

Bowie State University Police Department

General Order



<i>Subject:</i> Uniforms, Equipment and Appearance	<i>Number:</i> 48
<i>Effective Date:</i> November 2001	<i>Rescinds:</i> Article 48.2
<i>Approved:</i> Acting Director Roderick C. Pullen	

This article contains the following sections:

- 48.1** *Policy*
- 48.2** *BSU Office of Campus Safety Authorized Issue and Plainclothes Apparel*
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- 48.7** *Service and Personal Weapons*
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48.1 Policy

48.1.1 It is the policy of BSU Office of Campus Safety that BSU Office of Campus Safety members are required to be neat, clean, and well-groomed at all times, except when authorized to dress for a covert investigation. A member's appearance reflects an image of efficiency and competence.

48.1.2 Officers, regardless of rank, shall ensure proper first-line maintenance and upkeep of equipment. This assures reliability when the need arises for the protection and safety of the Bowie State University campus community.

48.1.3 Members, while on duty, shall wear the prescribed uniform in the prescribed manner and be properly armed and equipped with BSU radio, County radio, ticketbooks (BSU & State), baton, handcuffs.

48.1.4 Members shall wear only such uniforms, badges, insignia of rank, and equipment as prescribed in this order. *Members will not wear uniform or equipment representing any other agency while on official duty at Bowie State University Police Department..

48.1.5 Members shall not allow any other person to use their badge or other means of personal identification, or any part of their assigned uniform or equipment.

48.1.6 Members shall not sell, exchange, lend, or borrow any part of their prescribed uniform and equipment, nor shall they wear their uniform and equipment, or any part, in any private performance, exhibition, or parade without permission of the Assistant Director.

48.1.7 Any member who loses or damages any issued equipment or uniform shall report the facts of such loss, in writing, to his/her Shift Commander through the chain of command within 24-hours after the loss or damage is discovered.

48.1.8 Members shall be held responsible for all items of uniform and equipment issued to them.

- a. Where it is established that any item is lost or damaged through negligence, the member shall be obligated to replace it at his/her own expense.
- b. Every member shall assume a personal responsibility for all BSU Office of Campus Safety property issued to him/her or placed in service for his/her use or convenience.

48.1.9 Members suspended from duty, regardless of rank, are required to turn over to their Shift Commander all police uniforms and equipment issued to them or assigned for their use.

48.1.10 No member shall use BSU Office of Campus Safety equipment and/or property in a careless or negligent manner. Police equipment and/or property shall mean and include, but not be limited to, each of the following:

- a. All equipment issued to police personnel;
- b. Police vehicles including the equipment and/or property which shall be contained on or within such vehicles;
- c. All police buildings including the equipment and/or property connected to or contained in them; and
- d. All other BSU Office of Campus Safety equipment or property coming into the possession of any member at any time shall be under the control of that member. The member shall be held responsible for the care and proper maintenance of such equipment or property.

48.1.11 All members, regardless of assignment, shall have available a full uniform. All members shall have their uniform readily available for uniformed details and/or other assignments.

48.1.12 No member shall have any item of equipment repaired, adjusted, or modified without official authorization.

48.1.13 Upon termination, retirement, or other separations from service, a member shall return all issued uniform and equipment, and he/she shall be held financially responsible for any missing, damaged, or unauthorized altered equipment.

48.1.14 Appearance of a police officer while in uniform, either on or off-duty, must reflect a professional image.

a. A member shall avoid giving the appearance of lounging, over-relaxing, or being in a body posture that gives the appearance of being lackadaisical.

b. A member shall realize that when he/she is in uniform the public assumes he/she is on duty.

48.2 BSU Office of Campus Safety Authorized Issue and Plainclothes Apparel

48.2.1 The BSU Office of Campus Safety police uniform shall consist of authorized issue and plainclothes apparel. The following applicable uniforms will be worn for Court appearances as well.

48.2.2 Winter Uniform

The winter uniform shall consist of:

a. Shoes: Members shall wear highly polished black military-type with plain toes;

b. Socks: Members shall wear either black or dark navy blue socks. White socks may be worn underneath for medical reasons;

c. Trousers: Trousers shall be neatly pressed, navy blue in color, with a gold stripe;

d. Long-sleeved shirt: Long-sleeved shirts shall be clean and neatly pressed. Shirt color is:

(1) Navy for officers and corporals, and

(2) White for supervisors;

e. Tie: Members shall wear a plain black tie which is tied in a clip-on (four-in-hand);

f. Badge: The badge shall be gold/silver in color and worn on the left breast.

g. Uniform hats: There are two issued hats:

(1) Navy blue felt, and

- (2) Navy blue Artic Foul Weather Hat;
- h. The black leather Sam Browne gun belt shall be worn with:
 - (1) A BSU Office of Campus Safety approved holster,
 - (2) A magazine case with two magazines,
 - (3) A handcuff case, and
 - (4) A baton ring/ASP Holder;
- i. Black belt: Only a black belt shall be worn with the trousers;
- j. Uniform blouse (Jacket): Navy blue in color, with a liner;
- k. Nylon Reefer Jacket: A navy blue reefer with liner may be worn to supplement the blouse.
 - (1) The member's name tag and badge shall be displayed on the outermost garment.
 - (2) The fur collar on the reefer jacket is optional.

Note: Under no circumstances shall the blouse liner or reefer liner be worn as an outer garment;
- l. Foul Weather Footwear: Members are permitted to wear low-cut rubbers, tote boots, or similar type boots with the height not to be above the calf.
 - (1) Boots must be black in color.
 - (2) Rubber work boots, hip boots, or fire-fighter boots are not permitted.
 - (3) Any boot that is incompatible with the neat appearance of the uniform is not permitted.
 - (a) Military-type combat boots may be substituted as long as they are highly polished and have black laces.
 - (b) Trousers shall be worn out of the boots, not tucked into them; and
- m. Foul Weather Outer Garments: This shall consist of an issued raincoat and hat cover.

48.2.3 Summer Uniform

The summer uniform shall consist of:

- a. Shoes: Members shall wear highly polished black military-type with plain toes;
- b. Socks: Members shall wear either black or dark navy blue socks. White socks may be worn underneath for medical reasons;
- c. Trousers: Trousers shall be neatly pressed, navy blue in color, with a gold stripe.
- d. Shirt: The shirt shall be navy in color, with the BSU Office of Campus Safety patch attached to the left sleeve, and neatly pressed;
- e. Hat: The hat shall be a navy blue straw hat; and
- f. The black leather Sam Browne gun belt shall be worn with:
 - (1) A BSU Office of Campus Safety approved holster,
 - (2) A magazine case with two magazines,
 - (3) A handcuff case, and
 - (4) A baton ring/ASP Holder.

48.2.4 Optional Uniform

The optional uniform shall consist of:

- a. Shoes: Members shall wear highly polished black military-type with plain toes;
- b. Socks: Members shall wear either black or dark navy blue socks. White socks may be worn underneath for medical reasons;
- c. Trousers: Trousers shall be neatly pressed, navy blue in color, with a gold stripe;
- d. Shirt: The shirt shall be long-sleeved, navy in color, with the BSU Office of Campus Safety patch on the left sleeve, and neatly pressed;
- e. Tie: Members shall wear a plain black tie which is tied in a clip-on (four-in-hand);
- f. Badge: The badge shall be gold/silver in color and worn on the left breast; and

- g. Hats: The uniform hat shall be navy blue felt.

48.2.5 Plainclothes Male Officers

Male officers assigned to plainclothes shall:

- a. Wear a business suit with shirt and tie, or a sports jacket with a shirt and tie reflecting a professional image (no other dress is accepted as court room attire):
- b. Not wear casual or dockside footwear; and
- c. Be armed with BSU Office of Campus Safety approved weapon and equipment.
- d. No equipment belonging to any other department will be worn at anytime while performing duties at BSU. No Exceptions.

48.2.6 Plainclothes Female Officers

Female officers assigned to plainclothes shall:

- a. Wear business woman's attire, reflecting a professional image;
- b. Not wear casual or dockside footwear; and
- c. Be armed with BSU Office of Campus Safety approved weapon and equipment.

48.2.7 Courtroom Attire

Courtroom attire shall consist of Article 48.2.2, Article 48.2.3, Article 48.2.5, and Article 48.2.6. No exceptions.

48.3 Wearing of the Uniform

48.3.1 When wearing the uniform, members shall wear it in its entirety according to the following schedule:

- a. April 15 - June 15: Optional Uniform
- b. June 16 - September 15: Summer Uniform
- c. September 16 - October 15: Optional Uniform

- d. October 16 - April 14: Winter Uniform

48.3.2 On-duty officers shall carry their issued flashlight between the hours of 1800 and 0600:

48.4 Insignia

48.4.1 Insignia shall worn as follows:

- a. The BSU Office of Campus Safety shoulder patch shall be worn on the left sleeve at shoulder point.
- b. Rank designations shall be worn in the following manner:
 - (1) UPO II: The chevrons stripe(s) shall be worn on the sleeve, properly centered.
 - (2) UPO III and IV: Rank insignia shall be worn on the collar in place of the Maryland State Shield.
 - (3) UPO V: The lieutenant rank insignia, consisting of a single gold bar, shall be worn on the collar in place of the Maryland State Shield.
 - (4) UPO VI: The captain rank insignia, consisting of double gold bars, shall be worn on the collar in place of the Maryland State Shield.
- c. BSU Office of Campus Safety issued brass shall be worn in the following manner:
 - (1) The badge shall be highly polished and worn on the left breast.
 - (2) The name plate shall be worn on the right breast.
 - (3) Marksmanship citation shall be worn on the right breast below the name tag.
 - (4) The Service Award shall be worn on the right breast above the name tag.
 - (5) The Maryland State Shield shall be worn on the collar of a UPO I and UPO II.
 - (6) The Tie Bar shall be worn with the Maryland State Shield.
 - (7) Commendatory Ribbon Bars shall be worn as prescribed in Article 36.

- d. The Mourning Band shall be worn around the police badge, midway, horizontally. The band shall be worn following the death of any member of a police department in the State of Maryland upon approval of the Assistant Director.
 - (1) The band shall be worn from the time of death to the burial.
 - (2) When a member of the BSU Office of Campus Safety expires due to injuries sustained in the line-of-duty, the Mourning Band shall be worn for thirty (30) days.

48.5 Procedures for Replacing Issued Uniforms and Equipment

48.5.1 Replacement of items of clothing (uniforms and equipment) shall be under the direct control of the Equipment Supervisor. Members needing replacement of items of uniform and/or Equipment shall:

- a. Initiate the proper police form specifying the item(s) to be replaced; and
- b. Turn in old items to the Equipment Supervisor for inspection.

48.5.2 Items of uniforms and equipment in need of replacement due to normal wear and tear shall be replaced at no cost to the member. Items that require replacement due to neglect shall be replaced at the member's expense.

48.5.3 Replacement items of uniform and/or equipment shall be picked up from the supplier by the Equipment Supervisor who, in turn, shall distribute them to affected members and collect the items that are to be replaced. Items to be replaced shall be cleaned, pressed, and on hangers.

48.5.4 The Equipment Supervisor shall record the replacement of all uniform and equipment items and maintain appropriate records of issued uniforms and equipment for each member of the department.

48.5.5 The Equipment Supervisor shall verify all invoices from the uniform supplier and forward invoices to the Assistant Director.

48.5.6 Equipment damaged in the performance of duty shall be reported to the Shift Commander and Administrative Officer on BSU Office of Campus Safety Form 95 and replaced at no cost to the member.

48.6 Operation of Police Vehicles

48.6.1 Purpose - To establish policy, procedures, and guidelines for the operation of Police Department vehicles.

48.6.2 Policy: It shall be the policy of the BSU Office of Campus Safety to require employees operating police vehicles to do so with utmost caution. Employees shall operate police vehicles in a manner that provides an example of safe driving in a manner that provides an example of safe driving and which conforms with Department rules and procedures and all the laws of the State of Maryland.

48.6.3 Authorization to Operate Departmental Vehicles

- a. Department vehicles shall only be operated by the following persons:
 - 1. Employees of the Department
 - 2. Employees of the Department on official business, or
 - 3. Authorized mechanics for the purpose of road testing.

48.6.4 Civilian Operation of Department Vehicles:

Department vehicles may be operated by civilian employees subject to the following conditions:

- a. Marked patrol vehicles will not be used.
- b. Civilian employees may not respond to calls or operate emergency equipment.
- c. Civilians may use the radio to notify communications of emergency conditions.
- d. Civilians operating Department vehicles are subject to all other provisions of Department rules concerning the use of such vehicles.

48.6.5 Procedures for Use of Department Vehicles:

- a. Department vehicles shall only be used for official department business.
- b. Employees shall not take Department vehicles outside the jurisdictional boundaries except for an investigation, lawful pursuit of a violator, or the transportation of prisoners, without prior approval from the immediate supervisor.
- c. Employees shall not allow any person to be seated or transported in a Department vehicle unless that person is involved in official police business. However, supervisors may grant permission for non-employees to be in police vehicles if, in the supervisor's judgement permission is advisable.
- d. The pickup location, reason, destination, and times shall be recorded by communications for any transport involving non-employees. Beginning and ending mileage will also be recorded if the transport involves a member of the opposite sex.

48.6.6 Compliance with Regulations and Traffic Laws: Employees operating Department vehicles shall drive in a reasonable and prudent manner, obey all regulations and traffic laws, and display courtesy to other motorists.

48.6.7 Parking Police Vehicles:

- a. Employees operating Department vehicles shall observe all parking regulations except in emergencies.
- b. During emergencies, Department vehicles parked in restricted areas shall not be parked so as to unnecessarily interfere with traffic or impede fire/rescue operations.
- c. If a Department vehicles must be double-parked or parked in a restricted area, the vehicle's parking lights shall be placed on flash.
- d. Employees shall ensure that the vehicle and contents are secured whenever the vehicle is left unattended.

48.6.8 Emergency Response:

- a. Employees operating Department vehicles as emergency vehicles shall adhere to the requirements of the Maryland Vehicle Law and Police Manual Article 64, Vehicle Pursuits.
- b. Employees authorized to operate emergency vehicles are not relieved from their duty to drive with high regard for the safety of all persons. Use of emergency equipment does not necessarily require driving at a higher than normal speed.
- c. In addition to the requirements of Section 21-106 of the Maryland Vehicle Law, employees shall:
 1. Operate emergency vehicles with headlights activated in conjunction with emergency lights and audible warning devices.
 2. Proceed through a traffic control device, such as a stop sign, traffic control signal, railroad crossing signal, etc., only after bringing the vehicle to a stop and assuring that it is possible to proceed safely.
 3. Slow to such a speed as is necessary for safety, when approaching an uncontrolled intersection.
 4. Drive no more than 10 mph over the posted speed limit, in non-pursuit situations. This prohibition does not apply in circumstances where death or serious injury is a strong possibility.
 5. Enter blind intersections at a speed greater than 15 mph.

- d. Employees will normally not operate unmarked vehicles as emergency vehicles. Where emergency requires such operation, the dash or roof-mounted emergency lights must be activated in conjunction with headlights, other emergency lights and audible warning devices.

48.6.9 Emergency Escorts: Employees will use Department vehicles for the purpose of emergency escorts to prevent loss of life and/or serious injury. Whenever possible, the on-duty supervisor shall be notified and permission obtained, before initiating the escort.

48.6.10 Vehicle Pursuit Procedures: Refer to Police Manual Policy on Vehicle Pursuit, Article 64.

48.6.11 Roadblocks: Refer to Vehicle Pursuit Policy, Article 64 of the Police Manual.

48.6.12 Seat Belts: Seat belts shall be worn by the driver and all passengers of any Department vehicle at all times.

48.6.13 Take Home Vehicle Use: It is not the general practice of this Department to permit employees to take vehicles during off-duty hours. The permission of the Acting Director of Campus Safety will be required for any employee to take a departmental vehicle home. This authorization shall be granted only when it is in the best interest for the University.

- a. Temporary take home use of police vehicles is granted to the on-call and back-up investigators, during their on-call assignment, or during special assignments.
- b. On-call investigation personnel may use the department vehicle for travel, and may transport passengers, so as to remain immediately available when needed.
- c. Administrative personnel who are assigned take home vehicles have their use restricted to travel to and from work, or for other official business. No passengers may be transported.
- d. All personnel will operate all take home vehicles in full compliance with applicable law and regulations.

48.6.14 General Considerations: Officers using police department vehicles are responsible for general maintenance, cleanliness and care of assigned vehicles. Smoking in department vehicles is prohibited. At no time will an officer make any alterations to police vehicle equipment, or install unauthorized equipment. All personnel using police vehicles shall perform the following inspections prior to the first use on any tour of duty:

- a. Exterior inspection for body damage and tire conditions. Unreported damage will be immediately reported to a supervisor.

- b. Interior inspection for article left by others. Identifiable personal property will be turned over to the immediate supervisor for disposition. Interior inspections will also be for property/evidence items. Property/Evidence items will be documented as required by department procedure.
- c. Inspection for full fuel levels.
- d. Inspection for issued vehicle equipment as document on the daily worksheet.
- e. All inspections will be documented on the officers daily worksheet. Supervisors will ensure that inspections are completed, and that any problems noted on the worksheet, or during supervisor inspections, are corrected. Mechanical problems will be brought to the attention of Equipment Supervisor. Prior to returning the vehicle after any tour of duty, the officer will remove all personal equipment, inspect their vehicle for property left by others, and ensure that the vehicle is fully fueled.

48.7 Service and Personal Weapons

48.7.1 Service Weapons

- a. Service weapons shall be issued by the Administrative Supply Officers.
- b. Service weapons shall be kept clean and free from rust and dirt.
- c. Weapons shall be cleaned bi-weekly at a minimum. A light coating of oil shall be applied to the revolver and its moving parts.
- d. Each member shall inspect his/her revolver prior to commencing his/her tour of duty. This inspection shall include:
 - (1) The alignment of the firing pin (striker),
 - (2) Movement of the Slide,
 - (3) Movement of the Cocking/Decocking Lever,
 - (4) The way the hammer falls (not off center),
 - (5) Proper functioning of the trigger, and
 - (6) And Check Sights..
- e. Any and all irregularities or malfunctions associated with the service revolver shall be:
 - (1) Reported to the Shift Commander immediately;

- (2) Documented on the proper police form; and
 - (3) Reported to the Administrative Officer so that corrective measures may be taken.
- f. When on approved prime-time vacation, members may have their service weapons stored in the BSU Office of Campus Safety safe for safekeeping.
- (1) The member shall submit a request for safekeeping of weapons on the proper police form to his/her immediate supervisor.
 - (2) The member's immediate supervisor shall forward the request to the Administrative Officer.

48.7.2 Personal Weapons

- a. Members shall submit a request to the Assistant Director to carry off-duty personal weapons.
- b. Upon approval, officers shall submit the weapon's make, model, and serial number to the Administrative Officer.
- c. Members shall qualify with their personal off-duty weapons during the annual qualification period.
- d. Off-duty personal weapons shall be inspected by the BSU Office of Campus Safety Armorer.
- e. Members shall report the loss or sale of personal weapons to the Assistant Director on the proper police form within three (3) days.
- f. The following are the only BSU Office of Campus Safety authorized off-duty personal weapons:
 - (1) .38 caliber revolver, along with BSU Office of Campus Safety authorized ammunition;
 - (2) .357 - .38 caliber BSU Office of Campus Safety authorized ammunition; and
 - (3) 9 millimeter weapons.
 - (4) 40 caliber weapons.

48.8 Roll Call Weapons Inspection and Issuance of Radios

48.8.1 Supervisors shall inspect weapons on a daily basis during roll call on their respective shifts.

- a. To inspect the weapon, the Supervisor shall:
 - (1) Select an officer from the weapon inspection log;
 - (2) Have the officer present the weapon backstrap first, with the slide of the weapon open, and magazine in his/her hand;
 - (3) Immediately examine the open cylinder to ensure the weapon is unloaded and count the shells in the officer's hand;
 - (4) Perform an exterior/interior examination of the weapon checking for dirt, pitting, rust and excessive oil in the barrel, cylinder charge holes, and on the ejection rod;
 - (5) Check all screws and tighten as needed;
 - (6) Ensure the trigger does not have any trigger shoe attached to it; and
 - (7) Check the weapon's moving parts.

- b. The moving parts of their weapon shall be checked by:
 - (1) Checking the trigger pull and recovery. When pulled and released, the trigger should return to the normal rest position;
 - (2) Checking the hammer push off.
 - (a) Cock the hammer into the single action position.
 - (b) Place the thumb on the back of the hammer with the finger off the trigger.
 - (c) With moderate pressure, push the hammer forward. The hammer should not fall;
 - (4) Checking the bolt. Push the thumb piece forward (with the cylinder closed); it must return;
 - (5) Ensuring that the hammer has the firing pin affixed and that the firing pin enters and goes through the hammer slot and the firing pin hole without obstruction.

- c. If, after inspection, no defects are found, the Supervisor shall:
 - (1) Return the weapon backstrap first and keep the slide open so that the officer can see that the weapon is unloaded; and

- (2) Be sure the officer immediately reloads and holsters the weapon.
- d. If the Supervisor finds that the weapon is unsafe/defective, he/she shall:
 - (1) Take the weapon out of service and obtain a replacement weapon;
 - (2) Contact the Administrative Officer and/or Firearms Instructor; and
 - (3) Submit an administrative form detailing the disposition and action taken.

48.8.2 Radios, batteries, radio cases, and microphones shall be issued to each officer by the shift PCO at roll call.

- a. The PCO shall record the radio unit number on the BSU Office of Campus Safety Journal.
- b. Radio malfunctions shall be reported to the Shift Commander and documented on the BSU Office of Campus Safety Journal.

48.9 Hair

48.9.1 All male police members shall:

- a. Have their hair neatly groomed on the crown and sides of the head, of such length and bulk as not to interfere with the proper wearing of any authorized uniform headgear and groomed in front so that it does not fall below the band of any headgear;
- b. Have their hair tapered on the back of the head down to the neck and tapered on the side, so that when combed, it touches neither the ear nor the collar;
- c. Wear sideburns (if desired) in a neatly trimmed and tapered manner, of even width (not flared), not extending below the ear lobe, and ending with a clean shaven horizontal line;
- d. Have their faces clean shaven and mustaches (if desired) neatly trimmed and above the level of the top lip;
- e. Not wear beards and/or goatees; and
- f. Not wear wigs or hairpieces except to cover natural baldness or disfiguration and, when worn, conform to hair regulations.

48.9.2 All female police members shall:

- a. Have their hair neatly groomed or the crown and sides of such length and bulk as not to interfere with proper wearing of any authorized uniform headgear and groomed in the front so that it does not fall below the band of any such headgear;
- b. Have their hair neatly groomed in back so that it does not lay over the collar. Female members may pin their hair up under headgear; and
- c. Wear wigs, if desired, of natural hair color and of regulation length.

48.10 Jewelry

48.10.1 While on duty, uniformed members shall only wear :

- a. School rings,
- b. Engagement and/or wedding rings,
- c. A wrist watch, and
- d. Small gold, silver, or pearl earrings (females).
- e. Religious Medallion

48.11 Cosmetics

48.11.1 On duty, uniformed female members shall:

- a. Wear only make-up that is subdued and natural looking;
- b. Not wear lipstick; and
- c. Have fingernails that are of a conservative length with natural or clear finish.

*** Rescissions:**

- 1. Article 2, Section 5, Section 7
Article 3, Section 6
- 2. Article 10, Section 0
- 3. Article 10, Section 1
- 4. Article 10, Section 2
- 5. Article 10, Section 2A
- 6. Article 10, Section 3
- 7. Article 10, Section 4

