OFFICE OF THE COUNTY SHERIFF

Montgomery County, Maryland

Darren M. Popkin, Sheriff

GENERAL OPERATIONAL PROCEDURES

Subject:	Number:	Effective Date:
Issued Equipment/Uniforms	**3.05**	**02/13/15**

Policy: The Sheriff's Office will provide all uniforms and equipment necessary for the performance of employees' duties.

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I. Issued Equipment/Uniforms *(***17.5.2, 22.2.5, 73.4.1***)*

A. The Sheriff's Office Property Custodian will issue deputies all serialized equipment, personal wear and miscellaneous items needed to perform their duties. The Property Custodian will keep an individual file on each employee with the employee signing for all items received.

B. The Administrative Division will ensure that all new employees are issued a Sheriff's Office identification card that includes the employees photograph. **(22.2.7.b)**

C. Deputies, when reporting for duty, must wear and/or carry the following items of issued equipment***:*** **(73.2.1.b, 73.4.1)**

(1) Firearm;

(2) Handcuffs;

(3) Ballistic Vest;

(4) Sheriff's Office Identification ***Card***;

(5) ***Current Maryland Police Training Commission Certification and Training Standards Compliance Card;***

(6) Badge;

(7) ***Name tag, which must be kept visible.***

(8) Portable radio; and

(9) Taser***, if issued***.

D. Additional issued equipment such as O.C. spray and ASP baton may be worn or carried at the discretion of the individual deputy.

E. Employees will be held strictly accountable for the proper care, custody, use, and maintenance of all items of equipment issued them. Title to all equipment ***is*** vested in the county.

(1) Each item of issued equipment or property will have a history record that will be maintained by the Property Custodian as outlined in ***General Operational Procedure 3.25***, Property and Evidence Management. **(1.3.9.e)**

(2) All transfers of issued equipment must be done in person with the Property Custodian.

(3) Deputies are not to leave equipment issued to them unattended at any time in a negligent manner. Negligence as mentioned in these regulations ***will*** be determined by the Sheriff and ***may*** constitute neglect of duty.

(4) Equipment issued to deputies is not to be loaned to anyone other than another deputy of this Office unless permission is given by the Sheriff or Chief Deputy.

(5) All special equipment issued on a temporary basis will be turned in upon completion of the assignment. Deputies issued this equipment will be held accountable for the equipment while it is in their possession. The issuing deputy or supervisor will be accountable for the whereabouts of all special equipment issued by them.

F. Uniform Regulations **(26.1.1, 41.3.4)**

(1) Deputies ***must*** maintain their issued uniform and equipment in good repair, and will wear the uniform as prescribed by the Sheriff. Only those patches, chevrons, medals, insignias, etc., authorized by the Sheriff will be displayed on the uniform.

(2) Any time the uniform of the day is worn, it is to be worn in its entirety with no combination of uniform and civilian clothing permitted. However, off-duty deputies are permitted to wear an appropriate civilian outer garment (i.e. coat or jacket) when traveling to and from the Office.

(3) Uniforms will be neatly pressed, metal objects shined, leather gear and shoes polished.

(4) ***Shoes or boots worn with the uniform must be all black in color.***

(5) Only black socks will be worn with the uniform.

(6) Short Sleeved shirts

(a) When wearing the short-sleeved uniform shirt, only the top button will be undone. An undershirt may be visible under the top button.

(i) Deputies wearing the black uniform of the day must wear a black undershirt.

(ii) Deputies wearing the tan uniform of the day may wear a white or black undershirt.

(b) The visible portion of the undershirt must be clean and neat in appearance. Frayed, dirty, or stained collars are not acceptable.

(7) Long sleeved shirts

(a) Deputies assigned to Court duty must wear a tie with the long sleeved shirt ***unless the deputy wears a uniform-issue dickie or turtleneck, or another turtleneck which is dark brown or black with no writing or other embellishment.***

(b) ***When not assigned to Court duty, the wearing of the tie is optional.***

(c) Long sleeved shirt cuffs must be buttoned.

(d) When not assigned to Court duty, the turtleneck shirt may only be worn under the sweater, lightweight jacket, Gortex heavyweight jacket, or long sleeve shirt without a tie.

(e) The commando style sweater or dickey may be worn with the long sleeved shirt without a tie.

(8) The use of suspenders is permitted while wearing the uniform. The suspenders must not be visible.

(9) Wearing of the issued service hat, ball cap or stocking cap is optional for all uniform deputies.

(10) No hat or cap is to be worn while in a courtroom.

(11) ***A deputy may wear their ballistic vest in the issued protective vest outer carrier with any appropriate approved uniform.***

II. Uniform Classes

A. Class "A" - Dress uniform: Dress Blouse, long or short-sleeved shirt with necktie, service hat, and leather gear.

B. Class "B" - Uniform of the day: The Sheriff will prescribe the uniform of the day. Deputies will be notified by memorandum or email communication of changes in the uniform of the day.

III. <u>Plainclothes Deputies</u> (22.2.5, 26.1.1, 41.3.4)

A. Deputies assigned to the Criminal Section may wear casual attire during their shift. Casual attire is defined as dress trousers, slacks, or denim jeans with a shirt appropriate for the particular assignment or shift. Casual attire will not include any cut-offs, short pants, sweat pants or BDU's. Clothing may not be dirty or torn.

(1) Deputies traveling on extraditions will wear casual attire unless business casual attire is required by the Section supervisor.

(2) Deputies assigned to Court duty must change into the uniform of the day or wear a suit or sport coat with tie.

(3) Deputies detailed to a special assignment may be granted an exception by the Sheriff or Chief Deputy ***to wear attire which is required or appropriate for the assignment.***

B. While on duty, deputies on light duty will be in business casual attire that is neat, clean, pressed and properly tailored. Shoes must be clean and shined.

C. ***Training Instructors may wear one of the following clothing options depending on the type or location of the training being conducted.***

(1) ***Uniform of the day.***

(2) ***A suit or sport coat with tie.***

(3) ***The approved training uniform consisting of the red Sheriff's Office instructor shirt and Khaki style trousers or Cargo pants.***

D. Clothing Allowances

(1) Eligible deputies will receive a clothing allowance in accordance with the collective bargaining agreement in effect.

(a) ***The clothing allowance shall be paid in quarterly installments every three months from the time the deputy is assigned.***

(b) ***Deputies transferred to a plainclothes section shall receive a clothing allowance advance under the following conditions:***

(i) ***The deputy must be transferred from a uniform to a plainclothes status for at least two full pay periods;***

(ii) ***The deputy must not have worked in the past calendar year in a section that receives a clothing allowance; and***

(iii) ***The advance received shall be equal to the amount the deputy is entitled to annually.***

(2) The amount of the annual clothing allowance paid to a deputy is determined in the collective bargaining agreement.

(3) Deputies who have their police powers ***suspended*** will not be entitled to a clothing allowance during the period of ***suspension***.

(4) Deputies in light duty positions are not entitled to a clothing allowance.

E. Laundry Services

Only those plain-clothes deputies receiving a clothing allowance may utilize the laundry service for civilian attire.

IV. **Replacement Equipment/Uniforms** (17.5.2.)

A. Lost, Stolen or Damaged Equipment/Uniforms

(1) If an issued piece of equipment or uniform is lost, stolen or damaged an Incident Report MCSO9 must be completed by the deputy issued the ***item*** before the end of their tour of duty.

(2) Division Captains will ensure that an NCIC entry is initiated on any lost or stolen serialized equipment.

(3) Deputies requesting replacement ***for*** equipment or uniform items ***that were lost, stolen or damaged must submit*** a Request for Equipment/Uniform Replacement MCSO147 and a ***copy of the I***ncident ***R***eport, ***MCSO9*** to the Property Custodian.

(4) Division Captains must authorize the replacement of lost, stolen, or damaged equipment/uniforms.

(5) Any equipment or uniform item that is lost, stolen or damaged due to negligence will be replaced at the responsible deputy's expense. Deputies will be given two weeks from the date of loss to attempt recovery of any lost or stolen item.

(6) If unable to recover the item, the deputy will pay the current replacement price of the same item or its equivalent, if the same item is no longer available.

B. ***Defective or worn out*** Equipment/Uniforms

(1) Deputies requesting ***a*** replacement ***for worn out*** equipment or uniform items ***must*** complete a Request for Equipment/Uniform Replacement MCSO147. ***An Incident Report, MCSO9, is not needed for replacement of worn out equipment or uniforms.***

(2) When replacing defective or worn ***out*** uniforms ***or*** equipment, deputies must turn in a like item to receive a replacement.

(3) ***When replacing a defective or worn out Sheriff's Office issued identification card, deputies must complete a Request for Equipment/Uniform Replacement MCSO147. The Property Custodian must forward the completed MCSO147 to the Administrative Captain for approval and processing.***

C. ***Section Supervisors are responsible for completing and submitting the Request for Equipment/Uniform Replacement MCSO147 and an Incident Report MCSO9 for the replacement of any lost, stolen or damaged equipment assigned to their sections such as handcuffs on gang chains, digital cameras, vehicle equipment etc.***

V. Responsibilities

A. Section Supervisors

(1) During the daily Roll Call, Section Supervisors will conduct a visual inspection of issued equipment and uniforms to ensure it is properly maintained and serviceable. **(53.1.1.a, 53.1.1.b, 53.1.1.c)**

(2) Section Supervisors will ensure that subordinates have damaged, defective, or worn equipment repaired or replaced as soon as possible. **(53.1.1.e, 53.1.1.c)**

B. Employees

(1) Maintain all issued equipment in good working condition so it is ready for service, and available for inspection. **(73.4.1)**

(2) Promptly report any damage, wear, or defect that renders any equipment unserviceable and take the proper action to have the equipment replaced or repaired.

(3) At the time of retirement, termination, or dismissal, employees must turn in all issued equipment to the Property Custodian.

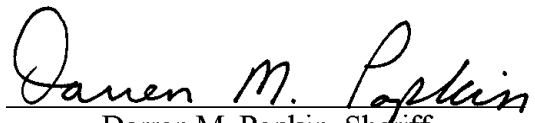
VI. CALEA Standards

1.3.9.e, 17.5.2, 22.2.5, 22.2.7.b, 26.1.1, 41.3.4, 53.1.1.a, 53.1.1.b, 53.1.1.c, 53.1.1.e, 73.2.1.b, 73.4.1

VII. Cancellation

This directive cancels and replaces General Operation Procedure 3.05, Effective Date: ***05/20/09***.

AUTHORITY:



Darren M. Popkin, Sheriff
02/13/2015