

## AGENCY DIRECTIVE



**Robert L. Green**  
Secretary

<b>Title:</b> Uniform Policy for Staff of the Public Safety Education and Training Center and Guest Instructors	<b>Agency Directive Number:</b> PCTC.050.0043
<b>Related MD Statute/Regulations:</b> N/A	<b>Supersedes:</b> N/A
<b>Related ACA and MCCS Standards:</b> N/A	<b>Authorized by:</b>  <b>Albert L. Liebno, Jr.</b> Executive Director, MPCTC
<b>Related Directives:</b> ADM.050.0029—DPSCS Personal Appearance Policy DOC.050.0043—Personal Appearance Manual and Dress Standards for Uniformed Officers	<b>Issued Date:</b> June 28, 2021  <b>Effective Date:</b> June 28, 2021
<b>Variance:</b> N/A	<b>Number of Pages:</b> 8

**.01 Purpose.**

This directive establishes policy for Maryland Police and Correctional Training Commissions (PCTC) staff members at the Public Safety Education and Training Center (Center).

**.02 Scope.**

This directive applies to all PCTC personnel of the Center, which includes academic instructors, maintenance, housekeeping, front desk, and quartermaster personnel.

**.03 Policy.**

To ensure PCTC personnel at the Center maintain a professional and standard appearance.

**.04 Definitions.**

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

(1) “Academic Instructors” means individuals who provide training in the non-skills classroom setting.

- (2) “CELTP” means the Correctional Entrance-Level Training Program.
- (3) “Center” means the Public Safety Education and Training Center located in Sykesville, Maryland.
- (4) “Civilian employees” means those employees who are not mandated under Public Safety Article § 3-201 or Correctional Services Article § 8 -201.
- (5) “Department” means the Department of Public Safety and Correctional Services.
- (6) “Department Employees” means employees of another division or agency within the Department who are assigned to a training unit at the Center, e.g. Division of Parole and Probation (DPP) employees who are assigned to the Correctional Training Unit.
- (7) “DTF” means the Driver Training Facility.
- (8) “FTF” means the Firearms Training Facility.
- (9) “Facilities Personnel” means those employees who work within housekeeping or maintenance.
- (10) “Guest Instructors” means personnel who provide training at the Center and who are not employees of PCTC.
- (11) “LET” means Law Enforcement Training personnel who provide entrance-level and in-service police training, other than Skills Personnel.
- (12) “LDI” means Leadership Development Institute
- (13) “MCPI” means Maryland Community Policing Institute.
- (14) “PCTC” means the Maryland Police and Correctional Training Commissions.
- (15) “PELTP” means the Police Entrance-Level Training Program.
- (16) “PTC” means the Physical Training Center.
- (17) “Skills Personnel” means those employees assigned to the DTF, FTF, or PTC.
- (18) “Uniform Pants” means either tactical pants or khaki style pants in a khaki color. Black tactical pants or black “khaki style” pants may be worn but are not distributed by PCTC.

**.05 Procedure.**

- A. The Department has a Personal Appearance Policy, ADM 050.0029, effective September 26, 2017, establishing personal appearance standards for non-uniformed employees.
- B. The Center has a Uniform Policy for staff of the Public Safety Education and Training Center and guest instructors that is more inclusive than the Department’s policy.
- C. PCTC employees are responsible for ensuring adherence to the Uniform Policy for Staff and Guest Instructors.

D. Academic instructors shall wear the following when instructing in the classroom setting.

- (1) Traditional classroom attire consists of business professional clothing to include:
  - (a) Shirts with collars, dress pants, and ties for men;
  - (b) Dress tops and dress pants, or skirts, or dresses for women;
  - (c) No athletic shoes; and
  - (d) No t-shirts as an outer garment.
- (2) When conducting classroom activities that may require participation that is not suited for business professional attire:
  - (a) Business casual attire to include uniform pants and short or long sleeved polo shirts may be worn;
  - (b) Athletic shoes may be worn; and
  - (c) No t-shirts may be worn as an outer garment.
- (3) Clothing shall be devoid of personalization outside of official logos of the employing agency or the Center.

E. The following units and divisions at the Center have identified clothing:

- (1) Correctional Training Unit
  - (a) CELTP
  - (b) Correctional In-service Training
  - (c) Parole and Probation Academy
- (2) Vehicle Maintenance Building personnel
- (3) Law Enforcement Training Unit
  - (a) Law Enforcement Training
    - (i) PELTP
    - (ii) In-service training
  - (b) Skills Training
    - (i) DTF
    - (ii) FTF
    - (iii) PTC

(4) Leadership Development Institute.

- (a) LDI
- (b) MCPI
- (c) D.A.R.E.

(5) Support Services Division

- (a) Facilities
- (b) Guest Services
- (c) Quartermaster

F. The PCTC Quartermaster shall issue uniform apparel.

- (1) Shirts will be embroidered with the PCTC logo.
- (2) There shall be no additional personalization on the PCTC uniform apparel issued by PCTC, except for uniform shirts pre-dating this policy.

G. The Correctional Training Unit includes Department employees and civilian employees.

- (1) Civilian employees may adhere to the academic instructor guidelines in lieu of professional business attire as established in ADM.050.0029.
- (2) Department employees assigned to PCTC shall be issued uniforms by their facility of origin and shall wear the appropriate uniform attire as described in § O.7(d) of this policy.
- (3) Civilian employees teaching in a skills venue shall adhere to the uniform policy.
- (4) PCTC civilian employees teaching defensive tactics for the Correctional Training Unit are entitled to receive the uniform items in § O.7(c) of this policy and may only wear it when teaching defensive tactics.

H. Vehicle Maintenance Building personnel shall wear uniforms provided by the current uniform rental agency.

I. The Law Enforcement Training Unit uniform is determined by the area of assignment within the Unit.

<b>Uniform</b>	<b>DTF Instructors</b>	<b>FTF Instructors</b>	<b>LET &amp; PTC Instructors</b>
Shirts	Green polo shirts	Cobalt blue polo shirts	Black polo shirts
Pants	Uniform pants	Uniform pants	Uniform pants

- J. LDI instructors shall wear academic instructor attire or black polo shirts and khaki pants as determined by the LDI administrator.
- K. MCPI instructors shall wear black polo shirts and khaki pants when conducting training, unless the LDI administrator determines civilian instructor attire shall be worn.
- L. D.A.R.E. instructors may wear approved D.A.R.E. attire and khaki pants when training D.A.R.E. curriculum.
- M. The Support Services Division shall wear navy blue polo shirts and khaki pants.
- N. Front Desk personnel are not required to wear the Support Services Division uniform daily.
  - (1) Front Desk personnel are to adhere to the Department's Personal Appearance Policy when not wearing the Support Services Division uniform.
  - (2) All other Support Services personnel shall wear the assigned uniform.
- O. Program administrators and supervisors are responsible for the professional appearance of their respective subordinate members, including volunteers, interns, adjunct faculty, and guest instructors.
- P. Initial Uniform Issuance.
  - (1) Full-time PCTC employees, when hired, shall receive the appropriate clothing items according to their assignment.
  - (2) Part-time employees' uniform issuance shall be prorated individually.
  - (3) Individuals who transfer between units due to a change in employment shall return the uniform of the unit from which they are transferring from in return for the uniform of the new unit as appropriate.
  - (4) Employees must sign the Uniform Tracking Form (Appendix A: *Form # PCTC.050.0043Ar*) that is also signed by their supervisor.
  - (5) By signing the form, the employee agrees to:
    - (a) receive agency issued apparel when they are hired;
    - (b) return an item that must be replaced due to damage and receive a replacement; and
    - (c) return the agency issued apparel upon resignation or termination.
  - (6) All agency issued apparel must be returned to PCTC when employment terminates, regardless of the condition.
  - (7) Uniforms shall be issued in accordance with the following:
    - (a) DTF and FTF instructors:

- (i) five (5) short-sleeve polo shirts
  - (ii) five (5) long-sleeve polo shirts
  - (iii) three (3) uniform pants
  - (iv) one (1) jacket
  - (v) two (2) sweatshirts
  - (vi) one (1) winter hat
  - (vii) one (1) raincoat (DTF only)
- (b) PTC Skills instructors:
- (i) Two (2) short sleeve polo shirts
  - (ii) Two (2) long sleeve polo shirts
  - (iii) Five (5) instructor t-shirts
  - (iv) Three (3) uniform pants
  - (v) Three (3) black sweatpants
  - (vi) Two (2) black sweatshirts
- (c) CELTP Civilian DT instructors:
- (i) Two (2) instructor t-shirts
  - (ii) One (1) uniform pants
- (d) CELTP Unit instructors receive two (2) instructor t-shirts
- (e) CELTP Civilian Academic Instructors
- (i) One (1) short sleeve polo shirt
  - (ii) One (1) long sleeve shirt
- (f) LDI instructors shall receive one (1) short-sleeve polo shirt
- (g) MCPI instructors:
- (i) Two (2) short-sleeve polo shirts
  - (ii) Two (2) long-sleeve polo shirts
  - (iii) Two (2) uniform pants
- (h) PELTP instructors:

- (i) Five (5) short-sleeve polo shirts
  - (ii) Five (5) long-sleeve polo shirts
  - (iii) Three (3) uniform pants
  - (iv) One (1) jacket
- (i) LET in-service instructors:
- (i) Five (5) short-sleeve polo shirts
  - (ii) Five (5) long-sleeve polo shirts
- (j) Front desk personnel shall receive one (1) short-sleeve polo shirt.
- (k) Housekeeping personnel shall receive:
- (i) Five (5) short-sleeve polo shirts
  - (ii) One (1) sweatshirt
  - (iii) Three (3) uniform pants
- (l) Maintenance personnel shall receive:
- (i) Five (5) short-sleeve polo shirts
  - (ii) Three (3) uniform pants
  - (iii) One (1) sweatshirt
  - (iv) One (1) jacket
  - (v) One (1) winter hat
- (m) Quartermaster shall receive:
- (i) Five (5) short-sleeve polo shirts
  - (ii) Three (3) uniform pants
  - (iii) One (1) sweatshirt
  - (iv) One (1) jacket
  - (v) One (1) winter hat

Q. Replacement.

- (1) Replacement uniforms may be issued when the uniform becomes:
- (a) Worn

- (b) Damaged
  - (c) Unusable
  - (d) Beyond repair for professional appearance
- (2) Request for a replacement must be submitted on the Uniform Issuance and Tracking Form (Appendix A: *Form # PCTC.050.0043Ar*).
- (3) All uniforms shall be returned to the Quartermaster, regardless of condition, upon separation
- (a) When a replacement is requested because the uniform is unusable as described in P of this policy.
  - (b) An employee who transfers from one Unit to another will return any Unit issued uniform.
  - (c) Employees who fail to return issued uniforms will be accountable to Departmental policy.
- (4) The Quartermaster will dispose of uniforms that are no longer usable. All replacements must have the employee's supervisor's approval.

**.06 Appendix.**

Appendix A – Uniform Issuance and Tracking form— *Form # PCTC.050.0043Ar*.

**.07 History.**

Except for Secretary's Directive DPSCS.050.0029, this directive supersedes provisions of any other prior existing communication with which it may be in conflict.

**.08 Distribution.**

PCTC staff

**Police & Correctional Training Commissions  
Uniform Issuance and Tracking Form**

**Employee's Name (please print)** \_\_\_\_\_

**Department** \_\_\_\_\_ **Date** \_\_\_\_\_

My signature below verifies that I have been issued these uniform items and, further, that I understand and agree to the following:

ITEMS	QUANTITY RECEIVED	COLOR	EMPLOYEE INITIALS	RETURN DATE	EMPLOYEE INITIALS
Short Sleeve Polo					
Long Sleeve Polo					
Pants					
Instructor T-Shirt					
Sweatshirt					
Jacket					
Raincoat					
Winter Hat					

It is the policy of the Police and Correctional Training Commissions to have staff appear in professional attire at all times. Professional business attire is expected. Personal hygiene and grooming are also a reflection of professionalism. Personal adornments are permissible within good taste and provided there is no impact on the safety of self, other staff, students, or guests.

Upon my termination from the Police and Correctional Training Commissions, either voluntary or involuntary, I will return all of the uniform items listed above to my supervisor. If any items are damaged or unusable, during my employment, I must return the damaged items in order to receive replacement items by completing the Uniform Replacement Form.

**Employee Signature** \_\_\_\_\_

**Supervisor's Signature** \_\_\_\_\_

**(Return signed form to Finance Department)**