



## Cover Memorandum

### Uniforms & Equipment, JHPD Directive #208

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#### **Purpose of the Directive**

The purpose of this Directive is to establish regulations for the issuance, maintenance, wearing, and inspection of uniforms and equipment issued by the Johns Hopkins Police Department (JHPD).

#### **Summary of Directive Requirements**

This Directive establishes JHPD uniforms and equipment that will be issued to all JHPD officers and explains the various uniforms that JHPD officers will wear. Seasonal variations in temperature and climate conditions require flexibility in the type of uniform to be worn. In addition, the type of work to be performed or the formality of the occasion require variation in JHPD uniforms, as well. This Directive establishes four (4) uniforms for JHPD officers.

- The Class A uniform is the dress uniform. It will be worn for special functions, funeral details, ceremonies, other official functions which consists of a blouse, coat, slacks, long sleeve shirt, black tie, full insignia, awards, white gloves, administrative belt, and 8-point type uniform hat.
- The Class B uniform is the administrative uniform. It will be worn for court appearances, administrative responsibilities, or other events. The Class B uniform consists of an issued long sleeve shirt, issued trousers, tie, tie clip, full pin on awards/insignia, uniform dress shoe or shine-able leather boots, and 8-point hat.
- The Class C uniform is the normal uniform. It will be worn for patrol or other extra duty assignments. The Class C uniform consists of an issued long or short sleeve shirt, issued trousers, sewn on name tape, duty belt, ball cap/knit cap (optional) (black turtleneck/ dickie worn while in long sleeves). JHPD officers may not wear pins on items with Class C uniforms.
- The Training Uniform is a special uniform for officers attending training. The training uniform will be worn at JHPD trainings. It consists of a Johns Hopkins (JH) blue and navy polo with "JHPD" logo on front, tactical style training pants, uniform boots, and administrative belt.

This Directive requires that all officers must properly maintain and wear all their equipment and uniforms. This Directive establishes procedures for reporting lost, stolen, or damaged equipment and provides care instructions for special pieces of equipment, including personal protective equipment and body armor. This Directive also establishes the position of the Logistics Manager, who will be responsible for issuing and maintaining supplies of equipment and uniforms.

#### **Blueprint for the Policy Development Process**

The draft JHPD policies (hereinafter referred to as "directives") shared for community feedback are based on examples of 21st century best practices in public safety policy, identified through extensive benchmarking of university and municipal law enforcement agencies across the nation. Taken together,

they represent a comprehensively progressive approach to policing that prioritizes equity, transparency, accountability, and community-based public safety strategies.

The JHPD's draft directives embody approaches that community advocates and leading experts have championed locally and in law enforcement reform efforts across the nation. The draft directives have also been developed based on input received through robust community engagement in prior phases of JHPD development, including suggestions received in the legislative process as well as last fall's Memorandum of Understanding (MOU) public comment period and feedback opportunities.

In addition, the directives were drafted to exceed the minimum requirements of the Constitution and laws of the United States and the State of Maryland, to align with the Community Safety and Strengthening Act (CSSA) and to fulfill the requirements of the MOU between the Johns Hopkins University and the Baltimore Police Department. The Hopkins community and our neighbors throughout Baltimore can help improve and strengthen these directives further through their feedback and input.

Material that was considered in the drafting of the Directive and Procedure Manual, include:

**a. Publicly available policies from municipal police departments that have undergone substantial reform efforts**, including: the New Orleans Police Department; Seattle Police Department; Portland Police Department; Detroit Police Department; Ferguson Police Department; and Baltimore Police Department;

**b. National guidance on best practices and model policies from criminal justice reform efforts, social science research centers, and civil rights organizations**, including: the Leadership Conference on Civil and Human Rights; American Civil Liberties Union (ACLU), including the ACLU of Massachusetts's "Racially Just Policing: Model Policies for Colleges and Universities"; the International Association of Chiefs of Police (IACP); the Police Executive Research Forum (PERF); U.S. Department of Justice Office of Community Oriented Policing Services (COPS Office); The Justice Collaboratory (The JC) at Yale University Law School; and The Center for Innovation in Community Safety (CICS) at Georgetown Law School.

**c. National and local higher education institutions that are based in comparable environments and make policies publicly available**, including: Carnegie Mellon University; Morgan State University; Towson University; University of Chicago; University of Cincinnati; University of Maryland, Baltimore County; University of Pennsylvania; and Yale University.

To ensure that the proposed directives captured national best practices in community-focused public safety services, the development team collaborated with independent experts from two organizations: National Policing Institute (the Institute), a non-profit dedicated to advancing excellence in policing through research and innovation, and 21CP Solutions, an expert consulting team of former law enforcement personnel, academics, civil rights lawyers, and community leaders dedicated to advancing safe, fair, equitable, and inclusive public safety solutions. Each directive was reviewed by experts selected by both organizations, who provided feedback, suggestions, and edits that were fully incorporated into the current draft.

Finally, individuals and organizations representing the diversity of the Johns Hopkins University community provided feedback to ensure the policies and procedures reflect and respond to the values of our institution and to our community's public safety service needs.

Now they are available for your review. Johns Hopkins is committed to adopting, incorporating, or otherwise reflecting recommended changes and feedback in the final version of policies so long as feedback is aligned with our values and commitments, permissible within legal parameters, and supported by national best practices for community policing and public safety.



**POLICE DEPARTMENT**

**UNIFORMS &  
EQUIPMENT**

**ADMINISTRATIVE  
PROCEDURE #208**

Responsible Executive:  
Chief of Police  
Responsible Office:  
Vice President for Public Safety  
Approved by:  
Dr. Branville G. Bard, Jr.  
Issued: [full date]  
Revised: [full date]

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**Policy Statement**

The Johns Hopkins Police Department (JHPD) provides uniforms and equipment necessary for the performance of police duties and responsibilities to the extent permitted by the annual operating budget. All uniforms and equipment are purchased by JHPD in accordance with Johns Hopkins (JH) procurement procedures and remain the property of the JHPD.

**Who is Governed by this Policy**

This Directive governs all bureaus, sections, and their members, including sworn, non-sworn, and contractual or voluntary persons in service with JHPD.

**Purpose**

The purpose of this Directive is to establish regulations for the issuance, maintenance, wearing, and inspection of uniforms and equipment issued by the JHPD.

## Definitions

<b>Accoutrement:</b>	Additional uniform attachments or items of dress including but not limited to pins, ribbons, and badges, but not including clothing or weapons.
<b>Member:</b>	All members of the JHPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).
<b>Officer:</b>	All sworn police officers, at any rank, as defined by MD Code, Public Safety § 3-201, in service with the JHPD.
<b>Personal Protective Equipment (PPE):</b>	Equipment is designed to protect personnel from chemical and biological hazardous materials. The equipment ensemble is regulated by the U.S. Occupational Safety and Health Administration (OSHA) requirements for personal protection. The equipment issued to members will provide a respiratory and dermal (skin) level of protection from exposure to a wide variety of chemical and biological warfare type agents.

## Policy

The appearance of an officer in uniform reflects on every member of the JHPD, the police profession, and the JH community. Maintaining a neat, professional, and uniform appearance projects technical competence and is critical to advancing public trust and respect. Officers shall ensure that they present a neat, clean, and businesslike appearance when in uniform. All issued equipment will be maintained in good working condition and kept clean and presentable at all times. Regular inspections will be conducted by supervisory personnel in accordance with this Directive.

## Procedures

### I. General

The Logistics Manager or their designee is responsible for the control of JHPD uniforms and equipment. This responsibility includes acting as the liaison with the uniform vendor, authorizing the issuing and reissuing of uniforms and equipment, and overseeing the maintenance and accounting of all stored public safety equipment.

- A. All officers will maintain the prescribed uniform regardless of their assignment. Clothing covering the face in a manner that would prevent an officer from being identified is prohibited, with the exception of approved facial coverings for medical, health or religious purposes or unless such concealment is consistent with a current assignment.
  - Officers assigned to specialized units must have the basic prescribed uniform readily available and all items required for their particular assignment.

- B.** Unless authorized by the Chief of Police or their designee, uniformed officers when on duty will appear in the uniform of the day, including all issued accouterments and equipment.
- C.** No member of the JHPD will allow another member or any other person to use their issued identification card, badge and credentials, or any other JHPD-issued uniforms or equipment.
- D.** Whenever an officer is under suspension, they shall surrender their issued weapon(s), badge(s), and all issued credentials to their supervisor for the period of suspension.
- E.** Members are personally responsible for all uniforms, equipment, and motor vehicles issued and/or assigned to them.
- If an issued piece of equipment, uniform, or accouterment is lost, stolen or damaged, a Replacement Supply/Equipment Request Form will be completed by the member before the end of their shift in accordance with Section VIII of this Directive.
  - An Incident Report shall also be completed by the member in accordance with JHPD Directive #470, Field Reporting System.
- F.** No decoration or insignia will be worn by a member on the JHPD uniform unless authorized by the Chief of Police or their designee, who will designate where, when, and in what manner the insignia or decoration will be worn.
- G.** Officers and other members assigned uniforms will wear only those uniform items and equipment issued by the JHPD, except where otherwise authorized by this Directive. (The Commission on Accreditation for Law Enforcement Agencies (CALEA) 41.3.4)
- All uniform clothing and equipment will be approved by the Chief of Police.
  - The uniform must command respect, for it identifies the officer as a representative of JHPD. It should be in excellent condition and worn with pride.
  - Issued equipment will be maintained by following the manufacturer's recommendations for cleaning and maintenance.
- H.** Officers are not permitted to wear the JHPD uniform while attending any court proceeding as a spectator or as defendant in a criminal trial, a plaintiff or defendant in a civil trial, or while serving as a juror.

## **II. Issued Uniforms & Equipment**

- A. All members are issued a plastic/laminated JHPD photo identification card that includes the member's identification number, position title/class, and the authority granted to the position/class. (CALEA 22.1.8.b)
- B. Officers are issued the following basic equipment. Most of these items have a maximum allowable issue limit; this limit appears in parenthesis to the left of the respective item:

- |  |                                      |
|--|--------------------------------------|
| (1) Armor, Soft Body with (2) Carriers | (2) Badge (1-Uniform/1-Wallet)       |
| (1) Ballistic Eye Protection- Clear    | (1) Band, Mourning, w/Blue Line      |
| (1) Duty Belt, Black                   | (1) Duty Belt Liner, Black           |
| (1) Cover, Hat Reversible              | (2) Identification Card              |
| (1) Gloves, Frisk/Puncture Resistant   | (1) Handcuffs, S&W                   |
| (1) Hat, 8-Point w/ Hat Badge          | (1) Hat, Patrol/Field ball cap with  |
| (1) Hat, Patrol/Field knit cap w/ log  | (1) Baton, Expandable                |
| (1) Holder, Baton                      | (1) Holster, Glock G45/43x/26, Black |
| (1) Jacket, 3-in-1,                    | (4) Keepers, Duty Belt, Black        |
| (1) Pouch, Pistol Mag, Black           | (2) Key, Marked Police Cruiser       |
| (1) Light, Weapon                      | (1) Mask, CPR                        |
| (1) Mask, N-95                         | (1) Pistol, Glock G45/43x/26         |
| (1) Pouch, Handcuff, Black             | (1) Pouch, OC, Black                 |
| (1) Spray, OC                          | (1) Trouser, Training                |
| (1) Shirt, Training                    | (5) Shirt, Long Sleeve, Patrol       |
| (5) Shirt, Short Sleeve, Patrol        | (3) Trousers, Patrol                 |
| (6) Name Tape(s)                       | (1) Name Plate, Brass                |
| (1) Trousers, Dress                    | (1) Shirt, Long Sleeve, Dress        |
| (1) Tie Clasp                          | (1) Necktie, DK Navy/Black           |
| (1) Vest, Traffic Safety               | (1) Portable Radio                   |
| (1) Agency Marked Duffel/ Gear Bag     | (1) Dress Coat/ Blouse               |
| (1) Weapon Light                       | (1) Ballistic Helmet                 |
| (1) Set of Riot/ CDOP Gear             | (1) Gas Mask                         |
| (1) Badge Belt Clip                    | (1) Body Camera, w/ Holder           |

**C. Reimbursement for Certain Expenses**

Officers may be reimbursed for certain uniform expenses incurred during the course of duty. All receipts must be submitted to the Sr. Director of Finance & Administration for Public Safety in conformance with the JH purchasing policy, [Business Expenses \(Non-Travel\) \(PRO006\)](#).

**III. Uniform Regulations** (CALEA 26.1.1)

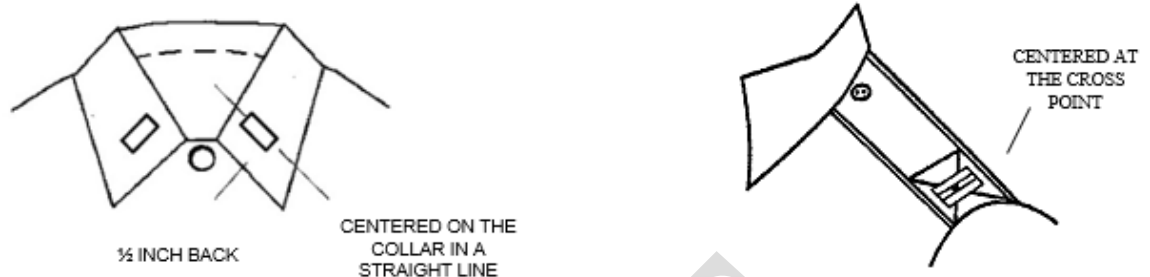
The following regulations will govern, in every instance, the wearing of the uniform. Deviation from this Directive by substituting personal equipment or unapproved police equipment for issued or approved equipment will constitute grounds for disciplinary action. Personal items of clothing may be authorized by the officer's supervisor to be

worn in addition to regulation uniform during severe weather conditions. Officers shall ensure that they adhere to all the following regulations.

- A. **Blouse** – Officer’s regulation issue blouse will be worn, and pencils or pens will not protrude from the pockets.
- B. **Shirt** – Officer’s regulation issue shirt will be worn. When the short-sleeve shirt is worn, the officer may either wear a navy blue crew neck base layer shirt, or an undershirt that is not visible at either the neck or biceps. Medallions, chokers, or necklaces will not be visible at the neck. Pencils or pens will not protrude from the pockets. Any undershirt should be a plain color with no logos, pictures, words, etc.
- C. **Necktie and Tie Tack/Bar** – When the long sleeve dress shirt (Class A and B) is worn, the officer will either wear the issued tie and tie tack/bar or when authorized, the mock turtleneck. When the issued tie is worn, it will be secured to the shirt by a regulation tie tack/bar attached to the tie between the third and fourth buttons from the top of the shirt.
- D. **Turtleneck & Dickies** – A navy blue colored turtleneck or dickie, when purchased at the officer’s expense, may be worn with the long sleeve shirt in place of the uniform tie with Class B and Class C uniforms only.
- E. **Badge** – When worn on the shirt, blouse and patrol jacket, officers will wear their badge in the holder provided above the left pocket.
  - **Mourning Shroud for Badge** – A black mourning band will be worn over badges for 30 days after the death of an officer or officer of a law enforcement agency within the City of Baltimore.
    - o The mourning band will be worn by officers until interment for allied law enforcement officers of the State of Maryland who have been killed in the line of duty.
    - o All uniformed officers attending police funeral services will wear the mourning band.
- F. **JHPD Shoulder Patch** – This emblem is to be placed on both shoulders of all uniform shirts, “Soft” and “Hard” shell of the 3-in-1 patrol jacket. All shoulder patches will be placed so that the top is one-half inch below the shoulder seam and centered on the seam.
- G. **Cloth Chevrons** –These will be sewn on both sleeves, centered two (2) inches below the JHPD shoulder patches of the dress blouse, and one-fourth inch below the JHPD shoulder patch on the uniform shirts of officers at the rank of Sergeant. Cloth chevrons will not be sewn on any water-resistant garment.



- H. Collar Ornaments** – These will not be worn on the shirt at any time, with the exception of insignia of rank at the rank of Lieutenant and above. When worn on the blouse, collar ornaments will be placed in a vertical position on the collar of the blouse, just above the lapels.



- I. Insignia of Rank** – These will be worn on both shirt collars of officers at the rank of Lieutenant and above, one-half inch back from the collar opening and centered on a straight line parallel to the collar top at all times. Insignia will be worn on each shoulder epaulet and centered at the cross point of the seams on the patrol jacket.

• Chief of Police	4-Gold Stars
• First Deputy Chief of Police	2-Gold Stars
• Deputy Chief of Police	1-Gold Star
• Captain	2-Gold Bars
• Lieutenant	1-Gold Bar
• Sergeant	3-Chevrons
• Police Officer I, II, III	None

- J. Name Plate** – These will be 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 on the shirt or blouse. On the patrol jacket the nameplate will be worn in the holder provided above the right breast pocket. Nameplates that do not fit the holder will be placed covering the holder with the attaching pins penetrating the holder only and secured from the inside. If the nameplate does not fit in the holder of the Gortex patrol jacket, or there is no holder, the nameplate will not be worn.

- K. Ribbons** – Authorized ribbons will be worn secured over the left breast pocket, centered, and with the bottom edge of the ribbon touching the top edge of the flap of the left breast pocket. Multiple ribbons will be displayed in a ribbon holder, with a maximum of three (3) permitted at any time.

- L. Specialized Unit/Training Insignia Pins** – When authorized, Specialized Unit/Training Insignia Pins (e.g., CIT, FTO, K-9, etc.) will be worn on the right pocket flap. Only one (1) Specialized Unit/Training Insignia Pin may be worn at a

time. It is the choice of those officers issued more than one Specialized Unit/Training Insignia Pins, which issued pin is worn.

- M. Handcuffs** – Handcuffs will be placed in a handcuff case worn on the uniform gun belt (non-commissioned officer) or waist belt (commissioned officer) where it is conveniently accessible to the individual. The actual carrying and the method of carrying handcuffs by non-uniformed officers will be determined by the nature of the individual’s assignment. A second pair of handcuffs may be purchased and worn by officers, provided they are the same model and manufacturer as those issued by the JHPD.
- N. Handguns** – Officers will carry handguns in accordance with JHPD Directive #403, Authorized Defensive Weapons.
- O. Hat, 8 point** – The regulation issued 8-point style hat will be worn by uniformed police officers wearing the Class A uniform when attending special functions, funeral details, ceremonies, or other official functions. Uniformed officers wearing the Class B uniform may wear the hat when attending special functions or during routine duties.
- P. Hat, patrol ball cap** – The issued ball cap may be worn during routine duties by uniformed officers wearing the Class C uniform or the Training uniform, if appropriate.
- Q. Hat, patrol knit cap** – The issued knit cap may be worn in cold weather in substitute of the patrol ball cap during routine duties by officers wearing the Class C uniform or the Training uniform, if appropriate.
- R. Holsters** – The holster will be worn and used in accordance with JHPD Directive #403, Authorized Defensive Weapons.
- S. Gun Belt** – The Atlas Belt with Cobra Buckle will be worn directly over the waist belt and will fit snugly. Only black Kydex or nylon pouches will be attached to the Gun Belt.
- T. Magazines** – Two (2) magazines will be carried by uniformed officers and will be placed in the issued or approved magazine pouches on the gun belt. Magazines will be worn on the officer’s support side and will be vertical.
- U. Patrol Jacket, (3-in1)** – These will be issued to all officers. Only the badge patch, name plate, shoulder patches, and rank insignia will be displayed on the patrol jacket.
- V. Soft Body Armor** – In conformance with Section VII of this Directive, soft body armor (protective vest) is issued to all officers to provide a measure of protection against assault. It is designed to reduce the probability of a fatal wound and decrease the extent of an injury; however, it is not a guarantee against injury or

death. Officers not required to wear a vest are encouraged to wear the issued vest, not only for the measure of protection it provides, but also because it is the only one which conforms to rigid specifications, manufacturing quality control standards, and precise ballistic testing monitored by this agency. (CALEA 41.3.5)

- Under no circumstances will an officer make or attempt to make any alterations to the vest. If it becomes unserviceable, it will be returned to the Logistics Manager for replacement.
- When issued or purchased through the Logistics Manager, soft body armor may be worn in an exterior vest cover.

**W. Uniform Pants/Slacks** – All officers will wear issued uniform pants/slacks unless otherwise prescribed.

**X. Socks** – Uniformed officers will wear black or dark navy socks.

**Y. Uniform Boots/Shoes** – Officers wearing the Class B, C, or Training uniform may wear military style shoes or boots, provided they are solid black in color and present a professional appearance. The footwear may be constructed of leather, synthetic leather, and / or nylon, and must be free from ornamentation. The sole of the footwear must be proportionate to the shoe or boot. The footwear shall be well maintained and clean.

- Class A Uniform shoes - Will have a plain toe; a five-inch-high (maximum) quarter; and a distinct one and one-quarter inch high (maximum) heel. Shoes will be constructed of black smooth leather or simulated leather capable of being polished to a high luster. They shall be fastened by a single strap or laces, with no more than six (6) pairs of eyelets per shoe and shall have no ornamentation. Their design shall be such that the uniform trousers shall not ride up on the heel opening.

**Z. Portable Radio Holster**– These will be placed on the gun belt wherever it is most convenient, accessible, and comfortable for the individual. When a microphone holder is used with a portable radio, it will be worn in the manner recommended by the manufacturer.

**AA. Body Worn Camera (BWC)** – The BWC will be worn by all officers and used in accordance with JHPD Directive #433, Body-Worn Cameras.

**BB. Personal Rescue Tool** – These may be purchased by officers at their own expense but must be equipped with a folding/locking cutting edge, a belt clip and when carried, will be worn in a discrete location that affords maximum safety, control, and retention of the tool. It will not be stored in a department vehicle, not on the dashboard, hanging from the steering column or left in the glove compartment.

- The intended use of this tool is for emergency rescue situations, e.g., cutting seatbelts at accident scenes or freeing victims that may be entangled in such an instance by a foreign object.
- It will not be used for the cutting of restraints or flex cuffs, unless exigent circumstances exist, and the officer will exercise extreme caution so as not to cause injury to the individual restrained.
- The rescue tool will be secured in the same manner as is required for defensive weapons when in a secured area.

**CC. Secondary Flashlights** – A second flashlight may be purchased/worn on the gun belt in a holster of similar design and construction of issued equipment.

- A secondary flashlight provides an alternative source of illumination to the flashlight issued with the Patrol Vehicle and may be purchased at the officer's expense. Flashlights that are combined with any form of weapon system are prohibited.

#### **IV. Uniform Classes** (CALEA 26.1.1)

Seasonal variations in temperature and climate conditions require flexibility in the type of uniform to be worn. To eliminate confusion concerning the proper combination of uniform apparel the following uniform classifications have been established:

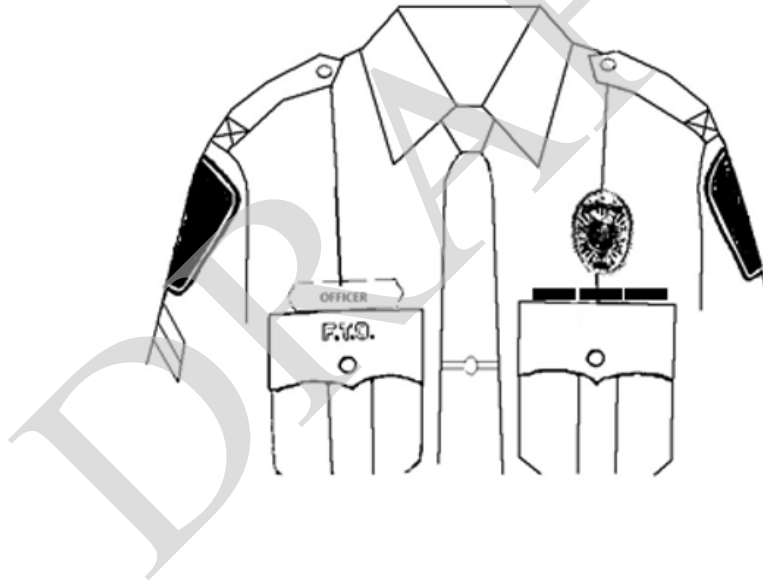
##### **A. Class A (Special Functions, Funeral Details, Ceremonies, other Official Functions)**

– (Dress Uniform) Blouse, coat, slacks, long sleeve shirt, black tie, full insignia, awards, white gloves, administrative belt., and 8-point type uniform hat.

- Officers at the rank of Lieutenant and above will be issued a Double-Breasted Command style coat. The issued blouse coat will be worn over the white, Class B shirt.
- Dress Coats issued to Sergeants and below will be worn with the Sam Browne Belt, over the coat and one-inch-thick shoulder strap attached to the belt by D-Rings.
  - o The blue long-sleeve Class B shirt will be worn under the blouse coat and by Patrolmen, Detectives, and Sergeants.



- B. Class B (Court Appearances, other Special Functions) – Issued long sleeve shirt, issued trousers, tie, tie clip, full pin on awards/insignia, uniform dress shoe or shine-able leather boots, and 8-point hat.**



- C. **Class C (Patrol/Extra Duty Details)** – Issued long or short sleeve shirt, issued trousers, sewn on name tape, duty belt, ball cap/knit cap (optional) (black turtleneck/ dickie worn while in long sleeves). No pin on items.



- D. **Training Uniform** – JH blue and navy polo with “JHPD” logo on front, tactical style training pants, uniform boots, and administrative belt. Specific training needs may dictate changes to the clothing worn during training purposes. The Training Coordinator or instructional staff shall determine the exact clothing attire (e.g., business attire, civilian attire, range type uniform, etc.).

V. **Uniform of the Day** (CALEA 26.1.1)

- A. Supervisors will maintain consistency within their staff regarding the class of uniform to be worn. Under no circumstances will different classes of uniform be worn at an official function.
- An official function shall be described as any on-duty assignment other than routine duties, e.g., special guard details, official funerals (including any viewing), scheduled meetings with individuals or groups when acting as the representative of the JHPD, and any other event so designated by the appropriate division supervisor.
  - When a class of uniform has been designated as the uniform of the day, it shall be worn as described and shall not be altered or modified in any manner.
- B. During shift briefing, supervisors will conduct a visual inspection of issued equipment/uniforms to ensure they are properly maintained and serviceable. (CALEA 53.1.1.a, 53.1.1.b, 53.1.1.c)

- Section supervisors will ensure that officers under their command that have damaged, defective, or worn equipment is repaired or replaced. (CALEA 53.1.1.e)
- C. When reporting for duty, officers will wear and/or carry **all issued equipment** necessary to perform their assigned duties.
- Officers will maintain all uniforms and issued equipment in good working condition, so it is ready for service and available for inspection. (CALEA 17.5.2)
  - Officers will promptly report any damage, wear, or defects, that renders any equipment unserviceable and take the proper action to have the equipment replaced or repaired.
- D. The Class A uniform, if issued, shall be designated as the dress uniform. This uniform shall be worn when attending or assigned to any official function and when ordered by the Chief of Police or their designee.
- E. The Class B uniform is designated as an administrative uniform that may be worn for court appearances, administrative responsibilities, or other events.
- F. The Class C uniform is designated as a less formal, comfortable uniform that is generally considered as the uniform of the day for patrol operations, details and may also be worn to traffic court.
- G. Unless otherwise directed by the Chief, the Class C short sleeve will be worn from May 30 to September 30. The Class C long sleeve will be worn from October 1 to May 30.
- Optional Period - March 15 to May 30 and October 1 to November 15, due to fluctuating seasonal temperatures, officers have the choice of the Class C long or short sleeve.
- H. Unless authorized by the Chief of Police or their designee to wear other appropriate apparel, uniformed officers will wear the uniform of the day.
- I. **Plainclothes Officers** - While on duty, officers in plainclothes assignments shall be attired in professional business attire that is neat, clean, pressed, and properly tailored. Duty weapons shall remain concealed at all times. Shoes shall be clean and shined. Professional business attire includes:
- Suit with coat and dress pants or trousers
  - Dress shirt or blouse, tucked into the trousers
  - A necktie (optional)
  - Synthetic leather or leather dress shoes, shall have low heels and closed toes
    - o Sandals or tennis shoes shall not be permitted, and
    - o Socks or stockings shall be worn.

- Synthetic leather or leather belt

## **VI. Soft Body Armor** (CALEA 41.3.5)

- A. The following officers are required to wear the issued soft body armor, or ballistic vest while on duty:
- Those ranks of officer through Deputy Chief, while working in uniform.
  - Officers assigned to pre-planned, high-risk situations, including, but not limited to, the execution of search and seizure warrants, execution of arrest warrants, traffic, and tactical assignments, etc. (CALEA 41.3.6)
  - Any officer ordered to wear a vest by supervisory personnel because of the nature of their assignment.
- B. **All officers are required to have their vests readily available while on duty.**
- C. An officer that is struck by gunfire or another object in an area protected by the body armor will:
- Immediately report the incident to a supervisor.
  - Be taken to a hospital as soon as possible, regardless of whether the assaulted officer feels any ill effects or whether any external injury is recognizable.
  - Submit a detailed report in accordance with JHPD Directive #202, Written Directive System. The report will include the circumstances of the incident, all pertinent details, and close-up photographs of the impact area.
    - o Complete and submit a Report of Injury to the Public Safety Human Resources Director.
  - Forward the body armor worn at the time of the assault to the Logistics Manager, where its serviceability and integrity will be evaluated to determine if the protective characteristics of the vest have been diminished.
  - Requisition another vest from the Logistics Manager as a replacement.
- E. The effectiveness of the ballistic material to deter injury is substantially reduced when it becomes wet. Officers should inspect their vest panels regularly and clean them in accordance with the following instructions:
- Do not immerse in liquid,
  - Gently wipe down ballistic panels with a damp sponge or washcloth using mild detergent,
    - o Remove any excess detergent with a damp sponge or washcloth using clean water,
  - Allow to thoroughly air dry before inserting panels into carrier,



- Do not dry clean, machine wash or bleach,
  - Do not dry outdoors in the sun,
  - Before cleaning the outer shell, remove all panels from the front and back,
  - Dry cleaning of the outer shell is preferred,
  - If washing in a washing machine, close all VELCRO® fasteners. Use a durable press cycle, warm water (approximately 120°F), and
    - o Use low suds detergent and air dry or machine dry on low,
    - o Ensure outer shell is completely dry before reinserting panels, and
    - o For further care instructions, refer to the issued ballistic vest's care and maintenance manual.
- F.** When body armor vests are worn, it is recommended that officers wear a tee shirt as a barrier to protect against chaffing and perspiration.
- G.** Officers shall ensure that the body armor is not left lying unprotected inside of an automobile or left exposed to sunlight for extended periods of time since ultraviolet rays have a deteriorating effect on the ballistic material.
- H.** The Logistics Manager will ensure that all new ballistic vests purchased pass the FBI's body armor test protocol, and,
- Develop, implement, and maintain a program for the scheduled replacement of soft body armor.

## **VII. Personal Protective Equipment** (CALEA 41.3.2)

PPE provides a safe barrier from chemical, biological, radiological, or nuclear (CBRN) agents, as well as many other common hazardous materials when released accidentally or when weaponized. PPE is issued to all officers that have completed the required training.

- A.** Upon receipt of the following equipment, officers should ensure that all of the listed equipment is stored in the bag.
- Avon C50 Protective mask with attached filter
  - Spare sealed filter for WMD incident
  - XRT or Tyvek Protective Suit
  - Butyl gloves
  - Nitrile gloves
  - Chemical overshoes
  - Equipment bag
- B.** Officers will maintain their PPE in the equipment bag assigned patrol vehicle at all times. All attempts should be made to keep the bag dry. Timely deployment of adequately protected personnel is critical at the scene of a CBRN event.

- C. Captains will conduct annual inspections of all uniforms and equipment assigned to each officer under their supervisor. In addition, supervisors will conduct monthly inspections of their officers issued PPE and record the results on a Personnel Inspection Report. Supervisors will ensure that officers carry the equipment bag in their assigned vehicle while on duty and that the PPE is in the following condition: (CALEA 46.1.8, 53.1.1)
- Protective mask in functional order, straps and seals properly attached
  - Two (2) protective mask filters, (one attached to mask and one sealed for chemical or biological agents)
  - Escape mask, sealed in package
  - XRT or Tyvek Protective Suit
  - Both butyl (black) and nitrile gloves (blue), in functional order
  - Overshoes (no holes or tears)

## **VIII. Replacement Uniforms & Equipment**

- A. **Lost, Stolen or Damaged Equipment** - When an issued uniform or piece of equipment is lost, stolen or damaged, a memorandum explaining the circumstances shall be completed by the officer issued the equipment, in addition to any incident report required by JHPD Directive #470, Field Reporting System. Both reports will be routed through the on-duty supervisor and through the chain of command to the Deputy Chief. Before the end of their shift:
- The on-duty supervisor will ensure that an NCIC entry is initiated for any lost or stolen serialized equipment and will attach a copy of the entry to the applicable Memo, and a Replacement Supply/Equipment Request Form.
  - Any issued uniform or piece of equipment that is lost, stolen or damaged due to negligence, may be replaced at the responsible officer's expense. Officers will be given two (2) weeks from the date of loss to attempt recovery of any lost or stolen item. If unable to recover the item, officers shall:
    - o Pay the current replacement price of the same item or its equivalent.
  - A Memorandum will not be completed when uniforms and uniform accouterments such as the name plate, ribbons, etc., are damaged through normal wear.
- B. **Replacement Uniforms/Equipment** - Officers requesting replacement uniforms or equipment will complete a Replacement Supply/Equipment Request Form and submit it, along with a copy of the appropriate Memorandum for lost, stolen or damaged property, to their supervisor. (CALEA 17.5.2.)
- Except requests necessitated by normal wear, the officer's supervisor shall make inquiry and recommendation to the Deputy Chief as to liability before the replacement of lost, stolen, or damaged equipment/uniforms is authorized.

- Approved requests will be forwarded by the officer to the Quartermaster for replacement.
  - When replacing defective or worn uniforms and equipment, officers must turn in the defective or worn item(s) to receive a replacement.
- C. Supervisor Responsibilities** - During Roll Call, supervisors will conduct a visual inspection of issued equipment/uniforms to ensure maintenance and serviceability. (CALEA 53.1.1.a, b, c)
- Supervisors shall ensure that members under their command have damaged, defective, or worn equipment repaired or replaced. (CALEA 53.1.1.e)
- D. Officer Responsibilities** – Officers shall Maintain all issued equipment in good working condition for service and available for inspection.
- Promptly report any damage, wear, or defects that renders any equipment unserviceable and take the proper action to have the equipment replaced or repaired.
  - At the time of retirement, termination, or dismissal, officers shall turn in all issued equipment to the Logistics Manager or their designee.

## Policy Enforcement

<b>Enforcement</b>	JHPD managers and supervisors are responsible for enforcing this Directive.
<b>Reporting Violations</b>	Suspected violations of this Directive should be reported to the Chief of Police.

## Related Resources

<b>University Policies and Documents</b>
Administrative Procedure #202, Written Directive System Operational Procedure #403, Authorized Defensive Weapons Operational Procedure #433, Body-Worn Cameras Operational Procedure #470, Field Reporting System Johns Hopkins Purchasing Policy, <a href="#">Business Expenses (Non-Travel) (PRO006)</a>
<b>External Documentation</b>

<b>Police Department Forms and Systems</b>

**Contacts**

<b>Subject Matter</b>	<b>Office Name</b>	<b>Telephone Number</b>	<b>E-mail/Web Address</b>
Policy Clarification and Interpretation			

DRAFT