

STATE OF MARYLAND

**Department of Public Safety
and Correctional Services**

PATUXENT INSTITUTION

Directive



PID # 50-43

DATE: 12/15/2003

SUBJECT: Personnel

**TITLE: Personal Appearance and
Dress Standards for Uniformed
Officers**

I. REFERENCE:

II. APPLICABLE TO: All uniformed officers at the Patuxent Institution.

III. PURPOSE:

The Patuxent Institution recognizes the importance of a well-groomed and properly dressed work force. It is expected that all officers maintain high standards of dress and personal appearance as the public, its elected representatives, clients, offenders and inmates draw conclusions about the effectiveness of the Patuxent Institution based on the images presented.

IV. DEFINITION:

Uniformed officer means includes positions (line and supervisory) in the following classifications: Correctional Officer (CO), Correctional Dietary Officer (CDO), Correctional Maintenance Officer (CMO), and Correctional Supply Officer (CSO).

V. POLICY & PROCEDURES:

- A. All officers of the Patuxent Institution are required to adhere to the standards set forth in this directive. Strong emphasis is placed on uniformed personnel as a well attired, properly equipped, uniformed correctional force that not only commands respect, but is a source of pride to the individual facility and the surrounding community. The uniform also serves to promote a professional image and esprit de corps among staff in the Patuxent Institution.
- B. Grooming standards are based on several elements including neatness, cleanliness, safety, professional image and appearance.
- C. It is essential that each officer do his/her part on a daily basis to ensure adherence to this directive. An officer who fails to do so may be counseled, and if improvement does not occur, shall be subject to disciplinary action in

accordance with the Department's Standards of Conduct.

- D. The standards for dress and grooming are general requirements and are not all-inclusive. The Personal Appearance and Dress Standards Committee whose role and function is outlined herein will conduct a periodic review of this directive and issues related to its content.

VI. Appendix 1 - Uniform Inspection Worksheet

Appendix 2 – Sample Ribbons

VII. Rescissions: PID 50-43 dated April 30, 1998

A handwritten signature in black ink, reading "Randall S. Nero, Ph.D.", written over a horizontal line.

Randall S. Nero, Ph. D.
Director

Table of Contents

I. DEFINITION OF UNIFORMED OFFICER.....	5
II. PERSONAL APPEARANCE.....	5
A. HYGIENE	5
B. CLOTHING	5
C. FOOTWEAR.....	5
D. HAIR.....	5
E. CONSISTENT APPEARANCE.....	5
F. GLASSES.....	6
G. BODY MARKINGS.....	6
H. JEWELRY AND OTHER BODY ORNAMENTS	6
I. PERSONAL APPEARANCE AND GROOMING EXCEPTIONS.....	6
III. GROOMING STANDARDS	6
A. FEMALE OFFICERS.....	6
B. MALE OFFICERS	8
IV. ISSUANCE OF UNIFORMS AND EQUIPMENT.....	9
A. EMPLOYER PROVIDED	9
B. OFFICER PROVIDED	10
C. INITIAL ISSUE	10
D. CARE AND MAINTENANCE	10
E. ALTERATIONS	10
F. ROUTINE REPLACEMENT PROCEDURE	10
1. <i>Wear Replacement</i>	10
2. <i>Anniversary Replacement</i>	10
G. REPLACEMENT DUE TO LOSS OR DAMAGE.....	10
1. <i>Officer Responsibility</i>	10
2. <i>Employer Responsibility</i>	11
3. <i>Request for Replacement</i>	11
H. UNIFORM RETURN	11
V. WEARING OF UNIFORMS.....	11
A. GENERAL REQUIREMENTS	11
1. <i>Uniform Appearance</i>	11
2. <i>Proper Wear</i>	11
3. <i>Uniform & Equipment Compliance</i>	12
4. <i>Decorations and Insignias</i>	12
5. <i>Officer Misuse</i>	12
6. <i>Uniform Violation</i>	12
B. UNIFORM CLASSES	12
1. <i>Class A</i>	12
2. <i>Class B</i>	12
3. <i>Class C</i>	13
4. <i>Class D</i>	13
5. <i>Class E</i>	13
C. UNIFORM OF THE DAY	13
D. AUTHORIZED ITEMS AND WEAR REQUIREMENTS	14
1. <i>General Assignment</i>	14
2. <i>Ceremonial Units (Honor Guard and Color Guard)</i>	19

3.	<i>Correctional Dietary Officers</i>	20
4.	<i>Correctional Maintenance Officers</i>	20
5.	<i>Correctional Supply Officers</i>	20
6.	<i>Range Instructors</i>	21
7.	<i>Response Unit</i>	21
8.	<i>Tactical Unit</i>	21
VI. BADGES, INSIGNIAS & DECORATIONS		21
A.	BADGES	21
1.	<i>Authorization</i>	21
2.	<i>Issuance</i>	21
3.	<i>Duplicates</i>	21
4.	<i>Badge Wear</i>	21
B.	RANK INSIGNIAS	21
1.	<i>Size and Placement</i>	21
2.	<i>Correctional Officers</i>	22
3.	<i>Correctional Dietary, Maintenance & Supply Officers</i>	23
C.	CLASSIFICATION INSIGNIAS	23
1.	<i>Size and Placement</i>	23
2.	<i>Classification Insignias</i>	23
D.	RIBBONS.....	23
1.	<i>Governor's Citation Ribbon</i>	24
2.	<i>Heroic Service Ribbon</i>	24
3.	<i>Distinguished Service Ribbon</i>	24
4.	<i>Meritorious Service Ribbon</i>	24
5.	<i>Certified Correctional Professional Ribbon</i>	24
6.	<i>Attendance Ribbons</i>	24
7.	<i>Training Academy Ribbon/Distinguished Graduate Award</i>	25
8.	<i>Training Academy College Recognition Ribbon</i>	25
9.	<i>Longevity Ribbon</i>	25
E.	WREATHS.....	24
F.	PINS.....	25
VII. UNIFORM INSPECTIONS.....		27
A.	INSPECTIONS	27
B.	DOCUMENTATION	27
C.	INFORMAL INSPECTIONS.....	27
VIII. PERSONAL APPEARANCE AND DRESS STANDARDS COMMITTEE		27
A.	APPOINTMENT.....	27
B.	COMMITTEE FUNCTIONS	27
C.	COMMITTEE CHAIRPERSON FUNCTIONS	28
D.	COMMITTEE COORDINATOR FUNCTIONS	28

I. Definition of Uniformed Officer

For the purposes of this Directive, “Uniformed Officer”, hereafter referred to as “officer”, includes positions (line and supervisory) in the following classifications: Correctional Officer (CO), Correctional Dietary Officer (CDO), Correctional Maintenance Officer (CMO), and Correctional Supply Officer (CSO).

II. Personal Appearance

A. Hygiene

An officer shall observe the basic rules of personal hygiene and report for duty presenting a groomed and tidy appearance. An officer’s face, hands, fingernails and other exposed areas shall be clean. An officer shall maintain a fresh, clean presence throughout the officer’s work day/shift.

B. Clothing

An officer’s clothing shall be clean, neat and pressed. An officer shall wear his/her clothing in the appropriate size and fit that serve to enhance a professional image.

C. Footwear

An officer shall wear authorized footwear with socks/hosiery. Boots and shoes must be clean and in good repair. Boots are defined on page 17 of this document and as well as page 19 where shoes are defined.

D. Hair

An officer’s hair shall be clean and reflect daily maintenance. Hair coloring, if used, shall be of natural hues. It is not required that hair be the natural color of one’s individual hair, but shall include only colors characteristic of human hair. Prohibited colors include, but are not limited to green, pink, and/or purple. Hair coloring shall not be worn in combinations, which detract from a professional conservative appearance. No glitter shall be used. Faddish or extreme hairstyles shall not be worn while in uniform. These prohibited styles include, but are not limited to Mohawks or designs cut into the hair. Braids are permissible. No section of the hair shall be permitted to dangle free. Wigs shall only be worn when medical treatment makes it necessary. Documentation is required stating the need.

E. Consistent Appearance

An officer should maintain a consistent appearance, which facilitates recognition by fellow staff members. An officer whose physical appearance changes significantly may be required to obtain a new departmental identification card at his/her own expense at the discretion of the Warden.

F. Glasses

An officer shall not wear heavily tinted glasses or sunglasses indoors or during hours of darkness unless they are photosensitive lenses that return to clear out of the sunlight or are specifically prescribed by a physician for indoor wear.

G. Body Markings

An officer shall not display any body marking which is inflammatory, offensive or associated with a known gang or hate group.

H. Jewelry and Other Body Ornaments

1. One wrist watch may be worn.
2. One ring per hand is permitted. A wedding ring set shall be considered one ring.
3. One pair of stud earrings is permitted.
4. The wearing of additional visible jewelry and body ornaments on any part of the anatomy while in uniform is prohibited. This does not prohibit the wearing of a medical alert emblem.
5. The wearing of tongue ornaments while in uniform is prohibited.

I. Personal Appearance and Grooming Exceptions

1. An officer may wear religious apparel, articles and jewelry that are not visible or apparent while in uniform. "Religious apparel" is defined as articles of clothing worn as part of the observance of the religious faith practiced by the officer.
2. An officer may submit a request for exception to uniform wear and appearance standards to accommodate religious practices. Such requests shall be forwarded through command channels to the Personal Appearance and Dress Standards Committee for review.
3. Religious exceptions granted prior to the date of this manual shall continue in affect for that individual as long as they remain otherwise qualified for retention.

III. Grooming Standards

A. Female Officers

1. Hair shall be neatly styled within the following parameters:
 - a) Hair in front shall not fall below the band of properly worn uniform headgear and remain above the eyebrow. Hair in back shall not fall below a horizontal line that is level with the lower edge of the back of the collar.

- b) Hair may not be worn excessively forward of the ears to extend towards the cheek or jaw. Under no circumstances shall the bulk, length, or style of the hair interfere with the proper wearing of headgear or mask. Bulk shall not exceed 3 inches. (Bulk refers to the distance that the mass of hair protrudes from the scalp.)
- c) Buns and long hair, including braids shall be neatly and inconspicuously fastened, pinned or secured to the head presenting a safe and conservative hairstyle that shall not dangle free at any point nor extend beyond the collar.
- d) Ribbons or ornaments shall not be worn in the hair. Bobby pins, elastic bands, and/or barrettes are permitted but shall not be conspicuous.



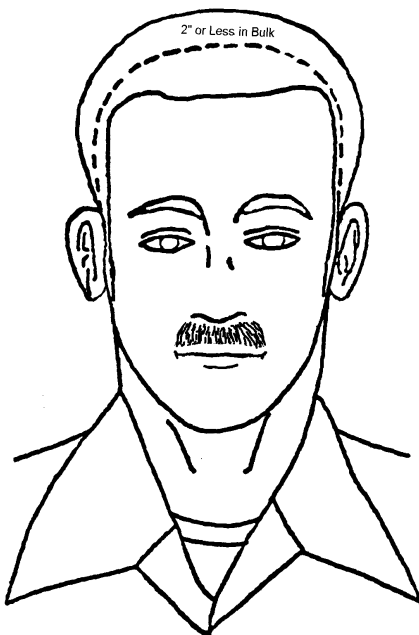
Fig. 1 Female Officer Appearance Samples

- 2. Cosmetics, when worn shall be applied in accordance with the following:
 - a) Facial cosmetics shall be applied so that colors blend with natural skin tones and enhance natural features.
 - b) Eye shadow, false eyelashes, excessive lipstick, and contrasting lip liners are prohibited.
- 3. Fingernails shall be groomed as follows:
 - a) They shall be neatly trimmed so as not to interfere with the performance of duty, detract from the professional image, or present a safety hazard. Fingernails shall not exceed $\frac{1}{4}$ inch from the tip of the finger.
 - b) Only clear fingernail polish is permitted.
 - c) Fingernail jewelry or designs are prohibited.

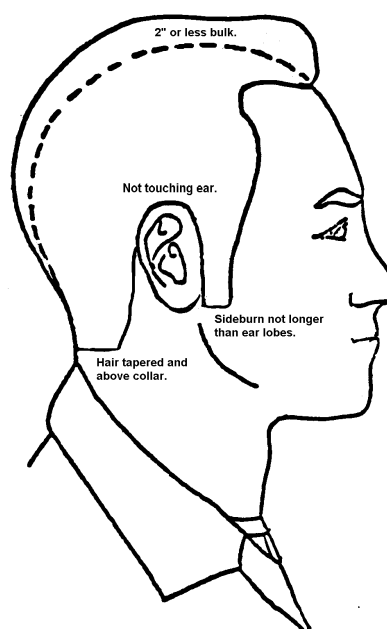
B. Male Officers

1. Sideburns, when worn, shall be of even width (not flared), end with a clean shaven horizontal line, and not extend below the ear lobe.
2. Mustaches shall be kept clean and neatly trimmed, and shall not be worn to allow hair to hang over the upper lip. No portion of the mustache shall extend below the corners of the mouth or one-half inch beyond the corners of the mouth. Extreme mustache styles, such as the handlebar, or muttonchops are prohibited.
3. Beards are prohibited.
 - a) An exception will be made for officers diagnosed with pseudofolliculitis barbae (PFB). Upon submission of medical documentation denoting that condition, the officer shall be permitted to wear facial hair that is neatly trimmed, not exceeding $\frac{1}{4}$ inch in length, but must still be able to pass a fit test on required respirators. An officer with PFB shall not shave any part of the face or neck. Medical documentation must be updated every six months. Any questionable cases may be referred to an institutionally acceptable physician for review.
 - b) Requests for religious exceptions for beards up to $\frac{3}{4}$ inch in length shall be considered in accordance with sections II. I. 2. and 3.

4. Hair on the head shall be groomed in accordance with the following:
- a) Hair on the crown and sides of the head shall have a neat appearance. The length and bulk of the hair shall not interfere with properly worn headgear. Hair in front shall be groomed so as not to fall below the band of properly worn headgear and shall remain above the eyebrows when headgear is not worn. Bulk shall not exceed 2 inches. (Bulk refers to the distance that the mass of hair protrudes from the scalp.)
 - b) Long hair, including braids, shall be neatly and inconspicuously fastened, pinned or secured to the head presenting a safe and conservative hairstyle that shall not dangle free at any point nor extend beyond the collar.
 - c) Hair shall be worn in a tapered look, and when combed, shall not cover any portion of the ear, nor shall it extend beyond the top of the collar.



**Fig. 2 Male Officer's
Appearance Front**



**Fig. 3 Male Officer's
Appearance Side**

IV. Issuance of Uniforms and Equipment

A. Employer Provided

Patuxent Institution shall provide uniforms and equipment necessary for the performance of duties of all uniformed personnel within budgetary limitations and to the extent authorized by the Director. Such items shall remain the property of the state.

B. Officer Provided

An officer may purchase certain uniform items at his/her own expense if the items purchased are authorized uniform items and consistent with the specifications as listed in this directive. The purchase shall be approved by the Warden and accounted for in accordance with this directive.

C. Initial Issue

Initial issue to officers shall be uniforms and equipment necessary for the performance of duties of all uniformed personnel within budgetary limitations and to the extent authorized by the Director.

D. Care and Maintenance

Uniforms shall be cared for and maintained in a manner that ensures a professional appearance. Buttons, zippers, hems, seams, etc. shall be intact and present a professional appearance. Leather equipment shall not be treated with special appearance enhancement products. The original finish shall be maintained by following the manufacture's recommendation.

E. Alterations

Alterations are permitted to allow proper fit. Faddish alterations, i.e., pegging trouser legs, sewing in additional creases, darts, etc., are prohibited.

F. Routine Replacement Procedure**1. Wear Replacement**

An officer who desires replacement of excessively worn uniform items shall turn in the previously issued items to the institutional clothing officer. Before authorizing replacement, the clothing officer shall establish whether the amount of wear is sufficient to warrant replacement.

2. Anniversary Replacement

An officer may be authorized replacement for one worn-out shirt and one worn-out pair of trousers each year on the anniversary date of the initial uniform issue.

G. Replacement Due To Loss or Damage**1. Officer Responsibility**

An officer shall be responsible for items issued for his/her use to include uniform items, badges and/or insignias. When it is established that these items were lost or damaged other than the performance of official duties or through negligence of the officer, the officer shall be obligated to pay for replacement.

2. Employer Responsibility

Damage and/or loss of uniform items, badges and insignia, if incurred in the performance of official duties, shall be the responsibility of the facility.

3. Request for Replacement

An officer who desires replacement of damaged and/or lost uniform items, badges and/or insignia shall send a written request through the supervisor to the Warden detailing the circumstances of the damage and/or loss. The Warden shall establish sufficient justification before authorizing replacement of uniform items.

H. Uniform Return

1. An officer who voluntarily terminates his/her employment through resignation, retirement or leave of absence shall return all issued uniforms, equipment, and institutional property on his/her last date of employment. Uniform items shall be in good repair, clean and neatly pressed upon return. The officer shall be responsible for costs associated with items that are returned damaged or in a soiled condition.
2. An officer who is terminated, rejected on probation or who is otherwise removed from payroll shall immediately return all issued uniforms, equipment, and institutional property as stipulated in IV.H.1.
3. An officer who is suspended for a period exceeding five days shall retain his/her uniforms but shall turn in issued weapons(s), badge, and identification card for the period of the suspension.
4. An officer who fails to return issued uniforms and equipment or any other institutional property shall be billed for the cost. Failure to pay the bill within 30 days shall result in his/her account being turned over to the collections unit.
5. An officer shall turn in all personally purchased uniform items which bear the departmental logo or insignia unless the logo/insignia can be detached and turned in separately.

V. Wearing of Uniforms

A. General Requirements

1. Uniform Appearance

While on duty, all officers shall appear in a clean, neatly pressed, and prescribed uniform except as specifically exempted in writing by the Warden.

2. Proper Wear

- a) Officers shall wear their uniforms only on duty and while traveling to and from work or when specifically authorized by the Warden (e.g., to participate in a

ceremonial event). Should an officer choose to wear the uniform to and/or from work, it shall be worn properly and in its entirety at all times.

- b) Officers are permitted to wear the uniform in court only while on official business.

3. Uniform & Equipment Compliance

Officers shall wear uniform items and use equipment that meet established specifications. All uniform clothing and equipment shall be in compliance with this directive.

4. Decorations and Insignias

Officers shall not wear any decoration or insignia unless authorized by this directive.

5. Officer Misuse

Officers are prohibited from using uniforms, badges and/or other issued identification to obtain individual preferential treatment or favors. Officers shall not permit other officers or any other person to use their badges, uniforms or other items of official identification.

6. Uniform Violation

Anyone wearing the uniform, or any portion of a uniform, in violation of this directive shall be subject to disciplinary action in accordance with Departmental Standards of Conduct.

B. Uniform Classes

Seasonal variations in temperature and climate conditions as well as variations in classification and assignment may require different types of uniforms. The following uniform classifications have been established:

1. Class A

- a) The Class A uniform is designated as a dress uniform to be worn when attending an official or ceremonial event and when ordered by a managing official.
- b) Long sleeve shirt, necktie, trousers, socks, shoes/boots. Optional Pershing hat may be mandated for special events.

2. Class B

- a) The Class B uniform is designated as a work uniform to be worn by staff routinely assigned to work with the public or as required by the Warden.

- b) Short or long sleeve shirt, necktie or optional mock-neck, trousers, socks, shoes/boots. A Pershing hat is optional.

3. Class C

- a) The Class C uniform is designated as the basic work uniform to be worn by staff not routinely assigned to work with the public.
- b) Short sleeve shirt, no tie, trousers, socks, shoes or boots. The mock-neck is optional. A departmental cap will be worn as required by the Warden.

4. Class D

- a) The Class D uniform is designated as a special work uniform to be worn only by staff specifically authorized by this directive.
- b) Two piece utility uniform, socks, shoes or boots. The mock-neck is optional. A departmental cap will be worn as required by the Warden.

5. Class E

- a) The Class E uniform is designated as an optional uniform to be worn only by staff in non-public areas as approved by the Warden.
- b) Plain navy blue t-shirt with optional approved logo worn in place of the short sleeve shirt. A departmental cap is optional.

C. Uniform of the Day

The Warden may specify the uniform class to be worn for specific assignments. The uniform of the day may be post specific and shall be governed by the following guidelines:

1. Consistency within the area of assignment shall be observed. Different classes of uniform shall not be worn at an official function in which the Department participates. An official function shall be described as any on-duty assignment other than routine duties, i.e., Governor's Inauguration, special correctional officer details, official funerals (including any viewing), scheduled meetings with individuals or groups when acting as a representative of the Patuxent Institution, and any other event so designated by the Warden.
2. When uniformed officers from different facilities are attending an official function, the uniform of the day shall be set by the Warden.
3. When a class of uniform has been designated as uniform of the day, it shall be worn as prescribed by directive and shall not be altered or modified in any manner.
4. The Warden may approve exceptions to the prescribed uniform in special circumstances such as CPR, defensive tactics, or range training, or special meetings,

when appropriate. Should an exception be granted, the officer shall have a complete uniform available in his/her vehicle or locker in case it is needed.

D. Authorized Items and Wear Requirements

The following items are items allowable for officers, depending on assignment. Included are the maximum allowable issue limits and designation of responsibility for furnishing the item.

RI - Regular Issue

SI - Special Issue

IP- Purchased by the individual and meets current Patuxent Institution standards.

Note: Uniform items purchased by the individual are subject to approval by the Warden. These items are subject to inspection using the same standard as for Regular Issue and Special Issue items. All personally purchased uniform items which bear the official logo or insignia shall be returned to the Patuxent Institution to the same extent and manner as issued items unless the logo or insignia are removed. Security equipment such as restraint devices, cuff keys, pepper spray, etc. may not be individually purchased for use while on duty.

1. General Assignment

<u>Item</u>	<u># Issued</u>	<u>Type Issue</u>	<u>Mandatory</u>
Accessory Pouch	1	RI	*
Badge	1	RI	*
Belt	1	RI	*
Belt, Military Police	1	SI	
Belt, Sam Browne	1	SI/IP	
Body Armor	1	SI/RI/IP	
Book, Directives	1	RI	
Boots, Black, Combat	1 Pr.	SI/IP	1
Cap, Baseball	1	RI	
Certification Cards	1 Ea.	RI	*
Coat	1	RI	
Coat, Foul Weather	1	SI	

Flashlight with Holder	1	SI/IP	
Gloves, White	1 Pr.	SI	
Gloves, Black	1 Pr.	IP	
Handcuffs	1 Pr.	SI	
Handcuff Case/Carrier	1	SI/IP	
Hat Brass	1	IP	
Hat, Pershing	1	SI	
Hat, Winter	1	RI	
ID Card, PATX	1	RI	*
Insignia/Decorations	See VI.	RI	*
Maternity Uniform	3	SI	
Mourning Shroud	1	RI	
Mock-neck Shirt or Dickey	1	IP	
Nameplate	2	RI	*
Pepper Spray with Holster	1	SI	
Shirts, Long Sleeve	2 to 3	RI	2
Shirts, Short Sleeve	2 to 3	RI	2
Shoes, Black	1 Pr.	IP	1
Socks, Black	As Needed	IP	*
Sweater, Military Style	1	IP	
T - Shirt	As Needed	IP	
Tie	1	RI	
Tie Bar	1	IP	
Tie Tack	1	RI/IP	
Trousers	5	RI	*

Utility Uniform

As needed SI

** - Mandatory items shall be worn/carried when in uniform.*

1 – Either authorized shoes or boots shall be worn when in uniform.

2 – Either a long sleeve or short sleeve uniform shirt shall be worn except when wearing a Class E uniform.

Accessory Pouch: Black, issued to all officers to carry rubber gloves and CPR mouthpiece. The pouch shall be placed on the waist or gun belt where it will be conveniently accessible to the individual.

Badge: When worn on the shirt, sweater or jacket, the badge shall be worn in the holder provided or pinholes provided over the left breast area. A non-uniformed employee issued a badge shall wear it on the belt or in a badge case. Correctional Maintenance and Correctional Laundry Officers may substitute the approved cloth badge for the metal badge on work uniforms. For safety or security reasons the Warden may approve cloth badges for Class D uniforms.

Belt: 2” black leather with plain gold buckle as issued unless otherwise authorized in this directive. Worn with right edge of buckle aligned to right edge of trouser closure.

Belt, Sam Browne: Black leather equipment belt, worn over the trouser belt with sufficient belt holders to keep it in place over the belt. Equipment worn on the belt shall present a neat, uniform appearance.

Body Armor, Ballistic or Puncture Resistant: When personally issued to officers, should be worn under the uniform shirt. While on special posts shared body armor may be worn over the shirt with the approval of the Warden. During periods of hot weather, the Warden can designate special posts where officers can wear the class E uniform with the protective vest.

Book, Directives: Binder containing directives appropriate for the individual’s classification and rank. The directives in this binder are to be kept current by the officer.

Boots, Black Combat: Military style, boots shall have a plain rounded toe, devoid of design or ornamentation. Seams and associated stitching across or around the top of the shoe which hold the shoe together shall not be considered as ornamentation. Zippers that facilitate the application or removal of a boot are permitted.

Boots, Rubber, Protective: Rubber boots or protective galoshes shall be permitted during adverse weather conditions, searches, and emergency situations, with the approval of the Warden or designee.

Cap: Baseball style, one size fits all, Departmental blue with appropriate Patuxent Institution patch and adjustable strap. Caps shall be worn as directed by the Warden. Not to be worn as part of the Class A uniform. Caps shall not be adorned with any pins, embroidery, or insignia.

Certification Cards: Issued yearly upon completion of certification (i.e. First Aid, CPR, and Weapons Qualification). Cards are to be maintained by the individual officer at all times while on duty and/or in uniform.

Coat: All season duty jacket, navy blue with liner. The sleeves will not be rolled or pushed up beyond the wrist. Only sergeants and above shall wear rank insignias on the coat.

Coat, Foul Weather: Worn during inclement weather only. No pins, badges or insignia are to be worn on the foul weather coat.

Flashlight: Utility style or mini light with holder. If placed on equipment or trouser belt, the flashlight must be in a black holder. Only lightweight aluminum or plastic is approved.

Gloves: Black leather, full fingered, non-sap type gloves. Authorized for outdoor duties during cold weather and for protection during authorized tactical exercises, cell extractions, and searches. Gloves are not authorized for general wear on routine duty.

Handcuffs: When carried, handcuffs shall be placed in an approved cuff case or carrier worn on the uniform gun belt or waist belt. The actual carrying and method of carrying handcuffs by non-uniformed personnel shall be determined by the nature of the individual's assignment and the Warden.

Handcuff Case/Carrier: Black, worn on the uniform gun belt or waist belt.

Hat Brass: State emblem only, with no lettering or rank designation. Mandatory with Pershing hat. Optional with winter hat.

Hat, Pershing: Round, navy blue, plain bill, may be worn when authorized by the Warden. Gold hatbands shall be worn by supervisors, black bands by non-supervisory officers. "Scrambled eggs" shall only be worn by majors. Appropriate hat brass shall be worn and consist of the State emblem only. There shall be no rank insignia or designation displayed on the hat.

Hat, Winter: Hat, winter trooper, black imitation fur and leather, with earflaps. Worn while assigned to outside duties, when weather conditions are considered extreme. Hat brass is optional, but shall consist of the State emblem only. There shall be no rank insignia or designation displayed on the hat. (An optional black watch cap may be worn instead of the winter hat when on institutional property. The watch cap shall be bell shaped, pullover style, 11 to 12 inches long, 8 1/4 inches wide, with no tassels or emblems.)

ID Card, PATX: Shall be carried at all times while in uniform and worn on civilian clothing while assigned to duties not requiring a uniform.

Insignias: Badges and insignias are required parts of the uniform. Wearing authorized ribbons and wreaths is optional. (See VI. Badges, Insignias, and Decorations.)

Maternity Uniform: Standard departmental fabric styled to resemble the regular duty uniform. Worn in lieu of duty uniforms only as necessary.

Mock-neck: Optional white cotton knit, dickey or shirt, may only be worn under the shift with a Class B, C, or D uniform. The Patuxent Institution's initials (PATX) will be embroidered with ½ inch block letters in emblem yellow thread on the left front side. The mock-neck may not have sleeves that are visible below the outer shirt's sleeves.

Mourning Shroud: Black, each correctional employee in uniform and/or displaying a badge shall wear a black mourning band over the badge until interment of a correctional employee who died while honorably employed at their institution. The Warden may order the wearing of mourning shroud for a correctional employee killed in the line of duty or under other circumstances where it is deemed appropriate. Mourning shrouds shall be worn by all correctional personnel in uniform and/or displaying a badge while attending funeral services.

Nameplate: Gold nameplate worn secured over the right breast pocket, centered and with the bottom edge of the nameplate touching the top edge of the flap of the right breast pocket. The nameplate shall be worn secured and centered to the right side of the V-neck sweater on the area provided.

Pepper Spray with Holster: The aerosol canister shall be in the holster at all times when not in use. The holster will be worn on the waist belt or gun belt where it will be conveniently accessible to the individual.

Shirts, Long Sleeve: Color appropriate for classification. A tie or mock-neck must be worn with the long sleeve uniform shirt; the tie when worn shall be fastened to a closed collar. Sleeves shall be fastened at the cuff and not rolled up.

Shirts, Short Sleeve: Color appropriate for classification, worn with or without the tie as authorized by the Warden. When worn with an open collar, a white may be visible at the neck, but not visible at the biceps of the uniform shirt. No medallions, chokers, or necklaces shall be visible at the neck. Sleeves shall not be tucked under or rolled up.

Shoes: Black, traditional military style, shall have a plain rounded toe, devoid of design or ornamentation. Seams and associated stitching across or around the top of the shoe, which hold the shoe together, shall not be considered as ornamentation.

Socks: Black or navy blue must be worn with footwear while on duty. Any portion of the sock that shows must be black. No ornamentation or different color design is permitted.

Sweater, Military Style: V-neck pullover, black or navy blue, worn with a tie or mock-neck. Only sergeants and above may wear embroidered rank insignia on the epaulet. Nameplate and badge will be positioned on the sweater in the same location as on the shirt.

T - Shirt: Plain black or navy blue, crew neck, with optional approved logo when worn as the Class E uniform outer garment.

Tie: Clip-on/Velcro closure, navy blue, worn with the knot over a properly fastened top shirt button. Only authorized tie tack/bar allowed. Ties or optional mock-neck may be required year round on posts where the officer is in direct contact with the public. Examples: visitor registration, transportation, etc. Ties should not be worn while an officer is assigned to work special confinement housing units (e.g. segregation, protective custody).

Tie Bar: Gold-tone, bearing Departmental insignia, gold badge replica, flag in accordance with section VI.F. or State seal. Will be worn singly and attached between the third and fourth buttons from the top of the shirt.

Tie Tack: Departmental insignia will be RI, gold badge replica, flag in accordance with section VI.F., State seal, ACA Certified Correctional Professional or ACA Accreditation, shall be IP. Will be worn singly and attached between the third and fourth buttons from the top of the shirt. Tie tack insignia shall not exceed $\frac{3}{4}$ inch.

Trousers: Color appropriate for classification, worn with a belt. The length of the trouser leg shall extend to the in-step of the shoe or boot. Blousing of dress trousers shall be authorized only for tactical unit officers or ceremonial unit officers.

Utility Uniforms: Navy blue two-piece Class D uniform as authorized by the Warden for Responders Unit in areas like segregation. Black two-piece Class D uniform as authorized by the Warden for tactical units may be worn only to and from work, and on institutional grounds. No ribbons or awards shall be worn. Blousing of trousers is authorized when wearing boots.

2. Ceremonial Units (Honor Guard and Color Guard)

<u>Item</u>	<u># Issued</u>	<u>Type Issue</u>
Ascot	1	SI
Belt, Military Police	1	SI
Beret	1	SI

Citation Cord	1	SI
Dress Blouse Coat & Matching Trousers	1 ea.	SI
Gloves, White	1 Pr.	SI
Hat Cover	1	SI
Shirt, White	1	SI

Ascot: Gold or white in color, worn while performing those duties.

Belt, Military Police: White with brass hardware, worn while performing those duties.

Beret: Black or navy blue, worn while performing those duties.

Citation Cord: Gold, worn while performing those duties.

Dress Blouse Coat & Matching Trousers: Navy blue, single breasted blouse secured with four gold “P” buttons, two pleated breast pockets with flaps, two lower simulated pockets with flaps, gold “P” buttons on pocket flaps and epaulets, and center vent, worn while performing those duties. Only sergeants and above shall wear rank insignias on the coat.

Gloves: White, cotton, full fingered, worn while performing those duties.

Shirt White: Only worn with dress blouse coat. A navy blue tie or optional ascot shall be worn with the white shirt.

3. Correctional Dietary Officers (CDO)

Shirts, white
Trousers, navy blue

4. Correctional Maintenance Officers (CMO)

Shirts, khaki
Trousers, khaki

5. Correctional Supply Officers (CSO)

Shirts, light blue
Trousers, medium blue

6. Range Instructors

A red polo shirt with embroidered departmental logo is authorized for range instructors.

7. Response Unit

Navy blue two-piece utility uniform. Blousing of trousers with combat style boots is authorized. Unit is equipped as authorized by the Warden.

8. Tactical Unit

Black two-piece utility uniform. Blousing of trousers with combat style boots is authorized. Unit is equipped as authorized by the Warden.

VI. Badges, Insignias & Decorations

A. Badges

1. Authorization

All uniformed officers are authorized to wear badges. The Director or designee shall determine non-uniformed employees authorized to wear a badge.

2. Issuance

The Warden shall assign a badge accountability officer to issue badges and maintain a perpetual database of badge numbers and their holders.

3. Duplicates

Only the issued badge may be worn. Under no circumstances shall an officer possess or wear a self-purchased duplicate.

4. Badge Wear

- a) When worn on the uniform shirt, sweater or coat, the badge shall be placed in the holder provided over the left breast area.
- b) When worn by officers not in uniform, it shall be placed in a badge case or on the belt.
- c) Correctional Maintenance Officers may substitute the approved cloth badge for the metal badge on work uniforms.
- d) For safety or security reasons the Warden may approve cloth badges for Class D uniforms.

B. Rank Insignias

1. Size and Placement

- a) The size of the rank insignias shall be in proportion to the garment on which they are placed, i.e., smaller insignias shall be worn on shirt collars, larger insignias, where authorized, shall be worn on outer wear.

- b) Major's insignia shall be worn with stem down on the shirt collar. Supervisor bars are to be placed on a straight line parallel to the open edge of the collar. Chevrons are to be centered on the collar stave (see Fig. 5).
 - c) Correctional Officers shall wear two rank insignia on the uniform shirt, one placed on each collar one-half inch back of the collar opening and centered on the collar.
 - d) Uniformed correctional specialty staff as designated in section VI.C. wear one rank insignia on the right collar of the uniform shirt one-half inch back of the collar opening and centered on the collar in a straight line parallel to the open edge of the collar.
 - e) Only sergeants and above shall wear rank insignias on outer garments. On coats, rank insignia shall be placed on the shoulder strap, one-half inch from the sleeve, centered on the strap. Sergeant chevrons shall be centered on the epaulet with the point to the inside. Lieutenants' and captains' bars shall be worn front to back. Major's insignia shall be worn with stem to outside of shoulder on the coat epaulet.
2. Correctional Officers (COs)
- a) Major Oak leaf, gold (4 each)
 - b) Captain Twin bar, gold (4 each)
 - c) Lieutenant Single bar, gold (4 each)
 - d) Sergeant Three stripe chevron, gold (4 each)
 - e) CO II Two stripe chevron, gold (4 each)
 - f) CO I One stripe chevron, gold (4 each) issued upon completion of entry-level training.
3. Correctional Dietary Officers (CDO), Correctional Maintenance Officers (CMO), and Correctional Supply Officers (CSO)
- a) Supervisory Level: CDO Supervisor, CMO Supervisor, CSO Supervisor - Single bar, gold (2 each)
 - b) Full Performance Level: CDO II, CMO II, CSO II & III - Two stripe chevron, gold (2 each)
 - c) Entry Level: CDO I, CMO I, CSO I - One stripe chevron, gold (2) each. Issued upon completion of entrance level training.

C. Classification Insignias

1. Size and Placement

Uniformed correctional specialty staff wears classification insignia on the left shirt collar. The classification lettering shall be placed one-half inch back of the collar opening and centered on the collar on a straight line parallel to the bottom edge of the collar. Classification insignia shall not be worn on the coat.

2. Classification Insignias (1/2 inch block lettering)

- a) Correctional Dietary Officers/Supervisors CDO, gold (2 each)
- b) Correctional Maintenance Officers/Supervisors CMO, gold (2 each)
- c) Correctional Supply Officers/Supervisors CSO, gold (2 each)

D. Ribbons

Ribbons shall only be worn when authorized. When a single ribbon is worn, it shall be centered one-quarter inch above the nameplate. In those cases where an officer is authorized to wear more than one ribbon, the highest-ranking ribbon shall be worn closest to the middle of the body. No more than 3 ribbons shall be worn in a row. In those cases where an officer is authorized to wear more than three ribbons, the highest-ranking ribbon shall be worn on the second (top) tier centered above the second ribbon on the bottom row. Ribbons are listed below in descending rank order:

- 1. Governor's Citation Ribbon – This is the highest-ranking ribbon. As such, it shall always be worn closest to the middle of the body, and shall be on the top row if four or more ribbons are authorized. In the event of a subsequent citation, a ribbon bearing a silver star shall replace the initial ribbon. This ribbon shall be worn with the orange field closest to the middle of the body.
- 2. Heroic Service Ribbon – This ribbon is the same as the U.S. Air Force Distinguished Service Medal with a gold letter "V" for valor. A gold star shall be used to denote subsequent awards.
- 3. Distinguished Service Ribbon – This ribbon is the same as the U.S. Air Force Air Reserve Forces Meritorious Service Medal. A gold star shall be used to denote subsequent awards.
- 4. Meritorious Service Ribbon – This ribbon is the same as the U.S. Air Force Good Conduct Medal. A gold star shall be used to denote subsequent awards.
- 5. Certified Correctional Professional Ribbon – This ribbon is the same as the U.S. Air Force Commendation Medal. It will be presented to those who are certified by the American Correctional Association (ACA) under the Certified Correctional Professionals Program. A gold star shall be used to denote honors. This ribbon shall

only be worn while the holder is currently certified, and shall no longer be worn if the holder fails to be re-certified, or if the certification status is revoked by ACA.

6. Attendance Ribbons

Attendance Ribbons may be awarded and worn in combination to reflect the total number of years of perfect attendance the employee has in state service; they do not have to be consecutive. An employee who is placed on a one-day-sick-slip requirement shall not wear any perfect attendance ribbons until he/she earns another perfect attendance certificate and ribbon. The employee may then again wear the ribbon(s) reflecting the total number of years of perfect attendance.

- a) “Iron Man/Woman Award” – This ribbon is the same as the U.S. Air Force Combat Readiness Medal. A plain ribbon is authorized for 5 years of perfect attendance with one gold star added for each subsequent 5-year period up to a maximum of four stars.
 - b) Perfect Attendance Ribbon – This ribbon is the same as the U.S. Air Force Recognition Ribbon. A gold star shall be used to denote subsequent awards up to a maximum of three stars (indicating 4 years).
7. Training Academy Ribbon/Distinguished Graduate Award – This ribbon is the same as the U.S. Air Force Presidential Unit Citation. (Officers who were initially awarded the ribbon based on the U.S. Army Presidential Unit Citation will be permitted to continue wearing it.)
8. Training Academy College Credit Recognition Ribbon – This ribbon is the same as the U.S. Air Force Philippine Presidential Unit Citation. (Officers who were initially awarded the ribbon based on the U.S. Army Philippine Presidential Unit Citation will be permitted to continue wearing it.) This ribbon shall be worn with the red field closest to the middle of the body. This ribbon may be worn with one star to indicate that the holder has received an associate’s degree; two stars for a bachelor’s degree; three stars for a masters/professional graduate degree; or four stars for a doctorate.
9. Longevity Ribbon – This ribbon is the same as the U.S. Navy “E” Ribbon without the letter attachment. A plain ribbon is authorized for 10 years of service with one gold star added for each subsequent 5-year period up to a maximum of four stars.

E. Wreaths

Wreaths are only authorized for staff who have obtained certified, specialized or advanced technical training for and a current membership in specialized units, such as K-9, Home Detention Unit, Field Training Officers, Central Transportation Unit, Security Audit Review Team, special response and tactical teams. Only one wreath may be worn, regardless of the number of wreaths authorized. It shall be centered and placed

one inch above the top of the nameplate or one-quarter inch above the ribbons. The wreath shall be solid gold colored with block lettering.



Figure 4. Wreath

F. Pins

A flag pin, ACA Accreditation pin or ACA Certified Correctional Professional pin may be worn on the uniform shirt centered over the right-side pocket $\frac{1}{2}$ inch above the nameplate. If authorized ribbons and/or wreath devices are worn above the nameplate, the pin shall be worn $\frac{1}{2}$ inch above the highest of them. If more than one pin is worn, the flag pin shall be worn closest to the middle of the body. A flag pin may represent the U.S. flag alone, the U.S. flag on a staff, or the U.S. and Maryland flags on crossed staffs. The pin may not carry any additional governmental, political, organizational, fraternal, religious or other miscellaneous logo, device or other identifier.

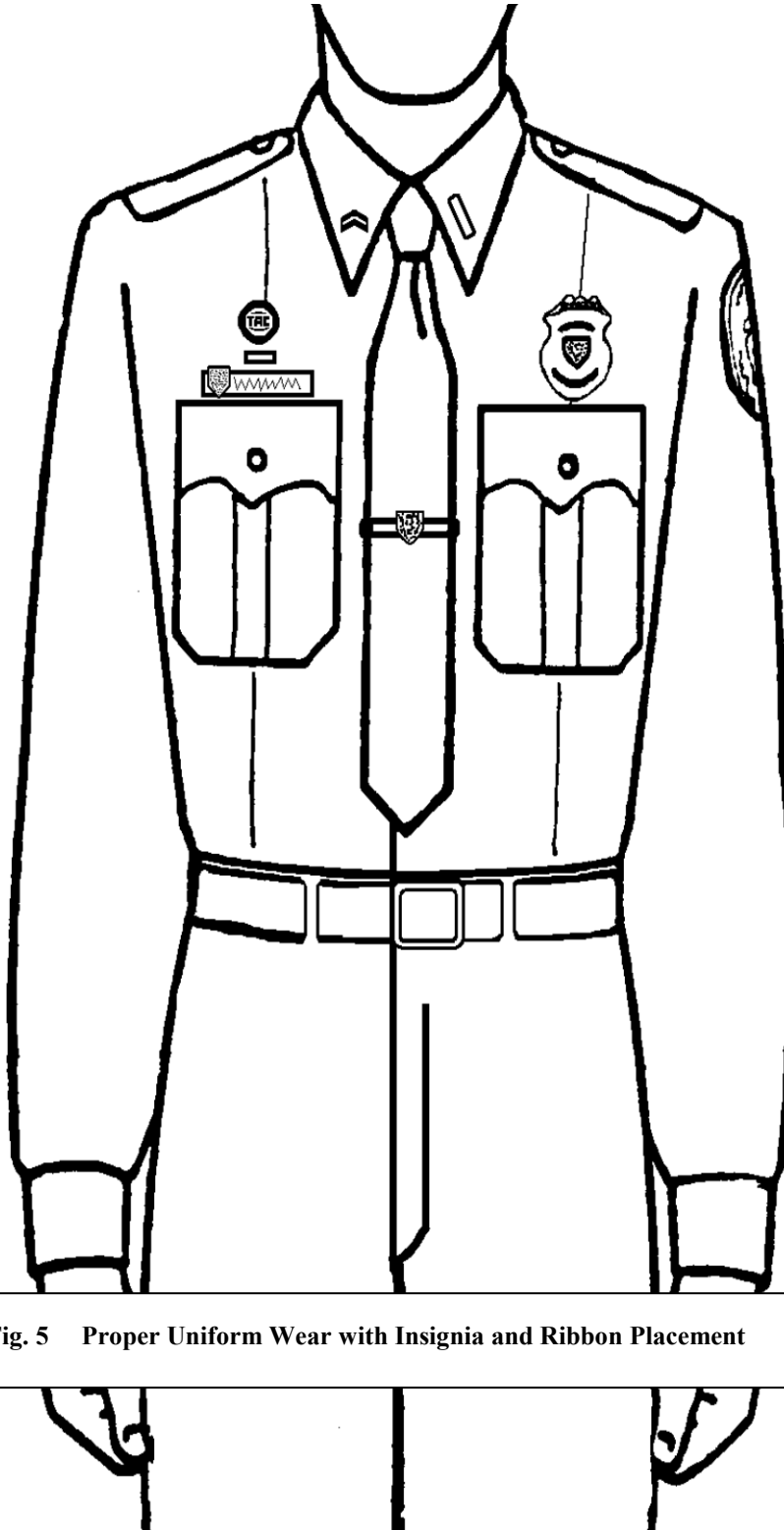


Fig. 5 Proper Uniform Wear with Insignia and Ribbon Placement

VII. Uniform Inspections

A. Each managing official shall ensure that uniform inspection standards are consistently applied across all shifts and all classifications. The responsibilities for uniform inspections at major facilities shall rest with the security chief. He/she shall ensure that the Uniform Inspection Worksheet, Appendix 1 to this Directive, is completed.

B. Documentation

The shift commander or designee shall conduct documented formal uniform inspections biweekly. A copy of the completed Uniform Inspection Worksheet shall be kept on file for one year. Non-compliance shall be recorded and handled in accordance with the department's Standards of Conduct and Internal Administrative Disciplinary Process.

C. Informal Inspections

Informal inspections may be conducted by the shift commander or designee at any location and at anytime an officer is in uniform.

VIII. Personal Appearance and Dress Standards Committee

A. Appointment

1. The Director shall appoint a standing committee. The committee membership shall include representation by:
 - a) Warden
 - b) Human Resources
 - c) Shift Commanders
 - d) Team Management Major
2. The chairperson shall appoint a Committee Coordinator and ad hoc members, as needed representing the services most directly concerned with the proposal under consideration.

B. Committee Functions

1. Conduct research in reference to the committee agenda.
2. Review requests and proposals for changes to the appearance standards and develop recommendations.
3. Review proposals and formulate recommendations concerning issued items for new staff members.
4. Recommend and review staff surveys and questionnaires pertaining to appearance

standards and make recommendations based on survey results.

5. Seek solutions to problems and concerns submitted to the committee.
6. Review nominations for Meritorious Service, Distinguished Service and Heroic Service certificates/ribbons. Make recommendations to the Director annually so these presentations may be made during Public Safety Employees' Appreciation Week.
7. Complete other assignments as requested by the Director or the Committee Chairperson.

C. Committee Chairperson Functions

1. Receive suggestions, proposals, and concerns submitted by management or union officials for direct response or processing through the committee, as appropriate.
2. Convene and conduct committee meetings.
3. Monitor committee actions and conduct follow-up activities.
4. Respond to questions, concerns, and recommendations that do not warrant discussion and review by the full Committee.

D. Committee Coordinator Functions

1. Schedule meetings at the request of the Chairperson, arrange for the meeting site, and notify all members no less than 10 working days prior to the meeting.
2. Prepare and distribute agenda and minutes.
3. Coordinate pre-meeting and follow-up activities.