

# GENERAL ORDER



DISTRICT OF COLUMBIA

<b>Title</b>		
<b>Uniform, Equipment, and Appearance Standards</b>		
<b>Topic</b>	<b>Series</b>	<b>Number</b>
<b>PER</b>	<b>110</b>	<b>11</b>
<b>Effective Date</b>		
<b>November 13, 2018</b>		
<b>Replaces:</b>		
GO-PER-110.11 (Uniforms and Equipment), Effective Date July 22, 2002		
<b>Rescinds:</b>		
Listed in Part III. Rescission		

I.	Purpose	1
II.	Procedures	1
II.A.	Appearance Standards	1
II.B.	Uniform Standards	4
II.C.	Equipment Standards	14
II.D.	Medical Exemptions	20
II.E.	Religious Exemptions	20
II.F.	Loss or Damage of Uniforms or Equipment	21
II.G.	Uniform and Equipment Inspection	21
II.H.	Uniform and Equipment Return	21
II.I.	Uniform and Equipment Board	22
III.	Rescission	22
IV.	Attachments	23

## I. PURPOSE

It is the policy of the Metropolitan Police Department (MPD) to ensure that all members represent the Department professionally. This order establishes procedures for the issuance, wear, care, and maintenance of uniforms and equipment. These standards are provided for all sworn members and uniformed civilian members.

## II. PROCEDURES

### A. Appearance Standards

1. All members shall maintain a clean and neat appearance in accordance with the standards set forth in this order. Members may groom themselves according to their own personal preference, provided that such grooming conforms to the standards for, and does not interfere with or detract from, the proper wearing of uniforms or equipment, or otherwise conflict with appearance standards.
2. No on-duty member shall wear any article of clothing visible to the public containing language of a social, economic, or political nature that might be considered as an advocacy statement, or that might create controversy.
3. Hair Standards

- a. Hair shall be neat, clean, and trimmed to present a groomed appearance.
- b. Hair shall be worn at a length that will permit required headgear to fit securely on the head and in conformity with this order.
- c. When in uniform, members shall arrange their hair so that it does not extend below the mid-point of the shirt collar.
- d. Cornrows, braids, or dreadlocks may be worn as long as they don't interfere with the proper wearing of required headgear, conform to the above length, and are neat in appearance. Wigs or hairpieces may be worn if they conform to the standards for natural hair.
- e. Hair shall be groomed so that, when the member wears headgear, the hair does not fall below the eyebrows or bunch out to the front, side, or rear of the headgear.
- f. Hair color shall consist of only natural hair colors. Extreme or fad type artificial hair colors (e.g., purple, pink, green) are prohibited. Extreme or fad style haircuts and styles (e.g., Mohawks, tracks, designs, sculptures cut into the hair, decorations, ducktails, ponytails, or pigtails) are prohibited unless the member is working undercover or has received approval from the Chief of Police through the member's chain of command.
- g. Members who choose to wear sideburns shall ensure that they are neatly trimmed, do not extend more than three-quarters of an inch beyond the lower edge of the ear, end with a clean shaven horizontal line, and if flared, are no wider than one and one-half inches at the bottom.
- h. Items used to hold hair in place shall be of a plain design, of a natural color that blends with the hair, and concealed as much as possible. No decoration (e.g., bows, ribbons, decorative clips) shall be worn in the hair.

#### 4. Facial Hair Standards

Well-trimmed mustaches, beards, and goatees are permitted. A well-trimmed mustache shall not extend more than one-quarter of an inch below or beyond the line of an individual's upper lip. Handlebar mustaches are prohibited. A well-trimmed beard or goatee shall not exceed one-quarter of an inch in length.

#### 5. Makeup and Cosmetics Standards

- a. Makeup, if worn, shall be subdued and natural looking. Cosmetics shall be applied so that colors blend with natural skin tone and

enhance natural features. Exaggerated or faddish cosmetic styles are prohibited.

- b. Fingernails shall be kept clean. Fingernails shall not extend more than one-quarter of an inch beyond the fingertip.
- c. If fingernail polish is worn, only light color, skin color, or clear polish shall be used. While on duty, members shall not have any object affixed to their fingernails.

## 6. Eyewear Standards

- a. Conservative design prescription eyeglasses may be worn. Eyeglasses or sunglasses that are faddish in style or color, or have lenses or frames with initials or other adornments, shall not be worn (faddish colors are those such as, but not limited to, bright, iridescent, or fluorescent yellow, orange, red).
- b. Sunglasses may be of green, gray, brown, or other conservative tint, and shall have undecorated frames. Mirrored and opaque sunglasses are prohibited for on duty use. Sunglasses shall be removed indoors.

## 7. Jewelry Standards

- a. Pins, insignias, or buttons, which are not specifically issued by the Department or authorized by Title 6A of the District of Columbia Municipal Regulations (DCMR) or this order, shall not be worn or attached to any portion of the uniform so that they are, or may become, visible to the public.
- b. Members in uniform:
  - (1) May wear small, plain button earrings of gold, silver, diamond, or pearl not to exceed one-half inch in diameter.
  - (2) Shall not wear loop, ring, or dangle earrings.
  - (3) Shall not wear more than two earrings per ear.
  - (4) Shall not wear any visible body piercings, except earrings in their ears, while in uniform or on-duty. Officials may grant an exception for members working in a casual clothes or undercover assignment.
  - (5) Shall not wear more than one bracelet (not to exceed one inch in width) per arm.

- (6) Shall not wear more than one necklace or neck chain (not to exceed one-quarter of an inch in width). Attachments such as pendants, charms, and medallions shall be covered.
- (7) Shall not wear more than two rings per hand. Wedding and engagement ring combinations are considered one ring.

#### 8. Tattoo Standards

Tattoos shall be covered when in uniform whenever possible. Tattoos that cannot be covered shall not contain language or characterizations that are derogatory or offensive to any social, economic, or ethnic group.

#### B. Uniform Standards

1. All sworn members shall wear the uniform of the day, unless assigned to an element authorized to wear plainclothes or casual clothes.
  - a. Sworn members assigned to units authorized to wear plainclothes shall dress in business attire (i.e., court-ready attire described in Part II.B.26). Certain members assigned to the Criminal Investigations Division (CID), Internal Affairs Division (IAD), Youth and Family Services Division (YFSD), and Executive Protection Unit (EPU) are authorized to wear plainclothes attire. Members assigned to other elements shall not wear plainclothes attire unless authorized by the Chief of Police through the member's chain of command.
  - b. The Gun Recovery Unit (GRU) is the only unit authorized to wear casual clothes attire. Members assigned to other elements shall not wear casual clothes unless authorized by the Chief of Police through the member's chain of command.
2. Sworn and civilian members regularly assigned to duty in uniform shall wear such uniform only when on active duty, going to and from their duty stations, court, or other post of duty. Uniform types are delineated in Attachment A (Uniform Guidelines Chart).
3. Members shall not wear or use any part of the uniform or equipment except as permitted by the provisions of this order, Title 6A of the DCMR, or as required in the performance of their duties.
4. Members shall maintain their uniforms and equipment in serviceable condition. Officials shall ensure that members wear the proper uniform and equipment and maintain a proper appearance based on the requirements set forth in this order.
5. Members shall at all times maintain at least one complete change of uniform in their assigned locker at their organizational element.

6. Sworn members regularly wearing uniforms shall wear the Class B Service uniform while engaged in outside employment, unless the wearing of business attire is approved as provided in GO-PER-201.17 (Outside Employment).
7. Members shall wear only official MPD patches and patch depictions approved by the Chief of Police. Specialized assignment patches shall only be worn when approved by the Chief of Police through the unit's chain of command [i.e., Special Operations Division (SOD) Motors Unit and District-assigned motorcycle-trained officers].
8. White or Navy Blue Undershirts
  - a. White or navy blue undershirts may be worn with any uniform provided that no lettering or designs appear through the uniform shirt and the sleeves of the undershirt not extend past the sleeves of the short sleeve shirt.
  - b. Members wearing white uniform shirts shall only wear a white undershirt.
9. Blouse
  - a. The non-tapered blouse shall be worn over the issued administrative holster for dress occasions and those occasions prescribed by the Chief of Police or his or her designee.
  - b. The tapered blouse with belt hooks shall only be worn by members assigned to SOD and Ceremonial Honor Guard members.
  - c. Members attending the funeral of another member shall wear the appropriate uniform or court attire regardless of the circumstances of death. If a member is on duty, he or she may pay their respects in the uniform of the day.
10. Long and Short Sleeve Shirts
  - a. Ties shall not be worn with the short sleeve uniform shirt.
  - b. Long sleeve shirt cuffs shall be worn fully extended and buttoned with the exception of recruits and Explosive Ordinance Division (EOD) members wearing BDUs. Short sleeves shall be worn fully extended without rolls or folds to shorten the original length with the reflective stripe displayed. Department patches shall be worn on both shoulders.
  - c. All buttons, except the top button when not worn with the tie or turtleneck, shall be fastened.
11. Trousers

While standing at attention, trousers shall be of sufficient length so that a slight break in the crease line is caused by the bottom edge of the trouser meeting the top of the shoe.

12. Socks

Uniformed members shall wear opaque, navy blue or black socks, and not wear patterned socks or stockings.

13. Footwear

- a. When in uniform, plain black shoes shall be worn. Shoes may be of the high top design or military-style boots. Buckle or loafer type shoes shall not be worn.
- b. Brand name labels or design logos shall not be visible below the hem of the pants.
- c. Shoe soles may not exceed three-quarters of an inch in thickness and must be black in color.
- d. Heels shall not be more than one and one-half inches high, be at least one-quarter of an inch thicker than the sole, and be clearly distinguishable from the sole.
- e. Shoes shall be kept clean, in good repair, and shined to a luster.
- f. Members assigned to street duty may, during periods of cold or inclement weather, wear black, insulated, water-repellent shoes or boots with a plain design that are not capable of being shined to a luster.
- g. Tennis shoes are prohibited except for mountain bike officers in accordance with GO-OPS-301.09 (Police Mountain Bikes).

14. Turtlenecks

Purchased at members' expense, members the rank of sergeant and below are authorized to wear navy blue turtlenecks that:

- a. Are worn under the long sleeve navy blue uniform shirt without a tie. Turtlenecks are not permitted under the white shirt or blouse. White turtleneck shirts are not permitted
- b. May be worn under the authorized military-style sweater without a long sleeve shirt.
- c. Shall not display writing or logos on the collar or neck band, with the exception of the letters "MPD" in silver embroidered block

lettering no larger than one inch in height.

15. Visibility Stripe

When wearing a short-sleeved shirt equipped with a visibility stripe, members shall ensure that the visibility stripe is displayed.

16. Sweaters

Members not wearing the outer vest are authorized to purchase and wear a navy blue, military-style sweater with no zippers according to the below chart.

Shirt Type	Sweater Type	Guidelines
White with a tie	V-neck	<ul style="list-style-type: none"> <li>• Department patch on both shoulders</li> <li>• Badge, nameplate, and rank insignia displayed</li> </ul>
Blue without a tie	Crew neck	

17. Jackets

a. All jackets and coats shall display the badge, nameplate, patches, and unit collar insignia.

b. Raid Jackets

Members may only wear raid jackets when they are working in a casual clothes capacity (i.e., Gun Recovery Unit) in accordance with GO-OPS-308.13 (Casual Clothes Units).

c. Visibility Vests and Gore-Tex High Visibility Jackets

- (1) Members shall not modify the interior liner of the Gore-Tex high-visibility jacket.
- (2) Members shall not wear the interior liner of the Gore-Tex high-visibility jacket as an outer garment.
- (3) Members shall wear the visibility vest or Gore-Tex high visibility jacket when:
  - (a) Performing any traffic control duty in a road way (per United States Department of Transportation).
  - (b) Working a reimbursable detail (e.g., club overtime).
  - (c) Assigned to a nightlife area.
- (4) Members on high visibility crime patrol may be required to wear the visibility vest or Gore-Tex high visibility jacket

during periods of inclement weather at the discretion of their commanding official.

18. BDU Uniforms

- a. Members shall not wear BDU uniforms unless serving in EOD or one of the civilian assignments listed in Attachment A (Uniform Guidelines Chart), or as otherwise approved by the Chief of Police through the member's chain of command.
- b. While wearing the BDU uniform, civilian members are considered to be in uniform and shall wear their ID badge, identification nameplate, and carry their identification folder.
- c. Members authorized to wear BDU uniforms shall wear them neatly and keep them maintained.
- d. Civilian members shall ensure that their issued BDU uniform does not display anything that makes the member appear to be a sworn police officer (e.g., sworn badges). This includes outerwear (e.g., Gore-Tex jackets).

19. Specialized Uniforms

Members shall not wear a specialized uniform unless serving in one of the assignments listed in Attachment A or as otherwise approved by the Chief of Police through the member's chain of command.

20. Headgear

a. 8-Point Hat

- (1) The 8-point hat shall be worn for all ceremonial occasions, when members are on special details, and during special assignments declared by the Chief of Police.
- (2) The 8-point hat shall fit squarely on the head so that the top is flat and not tipped back or to the side. The front brim shall be on the forehead approximately one and one-half inches above the eyebrows. Grommets shall not be shortened in circumference or removed from the uniform hat.

b. Helmet

- (1) Members whose duties require the wearing of a helmet during extended details or for prolonged periods of time may remove their helmet for brief periods to relieve discomfort.



- (2) Members may wear a black or blue skull cap or bandana under the helmet that shall be removed when the helmet is removed.

c. Baseball Cap

- (1) Members the rank of sergeant and below wearing the Class B uniform are authorized to wear a standard navy blue baseball style cap unless otherwise prohibited by the Chief of Police (e.g., Presidential Inauguration or other public events where the 8-point hat shall be worn).
- (2) The cap shall only display the 2x2 inch miniature MPD patch sewn or embroidered on the front of the cap. Miniature MPD patches shall be provided by the Equipment and Supply Branch (ESB).
- (3) No other insignia or lettering shall be displayed on the cap.
- (4) Baseball caps shall be worn facing forward on the head and not tipped back or to the side. The front brim shall be on the forehead approximately one and one-half inches above the eyebrows.
- (5) The cap shall be purchased at the member's expense and shall maintain a clean and serviceable appearance.

d. "Trooper-Style" Hat

The "trooper-style" winter uniform hat, with the Department's seal on the front, may be worn during periods of cold weather, unless otherwise prohibited by the Chief of Police (e.g., Presidential Inauguration or other public events where the 8-point hat shall be worn).

e. Skull Cap

- (1) Members may wear a black or navy blue skull cap during periods of cold weather, unless otherwise prohibited by the Chief of Police (e.g., Presidential Inauguration or other public events where the 8-point hat shall be worn).
- (2) Members shall ensure the cap displays the 2x2 inch miniature MPD patch. No other insignia or lettering shall be displayed on the cap. When wearing this cap, members shall ensure that the patch is centered on the front of the head with the edge of the cap not worn lower than the eyebrows of the member. The cap may cover the ears.

- (3) The cap shall be purchased at the member's expense and shall maintain a clean and serviceable appearance.

## 21. Gloves

- a. Black gloves are permitted during on-duty work on the streets. Gloves containing lead, sand, or other weighted materials are prohibited.
- b. White gloves are permitted during Honor Guard duties only.

## 22. Insignia

- a. The identification nameplate shall:
  - (1) Be visibly worn on the uniform, centered on the right in the space provided for that purpose.
  - (2) When worn on the white shirt or the outer vest, be worn in the tab above the right breast pocket provided for that purpose. The Velcro strip reading "POLICE" in white letters shall be worn above the nameplate on the outer vest.
- b. Sergeants and above shall wear gold MPD collar pins and officers shall wear silver MPD collar pins.
  - (1) When wearing a long sleeve shirt with tie, members shall ensure that pins run parallel to the collar.
  - (2) When not wearing a tie, members shall ensure that pins run perpendicular to the collar.
  - (3) Members wearing the outer vest shall ensure that pins are worn inside the vest.
- c. Rank insignia shall be worn as:
  - (1) Epaulet sleeves on the white uniform shirt and the authorized military-style sweater.
  - (2) Sewn on the blue uniform shirt.
  - (3) Silver metallic insignia on the uniform blouse and jackets.
- d. Rank and position insignia are depicted here:



- e. Members may wear the insignia indicating the year of appointment immediately below, and attached to, the nameplate.
- f. The foreign language designation pin shall be placed on the lower left-hand corner of the flap on the right side of the shirt.
- g. Members shall receive approval from the Chief of Police through the member's chain of command prior to wearing any other pins or insignia.

### 23. Ribbons

- a. A single ribbon shall be worn one-fourth inch above and centered over the nameplate. Multiple ribbons shall be positioned end-to-end on the same horizontal line as the first ribbon. No more than three ribbons shall be worn in any given row.
- b. Additional rows shall be positioned one-eighth inch above the previous row. Whenever there are fewer than three ribbons in any given row, they shall be centered over the nameplate or previous row of ribbons.
- c. Members may purchase commercially manufactured ribbon bars to hold their issued ribbons. The ribbon bar shall be designed to accommodate the precise number of ribbons the member has been issued and is authorized to wear.
- d. Sergeants and officers shall only wear ribbons when wearing the Class A dress uniform. Ribbons shall not be worn on the outer vest or Class B uniform shirt.

### 24. Medals

- a. Sworn members attired in full dress uniform who are attending special functions (e.g., parades, funerals) may elect to wear medals in lieu of ribbons.

- b. A single medal shall be worn one-fourth inch below and centered over the nameplate. Multiple medals shall be positioned end-to-end on the same horizontal line as the first medal. Not more than three medals shall be worn in a row.
  - c. A second row of medals shall be positioned one inch below the horizontal line and between the medals of the first row starting at the wearer's right. When a third row of medals becomes necessary, the first medal in the third row shall be positioned in a line directly beneath the first medal of the first row.
  - d. Additional rows shall be positioned in a like manner, alternating the configuration from right to left. Whenever there are fewer than three medals in any given row, they shall be centered under the nameplate or previous row of medals.
  - e. Sergeants and officers shall only wear medals when wearing the Class A dress uniform. Medals shall not be worn on the outer vest or Class B uniform shirt.
25. Body Armor
- a. Members shall wear only Department-issued and authorized body armor.
  - b. Members shall ensure that only Department authorized body armor is worn on the outer vest carrier unless approved by the Chief of Police.
    - (1) The Department-authorized vest attachments shall be used to store the portable radio and flashlight. When wearing a jacket, members may store the portable radio on the duty belt.
    - (2) The Department-authorized outer vest pouch is optional. When worn, the pouch shall be positioned on the side of the member's service weapon and kept closed.
  - c. Body armor shall be worn and cared for according to the manufacturer's specifications, as directed on the body armor.
  - d. Members shall not wear the tactical vest carrier unless approved by the Chief of Police through the member's chain of command.
  - e. Mandatory Wear
    - (1) Members the rank of sergeant and below, while in uniform, and assigned to patrol duties or the station, shall wear body armor.

- (2) Captains and lieutenants, in uniform and while actively engaged in street patrol or other high-risk activities, shall wear body armor.
  - (3) Members assigned to casual clothes or plainclothes duty, while participating in raids, stakeouts, turn-ups, search warrants, or any other high-risk assignment, shall wear body armor.
  - (4) Uniformed members assigned to administrative duties shall not be required to wear body armor. Station personnel are **not** considered administrative personnel and are required to be fully equipped and wear body armor.
  - (5) Body armor may be required for any assignment that the commanding official of an element deems appropriate.
- f. Members who are pregnant or breastfeeding shall not be exempt from wearing body armor while in uniform. Members experiencing difficulty wearing body armor due to pregnancy or breastfeeding shall request a medical waiver recommending placement on limited duty from their private doctor. The Director of the Medical Services Division shall place the member in a limited duty status.
  - g. ESB shall be responsible for ensuring that body armor is not expired and replaced when needed.
26. Court, Hearings, and Administrative Proceedings
- a. When wearing a uniform, members shall wear the uniform of the day or the Class A uniform.
  - b. Members appearing in court or hearings shall not wear casual sportswear, shorts, jeans, or tennis shoes.
  - c. Members attending court or hearings in civilian dress shall wear business attire (e.g., dress shirt, necktie drawn to cover the top button of the shirt with the collar fastened, suit or sport coat, slacks, skirt or dress no higher than three inches above the knee with any split or vent in skirt or dress not exceeding three inches, and dress shoes).
  - d. When papering adult cases, attending witness conferences, or handling administrative matters requiring check-in at the Court Liaison Division (CLD), members may appear in conservative casual attire, excluding the following attire:

- (1) Denim jeans, shorts or cut off pants of any length, torn, ripped, or cut out pants, painter pants, bib overalls, or denim jumpsuits;
- (2) Tee shirts, sweat shirts or sweat suits, thermal shirts, "muscle shirts," halter, tube, midriff, see-through or fish-net woven type tops, athletic attire of any type, leggings, spandex pants or skirts;
- (3) Sandals, flip-flop type shoes, tennis shoes of any type; and
- (4) Sundresses or backless dresses.

e. Adverse Action Panels

- (1) Captains and above serving on adverse action panels shall report for such hearings in a Class A dress uniform.
- (2) Sworn members appearing before an adverse action hearing or trial board shall report in a Class A service uniform.
- (3) Sworn members, not serving as a panel member, assigned to casual or plain clothes duty and civilian members shall report in civilian attire suitable for an appearance in court as prescribed in this order.

C. Equipment Standards

1. Holsters

- a. While in uniform, members shall wear their Department-issued holster issued for carrying their service weapon.
- b. Members shall obtain approval from the Chief of Police through the member's chain of command prior to wearing any non-issued holster while in uniform.
- c. The regulation holster shall be worn so that the butt of the weapon extends to the rear.
- d. On-duty members not in uniform may wear a non-issued holster provided that:
  - (1) The member's commanding officer has authorized the wearing of the holster;
  - (2) The non-issued holster accommodates the type of duty performed;
  - (3) The holster has been approved by the range officer for use

with the member's service weapon; and

- (4) Leg holsters may be worn in lieu of the regular Department-issued holster while wearing civilian attire with prior approval of the Chief of Police through the member's chain of command.

## 2. Service Weapons

- a. On-duty members shall carry their Department-issued service weapon.
- b. While in any building not occupied in whole by the Department, members not in full uniform shall carry their service weapon so as to conceal it from view, except while inside offices used exclusively by the Department.
- c. Members shall not carry their service weapon into any courtroom, hearing room, or other room during the proceedings in any matter in which they have a personal interest. Members attending Superior Court on personal matters shall first report to the Court Liaison Division to store their service weapon.
- d. Members shall not carry their service weapon into the Office of the Attorney General, Child Support Services Division, when attending to their personal child support cases. Members handling personal child support cases shall first report to the Court Liaison Division to store their service weapon.
- e. If a member is asked to remove his or her firearm prior to entering a facility (e.g., DC jail, Saint Elizabeth's Hospital, or the Psychiatric Institute of Washington) the member shall ensure there is a safe place to store the weapon. If a member has any questions regarding the removal of the weapon, he or she shall contact the watch commander for guidance.
- f. Members shall not carry their service weapon in a paper bag, vehicle compartment, pocketbook or purse, attaché case, or any similar device.
- g. Members, when off duty in DC, shall carry their badge, identification, and service firearm (or other authorized firearm) except in situations where carrying a weapon may prove unnecessary or imprudent (e.g., when attending religious services, events with in-house armed security, athletic activities, social events with alcoholic beverages, and locations where weapons cannot be secured in accordance with Department policy).
- h. Members, while in an off-duty status and carrying their service weapon in another jurisdiction, shall carry their weapon in an issued

or authorized off duty holster at all times, except, when removing it for official use, to clean the weapon, or for the purpose of inspection. In addition, members shall ensure compliance with all applicable rules, regulations and laws of that jurisdiction.

### 3. Identification Cards and Badges

- a. Sworn members in uniform shall wear their badge and nameplate on all uniform outer garments. Members shall not alter or cover the identifying information or otherwise prevent or hinder a member of the public from reading the information.
- b. Sworn members, while off duty in the District of Columbia, shall:
  - (1) Carry their badge and identification card at all times;
  - (2) When not in uniform, secure their badge so as to conceal it from view; and
  - (3) Carry their police badge in such a manner that it is not visible to the public when in civilian attire, unless a situation arises requiring members to take police action. In those instances, members:
    - (a) May wear their badge on civilian attire to identify themselves as police officers; and
    - (b) Shall conceal the badge from view as soon as the situation requiring police action has been handled.
- c. Sworn members while on duty shall carry their badge and identification card at all times. This provision shall not apply to members in undercover assignments.
- d. Whether inside or outside the District of Columbia, members shall not leave their badge or identification card in an automobile or other location that is readily accessible to other individuals.
- e. While on-duty, sworn members not in uniform and civilian members shall have their Department-issued picture identification badge available for presentation.

### 4. Duty Belt

- a. When either the short or long sleeve shirt is worn as part of the uniform of the day, the duty belt shall be worn in such a manner as to completely cover the waistband area and inner belt. Only the Department-issued duty belt is authorized for use.



- b. Members shall ensure that equipment is properly ordered on the duty belt according to their dominant hand. The duty belt shall contain:
    - (1) On the member's dominant side: the Department-issued or authorized handcuffs and holster with Department-issued service weapon; and
    - (2) On the member's non-dominant side: two magazines, electronic control device (ECD) (if applicable), oleoresin capsicum (OC) spray, Armament Systems and Procedures (ASP) baton and holster, portable radio, and Department-issued flashlight. Members equipped with an outer vest shall use the Department-authorized vest attachments to store the portable radio and flashlight rather than storing them on the duty belt. When wearing a jacket, members equipped with an outer vest may store the portable radio on the duty belt.
  - c. The Class B uniform requires, at members' expense, a black nylon inner belt. Buckles shall not be visible once the duty belt is attached.
  - d. The duty belt shall not be worn with the blouse unless worn by members of the Honor Guard.
5. Radio Ear Piece
- Members assigned to patrol duties shall wear the MPD-issued earpiece, attached to their uniform, while on duty.
6. Cellular Phones
- Members are permitted to carry cellular phones. If a cell phone is displayed on the member's duty belt, the cell phone case and holster shall be black.
7. Handcuffs
- Members shall carry and use only Department-issued or authorized handcuffs while on duty. Members may purchase and carry Smith and Wesson, Model 100 M&P slot-lock handcuffs in a nickel or black finish while on-duty.
8. Business Cards
- a. Members shall carry or otherwise have readily available a sufficient number of MPD business cards while on-duty. Members shall provide business cards upon request.

- b. Members who run out of business cards may request new cards through the "MPD Business Card Order Form" available on the MPD intranet homepage.
- c. Members shall obtain a sufficient number of blank, fillable business cards for use until their replacement cards are available. District and element commanding officials shall ensure a sufficient number of blank, fillable business cards are available for members who run out of business cards.
- d. Member-Purchased Personalized Business Cards

Members may purchase business cards for use on-duty at their own expense.

- (1) Member-purchased business cards must contain the member's rank, badge number, and MPD email address.
- (2) Member-purchased business cards may contain the MPD badge graphic, work address, and telephone number(s).
- (3) Members shall not include information on their business cards other than the information specified in this order (e.g., mottos, quotations, and graphics are not permitted).

## 9. Shields

### a. Ballistic Shields

- (1) Ballistic shields are composed of a material that provides threat level IIIA ballistic protection. The ballistic shield does not stop rifle rounds of any caliber.
- (2) Ballistic shields provide adequate protection to members from specified caliber ammunition or edged weapons. Pursuant to GO-RAR-901.07 (Use of Force), ballistic shields shall primarily be used as protective, defensive instruments, allowing members to have a measure of protection from gunfire and providing cover prior to utilizing other use of force tactics, techniques and defensive weapons to bring an incident or person under control (e.g., to defend themselves or others from gunfire; when confronted by an animal that poses a threat to the member's safety; or to defend themselves or others from an attack where the suspects have armed themselves with edged weapons, blunt objects or other items actively being used to commit an assault).
- (3) To maximize officer safety, members are discouraged from using ballistic shields until additional officers respond to the

scene to assist with providing cover and restraining the subject.

- (4) Ballistic shields may be employed in any manner necessary if required to protect the life of a civilian or law enforcement officer subject to the imminent threat of death or serious physical injury, and no other options are feasible.

b. Patrol Shields

- (1) Patrol shields are instruments composed of transparent polycarbonate material that offer limited resistance to blunt objects or projectiles, providing an additional defensive surface between the member and perceived threat.
- (2) Patrol shields are not ballistic shields and will not provide adequate protection to members from firearms or edged weapons. Pursuant to GO-RAR-901.07 (Use of Force), patrol shields shall primarily be used as protective, defensive instruments, allowing members to create adequate distance and cover prior to utilizing other use of force tactics, techniques, and defensive weapons to bring an incident or person under control (e.g., to deflect projectiles that pose a threat to the member's safety; when confronted by a subject who is disorderly or combative and poses a risk to a member's safety; or when confronted by an animal that poses a threat to the member's safety).

c. Prohibitions

- (1) Members shall not deploy a shield to intimidate or coerce subjects who are not combative or disorderly, and do not pose a threat to the member.
- (2) Members shall not alter, modify, or repair a shield, including but not limited to applying decals or stickers to the shield or adding attachments (e.g., lights, additional handles). All requests for such attachments shall be submitted to the MPD armorer, and if approved, shall be completed by the MPD authorized armorer or technician.
- (3) Members shall not use a ballistic shield when they have already deployed a patrol rifle.
- (4) Members shall not hold a patrol shield at the same time that they are holding their firearm.
- (5) Members shall not, when confronted by a subject armed with a firearm or edged weapon, use a patrol shield as the primary means of cover, unless no other forms of cover will

provide a higher level of protection to the member than the patrol shield.

d. Shield Deployment

- (1) Only Department-approved shields shall be used. Shields shall only be assigned to full-duty members who have been trained in their use.
- (2) The deployment of a shield as an additional layer of defense, in of itself, is not a reportable use of force. However, if a shield is deployed in a manner that results in injury or complaint of pain or injury, the involved member's chain of command shall investigate the use of force incident in accordance with GO-RAR-901.08 (Use of Force Investigations).

e. Storage and Maintenance

- (1) When not assigned to members, shields shall be stored in a designated storage area at each district or element station.
- (2) During a member's shift, when not in use, shields shall be properly stored in a locked vehicle. Shields shall not be stored in vehicles when members are off-duty.

10. Tactical Emergency Casualty Care (TECC) Kit

Members may wear the Department-issued TECC kit positioned on the leg.

D. Medical Exemptions

Members claiming medical reasons for deviation from the uniform, equipment, and appearance standards set forth in this order may request a reasonable accommodation by notifying the Department's Americans with Disabilities (ADA) Coordinator according to the procedures set forth in GO-PER-100.14 (Compliance with Title I of the Americans with Disabilities Act).

E. Religious Exemptions

1. Members may request religious exemptions (i.e., head covers, clothing, objects, symbols and other items of religious significance) from the Chief of Police, through the member's chain of command. The Chief of Police, or his or her designee, shall determine on a case-by-case basis taking into account any potential safety issues and operational concerns. Existing exemptions for uniformed members can be found in Attachment B. This order will be updated when new exemptions are approved.

2. Members shall bear all costs associated with procuring and maintaining their article of faith.

F. Loss of or Damage to Uniforms and Equipment

1. All incidents of lost property resulting in damage to items of District Government property shall be reported on the PD Form 43 (Report of Damage To or Loss of Government Property) as soon as possible, but within 24 hours, and given to an official. The member and the official shall sign the PD Form 43.
2. All performance of duty incidents involving normal duty related use and wear that result in minor damage to uniform clothing, (e.g., rips, tears) shall be reported on the PD Form 43-A (Report and Certification of Performance of Duty Damage to Articles of Uniform). The PD Form 43-A shall be prepared by the reporting member and certified by the on-scene supervisor or investigating official.
3. Members reporting the loss of identifiable Department property (e.g., items marked with identifying numbers, badge, pistol, identification card) or reporting the loss of property as a result of the occurrence of a criminal offense, shall, in addition to the PD Form 43, prepare an RMS report.
4. Where it is shown through investigation that such loss or damage occurred through negligence on the part of the member, he or she may be required to replace the item at his or her own expense.
5. The ESB manager shall review the reports for each loss of and damage to uniforms and equipment; and recommend whether the member or the Department is financially responsible for replacement.

G. Uniform and Equipment Inspection

1. Supervisors shall inspect members' uniforms, equipment, and appearance at roll calls.
2. Supervisors shall conduct quarterly uniform and equipment inspections with quarterly driver's license checks using the PD Form 85-B (Uniform Equipment Checklist).

H. Uniform and Equipment Return

1. All issued items of uniform and equipment shall be returned to the member's element clearance designee in a neat and clean condition within 30 days. Upon the death of a member, the element designee shall ensure that a Family Support Team member assists with equipment retrieval.
2. Members who have received specialized uniforms or equipment shall return these items immediately upon being reassigned to a position not requiring their use.

3. Retiring members shall ensure that all items of uniform and equipment are returned prior to retirement. Retiring members shall notify the designee his or her element of any lost or missing uniform or equipment items.

I. Uniform and Equipment Board

1. The Uniform and Equipment Board shall:
  - a. Oversee all matters relating to uniforms and equipment and monitor the development, testing, and evaluation of all articles of uniform and equipment.
  - b. Make recommendations to the Chief of Police on all uniform and equipment matters. Final approval of all changes shall be determined by the Chief of Police. Upon approval of the Chief of Police, the decision of the board in all matters relating to fit, style, necessary alterations, and all other factors necessary to provide uniforms in accordance with approved specifications shall be final and conclusive.
  - c. Consist of the members listed in the below table.

Corporate Support Bureau Executive Director (Chairperson)		
Patrol Services North and South Patrol Chiefs	Homeland Security Bureau Assistant Chief	SOD Commander
Labor Relations Branch Director	Medical Services Division Director	Policy and Standards Branch Director
Property Division Director	FOP representative	NAGE Local R3-05 representative

2. The chairperson of the Uniform and Equipment Board shall ensure records of the board’s activities and decisions are documented and maintained in accordance with the records retention schedule.

III. RESCISSION

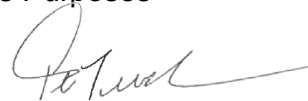
<p><b>Rescinds:</b>                  EO-17-007 (Change to Facial Hair Grooming Standards), Effective Date March 8, 2017                  EO-18-005 (Change to Uniform Policy – Gore-Tex High-Visibility Jackets and Uniform Requirements for Lieutenants and Above), Effective Date March 29, 2018                  GOC-16-03 [GO-PER-110.11 (Uniform and Equipment)], Effective Date June 3, 2016                  SO-03-05 [Amendment to General Order-PER-110.11 (Uniforms and Equipment), Effective Date March 14, 2003                  SO-04-03 [Amendment to General Order-PER-110.11 (Uniforms and Equipment)], Effective Date January 29, 2004                  SO-04-04 [Amendment to General Order-PER-110.11 (Uniforms and Equipment) Appearance at Trial Boards], Effective Date March 23, 2004                  SO-10-18 (Patrol Rifle Qualification Pin), Effective Date December 01, 2010                  SO-11-18 (Religious Exemptions to Uniform and Appearance Requirements), Effective Date December 05, 2011                  SO-16-08 (Member Business Cards), Effective Date July 19, 2016                  SO-16-13 (Patrol Shields), Effective Date August 23, 2016</p>
--

SO-16-12 (Ballistic Shields), Effective Date August 23, 2016  
SOP-03-03 (Uniform and Equipment Board), Effective Date June 12, 2003  
TT-01-019-05 (Clothing and Equipment for the 2005 Inaugural Events), Issued January 11, 2005  
TT-04-020-05 (Metropolitan Police Department Uniform Policy), Issued April 5, 2005  
TT-07-070-05 (Uniform Changes – Badges), Issued June 29, 2005  
TT-07-071-05 (MPD Uniform Changes- Patches), Issued July 29, 2005  
TT-07-072-05 (MPD Uniform Changes- BDUs), Issued July 29, 2005  
TT-07-075-05 (Amendment to Teletype # 07-071-05: MPD Uniform Changes – Patches), Issued July 29, 2005  
TT-12-054-06 (Procedures for Turn-In, Transfer, and Disposal of MPD Equipment and Property), Issued December 18, 2006  
TT-01-025-07 (Uniform Changes – White Shirts), Issued January 10, 2007  
TT-02-032-07 [Uniform Changes – White Shirts (Addendum)], Issued February 7, 2007  
TT-04-058-07 (Uniform Policy), Issued April 17, 2007  
TT-06-033-07 (MPD Uniform Changes-MPD Lapel Pins), Issued June 7, 2007  
TT-09-026-07 (Change in Uniform Policy), Issued September 13, 2007  
TT-09-027-07 (Change in Uniform Policy), Issued September 13, 2007  
TT-09-039-07 (Standard Operating Procedures – Update) Issued September 17, 2007  
TT-06-018-08 (Uniform Change), Issued June 5, 2008  
TT-07-103-08 (Special Detail Assignments at the Special Operations Division), Issued July 30, 2008  
TT-10-043-08 (Uniform Policy), Issued October 10, 2008  
TT-10-109-08 (Temperature Board Uniform Photos), Issued October 29, 2008  
TT-01-036-09 (Uniform Requirements), Issued January 9, 2009  
TT-07-027-13 (Reminder Concerning the Wearing of Authorized Soft Body Armor), Issued July 8, 2013  
TT-08-087-13 (Uniform and Equipment Board Recommendations), Issued August 28, 2013  
TT-08-099-13 (Wearing of Visibility Vests in Nightlife Areas), Issued August 30, 2013  
TT-10-110-14 (Reminder Concerning the Wearing of Uniforms and Equipment), Issued October 24, 2014  
TT-01-018-15 (Change in Uniform Policy), Issued January 8, 2015  
TT-08-040-17 (Reminder Regarding Personal Appearance Requirements), Issued August 11, 2017  
TT-03-094-17 (Reminder Regarding Purchase of Military Style Sweater), Issued March 27, 2017

#### IV. ATTACHMENTS

Attachment A: Uniform Guidelines Chart

Attachment B: Uniform Exemptions for Religious Purposes



Peter Newsham  
Chief of Police

PN:KDO:MOC:JC:SMM

## Uniform Guidelines Chart

	Lieutenant and Above		Sergeant and Below		All Ranks			
	Shirt and Blouse	Tie	Shirt and Blouse	Tie or Turtleneck	Jacket	Pants	Headgear	Guidelines
<b>Class A dress uniform</b>	White long sleeve shirt and blouse	Tie	White long sleeve shirt and blouse	Tie	None	All-season trousers	8-point hat	Worn on ceremonial occasions or for certain special events and details as designated by the Chief of Police
<b>Class B service uniform</b>	White long or short sleeve shirt	Tie with long sleeve shirt	Blue long or short sleeve shirt	No tie	Gore-Tex	All-season trousers	8-point hat, baseball cap, skull cap, or trooper-style hat	Baseball caps restricted to members the rank of sergeant and below
<b>BDU uniform</b>	Not authorized	Not authorized	Not authorized	Not authorized	Gore-Tex (modified for civilian wear)	BDU trousers	BDU cap, baseball cap, or skull cap	Worn only by EOD and civilian members in the following assignments: <ul style="list-style-type: none"> <li>• Metropolitan Police Academy</li> <li>• Cell Block</li> <li>• Evidence Control Branch</li> <li>• Motor Pool</li> <li>• Equipment and Supply Branch</li> <li>• Vehicle Maintenance</li> </ul>
<b>Specialized uniform</b>	Only to be worn by members working in the following assignments: <ul style="list-style-type: none"> <li>• Special Operations Division Motors Unit (special uniform pants and boots)</li> <li>• Explosive Ordinance Disposal Section (BDUs with special fabric)</li> <li>• Horse Mounted Unit (special uniform pants and boots)</li> <li>• Mountain Bike Officer (special uniform pants and shorts, black footwear, and bike helmet)</li> <li>• Metropolitan Police Academy Range (red shirt)</li> </ul>							



## Uniform Exemptions for Religious Purposes

- I. Members of the Sikh faith may wear a turban exclusively, at all times, unless otherwise directed or not permissible due to their assigned duty (e.g., when wearing a riot helmet).

NOTE: In instances where a Sikh member is required to wear a riot helmet, a smaller “under-turban” may be worn under the helmet.

- A. Members who wear Sikh turbans shall ensure that:

1. The turban is the same color as the headgear corresponding to MPD uniform requirements.
2. The turban fits snugly on the head so that the top peak of the turban is facing in the front.
3. The MPD cap plate/badge is pinned to the Sikh turban, centered on the front of the turban.
4. Their hair is groomed and secured under their turban.

- B. Members of the Sikh faith may wear a Kara (i.e., steel bracelet) as long as the Kara does not interfere with the ability of the member to perform police duties.

- C. Members of the Sikh faith who carry a Kirpan (i.e., religious sword) shall ensure the Kirpan as a blade-length no longer than three inches and is worn in a cloth holster (i.e., “Gatra”) under the uniform shirt.

- D. Bearded members of the Sikh faith shall groom their beard and mustache in a neat and clean manner and tie their beard in a knot that is tucked and held in place under the chin.

- II. Members of the Muslim faith may wear a hijab exclusively, at all times.

- A. Members wearing a hijab shall ensure that:

1. The hijab is the same color as the headgear corresponding to MPD uniform requirements.
2. The hijab fits snugly on the head.

NOTE: Members who wear a hijab may elect to wear a specifically-modified hijab with clasps that allow it to come off easily.

3. Headgear is worn on top of the hijab, when required.