment belt and may use belt keepers to ensure that the belt remains stationary at waist heights.

**20. FLASHLIGHT:** Officers shall have a flashlight while on night patrol duty.

NOTE: UNIFORMS SHALL BE KEPT CLEAN, WELL BRUSHED AND PRESSED. BUTTONS AND OTHER METAL ACCESSORIES SHALL BE KEPT CLEAN AND BRIGHT. ALL LEATHER OR SYNTHETIC LEATHER SHALL BE KEPT BLACK AND POLISHED. NO CREASES SHALL BE SEWN INTO TROUSERS OR COATS.

#### B. Miscellaneous Clothing and Items

1. **GLOVES:** Officers on operations duty may wear black gloves. White gloves shall be worn by all uniformed members when so ordered while attending important affairs and assemblies.
2. **SWEATER:** Black or dark sweaters may be worn under the uniform coat, provided the neckline of the sweater is styled to conform with the neckline of the uniform coat. The neckline of the sweater at no time shall be exposed.
3. **SCARF:** Scarves worn by uniformed officers shall be black or dark blue in color.
4. **EARRINGS:** Female personnel shall be permitted to wear one earring as described herein, in each ear lobe. Earrings shall be small ball-type, not to exceed 6mm (approximately  $\frac{1}{4}$ " ), screw-on, or post type. Either gold or silver finish is permitted.



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5. **INCLEMENT WEATHER CLOTHING:** Issued rain coats and appropriate cap covers may be worn during inclement weather. The use of footwear covering during inclement weather is acceptable provided it is 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.

#### C. Uniform of the Day

There are four basic uniforms of the day worn by sworn members of the Department—see Appendix 1.

#### D. Specialized Uniforms

Standards for design and wear of uniforms for specialized units shall be the combined responsibility of the commanding officer of the involved unit and have the approval of the Captain of School Police.

Those members assigned to specialized units which require the issue of specialized uniforms and/or equipment shall return all issued specialized equipment and/or uniforms upon transfer or completion of detail to the issuing authority. The commanding officer of the specialized unit is responsible to ensure the member being transferred complies with this mandate.

#### E. Replacement of Uniforms

The Quartermaster shall conduct an annual uniform inspection and members working in uniform shall comply with the request of the Quartermaster as to the date, time, and location of the inspection. Uniform coats and trousers are issued as a direct result of this inspection on a need basis consistent with budgetary allowances. Uniform shirts will be issued annually to personnel working in uniform consistent with budgetary allowances.

All uniform clothing issued by the Department that is damaged in the line of duty shall be replaced by the Quartermaster on a one-for-one basis from existing stock. The most recently issued uniform clothing worn out as a result of normal wear shall be replaced by the Quartermaster on a one-for-one basis from existing stock. Within budgetary allowances, replacement from stock as a result of damage sustained in the line of duty does not exclude the officer from receiving new uniforms as the result of the annual clothing inspection.

Uniform clothing which is no longer serviceable by virtue of improper fit or minor





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damage may be altered or repaired at the officer's personal expense, provided the design of the garment is not altered.

Uniform clothing which is custom made, based on the annual inspection, and does not fit properly at the time of issue shall be altered at no expense to the officer, providing the misfitting was not caused by a change in the officer's weight.

#### **F. Uniform Accessories**

All uniformed sworn personnel from the rank of lieutenant and above shall be issued and shall wear the Maryland State Coat of Arms on the lapels of the uniform coat- See Appendix 2.

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

1. The wearing of American flag pins on departmental uniforms is authorized. The flag pin shall be worn over the name plate centered above any existing departmental awards or commendations.

#### **G. Insignia of Rank**

1. **POLICE OFFICER:** Maryland State Shield collar pins on the uniform shirt. Uniformed officers' trousers side seams and uniform cap are piped in black. Uniformed Traffic Division officers' uniform cap has a white top and is piped in white. Traffic Division coats, trousers side seams and uniform cap are piped in gold.
2. **SERGEANT/CORPORAL:** Blue and white three chevron collar pins on the uniform shirt. Three blue chevrons on each sleeve of the uniform coat; Traffic Division sergeants have three gold chevrons on each sleeve of the uniform coat; chevrons placed on the coat sleeve shall be centered midway between the elbow and shoulder seam. Trousers side seams and uniform cap are piped in light blue; Traffic Division sergeants' uniform cap has a white top and is piped in blue. Traffic Division sergeants' coats, trousers side seams and uniform cap are piped in gold.



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3. **LIEUTENANT:** Single silver bar collar pins on the uniform shirt. One single silver bar on each epaulet of the uniform coat; Maryland State Coat of Arms on uniform coat lapels; 1 row 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. Uniform cap has a white top with a gold strap over the visor.
4. **CAPTAIN:** Double gold bar collar pins on the uniform shirt. Double gold bar on each epaulet of the uniform coat, Maryland State Coat of Arms on uniform coat lapels; 2 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 a 1" wide black stripe. Uniform cap has a black top with a gold strap over an embroidered black cloth visor.
5. **CHIEF:** Silver eagles collar pins on the uniform shirt. Silver eagle on each epaulet of the uniform coat, Maryland State Coat of Arms on uniform coat lapels; 4 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 a 1" wide black stripe. Uniform cap has a black top with a gold strap over an embroidered black cloth visor.

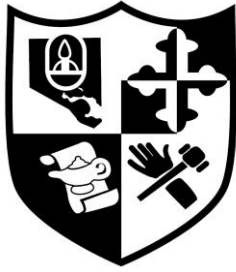
### H. Hairstyle Guidelines

Rules and Regulations require members of the department to be neat, clean, and well groomed.

Members shall not adopt hairstyles which would likely be regarded as excessive, or otherwise inappropriate to a uniformed appearance and which would not be a hazard to the officer for their safety.

The following guidelines shall apply to all sworn members of the Department.

1. Hair must be neatly groomed and conform to the shape of the head.
2. Only natural hair colors are permitted. Hair colors that would be regarded as extreme, faddish or artificial (e.g. purple, pink, green, etc.) are prohibited.
3. When in uniform, hair will not be displayed so that it falls over the eyebrows, ears, or reaches the collar of the shirt or outer jacket.
4. The length and bulk of hair shall not prevent the eight-point hat from being placed squarely on the head, with the center of the cap's visor directly over the nose. Additionally, the length or bulk of hair should not be excessive or present a ragged or unkempt appearance.
5. Fad hairstyles (e.g. Mohawks, tracks, designs or sculptures cut into the hair, decorations of any kind, etc.) are prohibited.



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6. A wig or hairpiece worn on duty shall present a natural appearance and conform to the same standards as natural hair.
7. Hair-holding ornaments, including but not limited to pins, barrettes, bands and clips, if used, must be unadorned and plain, transparent or similar to the color of the hair and inconspicuously placed.
8. Sideburns shall be neatly trimmed with straight lines and no flair at the base. The base of the sideburns shall not extend below the bottom of the ear lobe.
9. Goatees and beards are not authorized. Commanding Officers may approve, in writing, alternative hairstyles, goatees and/or beards for members in plainclothes assignments, consistent with their duties.
10. All shaving profile must be officially documented by a certified physician.
  - a. A member who is suffering from a skin condition, e.g. *pseudo folliculitis barbae* and is unable to shave shall obtain medical verification of this condition from the Public Safety Infirmary. Upon authorization from the Chief Physician of the Public Safety Infirmary, the member will be excused from shaving while continuing to perform his normal duties. A member excused from shaving will be expected to clip a beard as close as medically permitted (normally one inch in length). The member is also required to provide the Chief Physician with documentation of the course of medical treatment.
11. A neatly trimmed mustache may be worn but may not be rolled, curled, or excessively thick. The hair shall not extend below the upper lip or below the corners of the mouth.

## V. INSPECTION

During the day shift it is the responsibility of the Sergeant/Corporal to inspect the school based officers on a daily basis to ensure uniforms and other equipment are clean and in good order, that each officer is properly equipped and attired, in keeping with the prescribed duty assignment, and that each officer is physically fit for duty.

Sergeant/Corporal shall inspect their members daily at roll-call for the night response unit to ensure uniforms and other equipment are clean and in good order, that each officer properly equipped and attired, in keeping with the prescribed duty assignment, and that each officer is physically fit for duty.

Administrative Sergeant shall maintain constant vigilance of uniformed personnel under their



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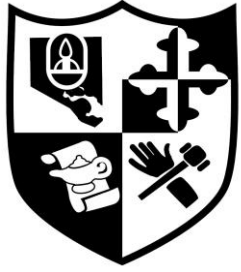
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supervision, and shall report to the commanding officer any officer wearing garments not in conformity with departmental requirements.



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**VI. EFFECTIVE DATE**

This Order shall be effective on the date of publication.

I certify that I have read and fully understand this Order.

Signature \_\_\_\_\_ Date \_\_\_\_\_