


MONROE COUNTY SHERIFF'S OFFICE

General Order

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| CHAPTER: 019 | | TITLE: Issued Equipment/Uniforms/Grooming | |
| EFFECTIVE DATE: March 30, 2010 | NO. PAGES: | REVIEWED/REVISED: October 11, 2022 | |
|  Sheriff of Monroe County | | | |

- I. **PURPOSE:** The purpose of this directive is to establish policy and procedures for the issuing of equipment/uniforms and grooming standards for members.
- II. **DISCUSSION:** This directive applies to all Monroe County Sheriff's Office (MCSO) employees. Public perception of MCSO, as a whole, is partially based on the appearance of its employees. The office strives for the highest level of professionalism and has set attire standards to reflect that professionalism. Further the office issues necessary equipment and uniforms to employees in appropriate positions and requires the proper care and wear of this equipment and uniforms.
- III. **POLICY AND PROCEDURE:** No smoking is allowed in any MCSO owned/leased equipment (i.e. vehicles, vessels, bicycles, go-peds, etc.)
 - A. **ISSUED EQUIPMENT:** MCSO will issue appropriate equipment for employees to perform their assigned duties. The supply room clerk will maintain a current listing of what items and uniforms will be issued for each particular position. A list of equipment which is issued by MCSO to each employee will be kept in the Supply/Inventory Section. The list will be updated as needed by position or classification. The Undersheriff or his designee will approve this list. Any employee issued equipment shall maintain that equipment.
 - B. **UNIFORMS**
 1. All uniforms will be ordered/issued by central supply unless authorized by a district commander.
 2. Employees shall wear uniforms and insignia commensurate with their rank and be provided with authorized equipment. All uniformed employees shall wear the complete uniform-of-the-day while on duty.
 3. Employees attending court or depositions shall wear the uniform-of-the-day or may wear a sports jacket and tie or a dress suit.
 4. No mixture of civilian outer clothing with the official uniform shall be permitted on or off duty except for recognition purposes by plainclothes deputies during raids or other such emergency conditions.
 5. Uniformed employees shall not wear the official uniform outside the county except when traveling to and from work and when necessary to perform official duties or by special permission of a district commander or above.
 6. Without the consent of the Sheriff, employees shall not appear in uniform or wear any department-issued hats, jackets or clothing at any function where they may create the impression they are representing the agency, they are supporting a particular individual or issue

or they should receive special consideration because of their employment. Such functions include, but are not limited to, court hearings, government proceedings, political events and community organization events.

7. While in uniform, employees shall be neat and clean in personal appearance and shall wear their uniforms with dignity and in strict conformity with rules and regulations. Deputies shall keep their uniforms clean and well pressed. Authorized metal accessories worn with the uniform shall be kept clean and bright. Shoes and leather goods shall be kept clean and shined.
8. When on-duty, uniformed employees shall not stand or walk with hands in pockets or otherwise exhibit a posture which detracts from a well-groomed, disciplined and an alert image.
9. Uniform items shall not be altered other than necessary to ensure proper fit.
10. The only visible under-shirt allowed with the approved uniform is a white or black crew neck T-shirt.

C. DEPUTY UNIFORM:

1. Shirt

- a. Class A: Green long sleeve shirt. Deputies shall wear the approved black clip-on tie with the Class A uniform. Ties may be secured to the shirt by an approved tie bar or issued Sheriff Star tie tack. The tie bar or tie tack shall be centered at the middle of the tie.
- b. Class B: Green short sleeve shirt or long sleeve green shirt without a tie.
- c. Exception to Green Shirts: Motorcycle Deputies: white uniform shirt in Class A or Class B

2. **Trousers:** Trousers shall be dark green with a narrow black stripe running vertically down the outside seam of each leg from the waist to the bottom of the trouser leg. Trousers shall be tailored so that the bottom hem barely touches the vamp of the shoes.

3. **Socks:** Only plain black socks shall be worn with the official uniform.

4. **Winter Jackets:** Only the approved winter jacket (heavy or light) shall be worn.

5. Shoes/Boots

- a. Shoes and boots worn by uniformed deputies shall be of a smooth, black material capable of retaining a high shine.
- b. Shoes and boots may be either plain or plain-cap toes in design. Safety shoes are encouraged.
- c. Boots which lace up, have a zipper on the inside or do not interfere with the restoring of the pant leg position upon standing from a sitting or bending position are permissible.
- d. Loafers or shoes with ornamental buckles are prohibited.
- e. Platform shoes or boots or those having a heel higher than one and one-half (1½) inches are prohibited unless approved for job function.

6. **Hat:** A black campaign style hat made of straw material with a small gold Sheriff's Star on the face is the official hat and is part of the Class A uniform. A current agency-issued baseball style

cap is permissible for routine use with the Class B uniform.

7. Shoulder Patches and Chevrons

- a. Deputies shall wear the official shoulder patch designating their respective classification. The official shoulder patch shall be worn on both shoulders, centered on the shoulder strap of the shirt one-half ($\frac{1}{2}$) inch below the shoulder seam of the shirt.
- b. Regular deputies of the rank of sergeant shall wear officially designated chevrons on both sleeves of the uniform shirt and jacket. The top point of the chevrons shall be one-half ($\frac{1}{2}$) inch below the shoulder patch and centered thereon.
- c. Deputies assigned to providing law enforcement services on a contractual basis will wear the official shoulder patch and any patch of the contracting entity as negotiated in the contract.

8. Insignias

- a. Rank – Lieutenants and above shall wear the official rank insignia in brass directly on the uniform's shoulder epaulets.
- b. Uniformed employees shall wear the official Accreditation pin centered directly on the left breast pocket flap above the button of the uniform shirt. The exception to this is Auxiliary Deputies and Civilian Volunteers who will wear the official Accreditation pin centered under their Auxiliary or Civilian Volunteer patch. See GO Chapter 038 Volunteer Program for details. No other pins shall be worn unless authorized by the Sheriff.
- c. Deputies assigned to providing law enforcement services on a contractual basis will wear the official insignia (design and placement) of the contracting entity as negotiated in the contract.

9. Longevity: On the left sleeve of the Class A Uniform Shirt there shall be one or more embroidered longevity bars and/or stars appropriate to the current length of service the member has been in the Monroe County Sheriff's Office. The insignia will be interpreted to represent the following:

- a. One bar will represent two years of service.
- b. Two bars will represent four years of service.
- c. Each star will represent five years of service.

The longevity decoration will be located $\frac{1}{2}$ inch above the left cuff. Exact measurements of the locations and positions are reflected in the illustrations in the Appendix at the end of this chapter.

10. Nameplate: Uniformed deputies shall wear the official gold-colored name plate centered directly over the right breast pocket flap button of the shirt. An approved longevity or service plate may be worn as part of the nameplate.

11. Service Award bars: Uniformed deputies shall wear service award bars in order of rank earned centered on a single horizontal line directly above the nameplate. A miniature replica of the service award may be worn on the left lapel of civilian attire.

12. Specialized Pins: Uniformed deputies may wear only one specialized pin as approved by the

respective Bureau Major. Specialized pins include, but are not limited to:

- a. S.W.A.T.
- b. R.D.F.
- c. Bomb
- d. Dive
- e. S.T.E.P.
- f. Motor Officer
- g. S.P.I.
- h. NA
- i. C.I.T.

Note: Refer to GO Chapter 012, Commendations and Awards for a more detailed description for wearing nameplate and ribbons.

13. **Leather/Web Gear:** Issued or approved leather/web goods for uniformed deputies shall be a black basket weave with a bright brass snaps/buckle and consist of the following:
 - a. Belt
 - b. Agency approved security level 3 holster
 - c. Ammunition pouch/Double Magazine
 - d. Handcuff case
 - e. Intermediate weapon and case holder
 - f. Radio holder
 - g. Belt keepers
14. **Defensive Baton:** Defensive batons are issued to deputies after training and qualification and shall be carried in accordance with appropriate directives.
15. **Weapon:** The service weapon shall be carried while on duty in accordance with appropriate directives. Firearms carried while on duty shall be maintained in a clean and serviced condition. Failure to maintain authorized service firearms in a clean and serviced condition shall constitute neglect of duty.

D. SPECIFIC TEAM OR UNIT UNIFORMS

1. **Motorcycle Deputies:** Deputies assigned to motorcycle duty shall wear the official uniform-of-the-day with the following exceptions:
 - a. Issued green riding britches with gold stripes shall be worn in place of the uniform trousers.

- b. Either Class A or Class B uniform shirt in white.
 - c. Approved black riding boots which shall cover the lower leg portion of the britches.
 - d. Approved helmet when operating motorcycles. Motorcycle deputies may wear the uniform black cap as a part of the motorcycle uniform when not operating a motorcycle.
2. **Crime Scene/Dive Team:** The technical uniform for deputies shall consist of black, green or khaki BDU pants with either a green, white or black polo shirt with embroidered star.
3. **Boat/Bicycle Uniforms**
- a. Uniform shirt – Green polo shirt with embroidered star.
 - b. Shorts – Green cargo style shorts.
 - c. Shoes – either "boat" or athletic shoes, black in color.
4. **Utility/Tactical Uniform and Accessories**
- a. Basic utility uniform will consist of BDU pants and a green, black or white polo shirt with embroidered star.
 - b. Rank insignia may be worn on emergency or utility/tactical uniforms.
 - c. The technical jumpsuit uniform shall be worn with a black gun belt and holster as follows, unless specifically exempted by a district commander:
 - 1) Regular deputies shall wear the official uniform gun belt with accessories as described for the uniform-of-the-day.
 - 2) Detectives and plainclothes deputies shall wear a black leather gun belt of not less than one inch in width, with a black holster.
5. **Special Operations Team Uniform:** Unless otherwise directed by competent authority, deputies engaged in Special Operations Team operations shall wear the Special Operations Team uniform which is a green utility shirt and matching trousers and a plain green utility cap, green or subdued shoulder patches, Sheriff's star and rank insignia shall not be worn with the Special Operations Team uniform. Low-gloss jump boots may be worn. Leather goods and equipment shall be as specified by the Special Operations Commander.
6. **Non-certified Enforcement Members:** Non-certified personnel assigned to such positions as Airport Security Technicians, Court Security Magnetometer Operators, etc. will wear a tan shirt with the official shoulder patch.
7. **Corrections/Clerical Support Staff Uniforms:** Support Staff employees may be approved to have three uniforms issued to them. They shall wear the tan shirt with the official shoulder patch. See the Uniform Section in this chapter for additional uniform guidelines.

E. OWNERSHIP OF UNIFORM AND EQUIPMENT

- 1. The ownership and title to all uniforms and equipment issued to MCSO employees are vested in the Monroe County Sheriff's Office.
- 2. MCSO employees shall be held strictly accountable for the proper care, use and maintenance

of all issued articles of uniform and equipment. Uniforms and equipment shall be worn and used only in accordance with the provision of this directive.

3. No item of uniform or equipment shall be transferred or exchanged by MCSO employees without the approval of a supervisor and only after Inventory Management has been notified of the exchange.
4. It shall be the duty of each deputy to produce any article or item of issued uniform or equipment, or any other item worn or carried while on duty which affects the deputy's appearance or performance of duty, upon demand of a supervisor.
5. When a deputy resigns, retires, is discharged, is granted an extended leave of absence or in any way vacates his/her position, the deputy shall surrender to the Inventory Management Office all issued items of uniform and equipment. The deputy's final paycheck may be held until all items of issued uniform or equipment are accounted for. In case of death of a deputy, his/her commanding officer shall be responsible for the recovery of all property, keeping in mind the feelings of the deceased deputy's family.
6. Deputies shall not wear any portion of the official uniform, carry a firearm, or drive an MCSO vehicle while under disciplinary suspension. Upon notification of suspension for disciplinary reasons, deputies shall immediately surrender badge and commission card to the supervisor who gave the notice of disciplinary suspension.
7. Regular deputy uniform items which become unsuited for continued use due to normal wear or size change may be replaced upon approval from a supervisor.

F. PROTECTIVE VESTS

1. **Body Armor/Protective Vest:** MCSO issues body armor, protective vests that meet the NIJ threat safety level IIIA to all sworn law enforcement deputies. It is the policy of MCSO that the issued vest must be current and worn while engaged in patrol field operations. The replacement of body armor shall be made on a 5-year rotation after the initial issue date or prior to the expiration date.
2. **Forced Entry Protective Vest:**
 - a. Forced entry protective vests will be issued to deputies of the Special Operations Division that may be selected to participate in forced entry.
 - b. It will be mandatory for all entry team members to wear the forced entry protective vest on all planned forced entry warrant executions.
 - c. All deputies with a forced entry protective vest must have access to the vest while on duty. Deputies may be directed by a supervisor to wear a forced entry protective vest for other tactical purposes.
 - d. Safety is the main priority of MCSO and the office stresses the importance of wearing the protective vest during duty hours. Deputies shall be responsible for the proper care and cleaning of the issued vest.
 - e. Protective vests will be kept clean, dry, and in good repair. Deputies will immediately notify the Uniform Supply Unit of damaged or defective vests.

G. GROOMING AND JEWELRY

1. **Jewelry:**

- a. Jewelry worn on the hands, wrists and fingers shall be limited to a wristwatch, wedding/engagement ring (or set) and one other ring (such as class, school, or organization ring).
- b. Female deputies while in uniform may wear plain, small, post type earrings. No more than one set of earrings may be worn. Non-certified female members may wear only two sets of earrings. Earrings may be worn in earlobe only.

2. **Grooming and Hairstyles:** Standards for uniformed deputies apply to all uniformed employees, certified or otherwise, who perform enforcement services, i.e. Airport Security Technicians, Court Security.

a. **Uniformed Male Deputies**

1) **Hair Styles:** Hairstyles shall be conservative and evenly trimmed. The length of the hair shall not exceed one and one-half (1½) inches and shall be tapered proportionately along the sides and the back of the head. The hair shall not extend downward at any point more than one-half (½) inch beyond the hairline at the shirt collar at the back of the neck; or protrude onto or over the ears. Hair shall be cut and trimmed in a manner that allows proper wearing of the uniform hat.

2) **Sideburns:** Sideburns shall be uniform from top to bottom; be neatly trimmed; not to exceed one (1) inch in width; and not be excessively heavy or bushy. Sideburns shall be cut horizontally along the side of the face and approximately one-half (½) inch above the bottom of the lower ear lobe.

3) **Facial Hair:**

a) Mustaches shall be of conventional type; be neatly trimmed; and not present a bushy unkempt appearance. A mustache shall not be more than one-fourth (¼) inch in thickness; not extend onto or over the upper lip; not extend beyond or below the corners of the mouth. Chevron, Dali, English, Fu Manchu, Handlebar, Horseshoe, Imperial, Lampshade, Painters Brush, Pencil, Pyramid, Toothbrush, Walrus or any fad-style mustaches are prohibited.

b) Beards are prohibited. However, employees may seek a facial shaving exemption for a medical condition or religious accommodation. If an exemption is granted, beards shall be continual, tidy and neatly trimmed and the length shall be restricted to ¼ inch. Approval to grow a beard does not grant an employee permission to grow goatees or designer beards—Balbo, Bandholz, Chin Strap, Circle, Ducktail, Extended Goatee, French Fork, Friendly Mutton Chops, Garibaldi, Goatee, Van Dyke or any fad-style beards, all of which are strictly prohibited.

c) If an exemption is sought for medical reasons, a medical opinion by a physician shall be submitted to Human Resources in writing and must be updated by a physician every six months. The documentation must be placed on the attending physician's letterhead and contain the following information:

(1) Date of visit

(2) Full description of medical condition

(3) List of restrictions

- (4) Requested accommodations
- (5) Date the employee is projected to return to duty without restrictions
- (6) Name, address, signature and telephone number of the attending physician

b. Uniformed Female Deputies

- 1) **Hair Styles:** Hair shall be worn neatly in styles that do not extend below the bottom of the collar in normal posture. Longer hair may be worn in an upward sweep or bun above the top of the collar so long as it presents a neat appearance, does not straggle, and allows proper wearing of the uniform hat by female deputies.
- 2) **Hair Fasteners /Fingernails:** Hair clasps, barrettes or fasteners worn while in uniform shall correspond with hair color. Fingernails shall be of a moderate length and may be painted in a subdued color, (flesh-tone is preferred).

c. Plain Clothes Deputies, Uniformed-Non-Certified and Non-Sworn Employees

- 1) **Hair Styles:** Non-sworn employees and plain clothed deputies shall maintain a neat and well-groomed appearance when on duty or representing MCSO. Contemporary hairstyles may be worn if the general appearance serves to maintain a moderately conservative and professional image.
 - 2) **Facial Hair:** Sideburns and mustaches worn by male plain clothed deputies, male non-certified employees and non-sworn shall be neatly trimmed and shall not be excessively heavy or bushy. Mustaches shall not extend onto or over the upper lip. Beards are prohibited.
3. **Personal Hygiene:** Attention to personal hygiene is a requisite for all Sheriff's Deputies and employees while on duty, in uniform or in the official performance of duties.
4. **Exceptions:**
- a. Deputies assigned to undercover or other such special assignments shall be exempt from the physical appearance and grooming provisions of this directive. The appropriate authority shall establish appearance and grooming standards for undercover deputies, in accordance with the special duties to be performed.
 - b. Medical variance for facial hair may be granted to personnel upon request and submission of documentation from a licensed physician.
5. **Dress Code:**
- a. It is the intent of the Sheriff that all employees of MCSO dress and act in a professional manner. Personal appearance speaks loudly in our line of business. Employees should bear in mind that all belong to an office that holds the public trust and must therefore always present a professional appearance and demeanor. Clean, neat business attire is expected of all employees who are not wearing an issued uniform. The following guidelines shall apply to all employees not wearing an issued uniform:
 - 1) All attire will be suitable for the office/business environment and present a professional image.
 - 2) Pants shall be of a business style and fabric. Slacks that are mid-calf are acceptable

- 3) Pants that tightly conform to the body are not acceptable for business wear.
 - 4) Blouses and shirts shall be of a business style.
 - 5) Tank tops, T-shirts, low-cut necklines, backless, sheer see-through attire, spaghetti strap blouses, halters or tube tops and blouses made to tightly conform to the body, are not acceptable for business wear.
 - 6) Dresses and skirts shall be of a business style. They will be properly fitted to ensure a business look. All hemlines will be no shorter than three inches (3") from the bend of the back of the knee. The bodice of a dress should comply with the guideline set forth as listed under blouses. Miniskirts and shorts are not acceptable for business wear.
 - 7) Shoes shall be of a business style. The safety, assignment and the professional appearance of the employee will be considered when determining the acceptability of an employee's shoes. Heels shall be no higher than four inches (4"). Tennis/jogging type shoes and flip-flops are not acceptable business wear. Tennis/jogging type shoes may be worn, with the supervisor's permission, if necessary for the day's activities.
 - 8) Jackets are optional however, they will be worn for court appearances or other special functions when a jacket is appropriate. If a weapon is worn, it may be covered by a jacket while in public. If not covered, proper identification must be worn and visible. It is required that a badge be worn next to the weapon.
 - 9) Denim/blue jean style clothing is not acceptable for business attire but may be worn with the supervisor's approval, if necessary, for the day's activities.
- b. Supervisors shall ensure that employees present a professional and business image at all times while on-duty. Anything less is unacceptable and supervisors shall be held responsible for enforcing the provisions of this General Order.
 - c. The Sheriff recognizes certain work environments and work assignments do not lend themselves to business attire. Exceptions to the above policy can be approved by the appropriate Bureau Major.

6. Tattoos/Body Ornamentation

a. Definitions

- 1) **Tattoo** – Any marking made by inserting dark, indelible ink into the dermis layer of the skin to alter the display of pigmentation. The term tattoo, for the purpose of this procedure, also includes any scar, branding, marking, or other permanent or temporary body modification placed on the body for the purposes of decoration, adornment, or ornamentation. Tattoos include temporary modifications such as henna or transfer tattoos. The term tattoo does not include unobtrusive and naturally appearing permanent make-up applied to the face or any necessary medical procedures.
- 2) **Visible** – A visible tattoo is one that is on any portion of the body not covered by clothing. A tattoo will also be considered visible if it can be seen through the clothing.
- 3) **Offensive Tattoo** – A tattoo is considered offensive if it depicts, describes or refers to intolerance of, or discrimination against any race, preference, creed, religion, gender, national origin, or; it is commonly associated with any organization or group which advocate such intolerance or discrimination; or it violates standards or decency or morality or brings discredit upon the agency.

- 4) Inappropriate Tattoo – A tattoo is considered inappropriate if it depicts, describes, or otherwise refers to sexual conduct, nudity, illegal activity, or that which a reasonable person would find shocking or disturbing.
- 5) Body Ornamentation – Intentional body mutilation, piercing, intentional scarring, or any abnormal shaping of the skin or body that is excessive or eccentric. Examples of such body ornamentation include, but are not limited to: a split or forked tongue, foreign objects placed under the skin to create a design or pattern, enlarged or stretched out holes in the ears, or the wearing of a tongue piercing object or any piercing aside from the permitted pierced ear lobes for females.
- 6) Dental Ornamentation – The use of gold, platinum, or other ornamental veneers or caps, jewels, initials, etc. on teeth for the purposes of ornamentation. The term dental ornamentation does not include any necessary dental appliances.

b. Tattoos:

- 1) Visible tattoos shall not be offensive, inappropriate, or in a location that diminishes the professional appearance of the uniform or reflects poorly on the law enforcement profession or agency. Offensive or inappropriate, tattoos as defined above must be covered while on duty and/or utilizing an agency vehicle or equipment when off-duty. The method used to cover the tattoo must present a professional appearance and comply with the other areas of this written directive. Coverage may be accomplished by wearing sleeves that or skin tone or black in color or by wearing the long sleeve uniform shirt. Covering sleeves will be free of any designs, and will be purchased at the member's expense. If necessary, members will be required to wear long sleeve shirts or precluded from an assignment that requires the wearing of shorts when the tattoo(s) are on the legs.
- 2) The Sheriff or his designee will determine if a tattoo is offensive, inappropriate, or excessive and if the member is required to keep it covered.
- 3) Tattoos will not be permitted on the head, scalp, face, neck, or hands. If current members have these existing tattoos, they must be concealed in a professional manner while on-duty or when otherwise utilizing an agency vehicle or equipment. The exception will be tattoos that are in place of metal wedding bands, but they shall not be any larger than a standard 8 mm wedding band. Members are prohibited from obtaining new tattoos on these areas.

c. Body Ornamentation and Piercings:

- 1) Members are prohibited from displaying or wearing any visible body ornamentation as described above, while on duty and/or utilizing an agency vehicle or equipment when off-duty.

d. Dental Ornamentation: Members are prohibited from wearing any dental ornamentation as described above, while on duty and/or utilizing an agency vehicle or equipment when off-duty.

MONROE COUNTY SHERIFF'S OFFICE

Acknowledgement of Compliance of General Orders 019 and 009-D

I have received, read and understand GO Chapter 019 Issued Equipment/Uniforms/Grooming
and

I have received, read and understand GO Chapter 009-D Conditions and Benefits of Work:
Nicotine/Tobacco Product Use

I understand a violation of these policies can result in adverse employment action, up to and including termination.

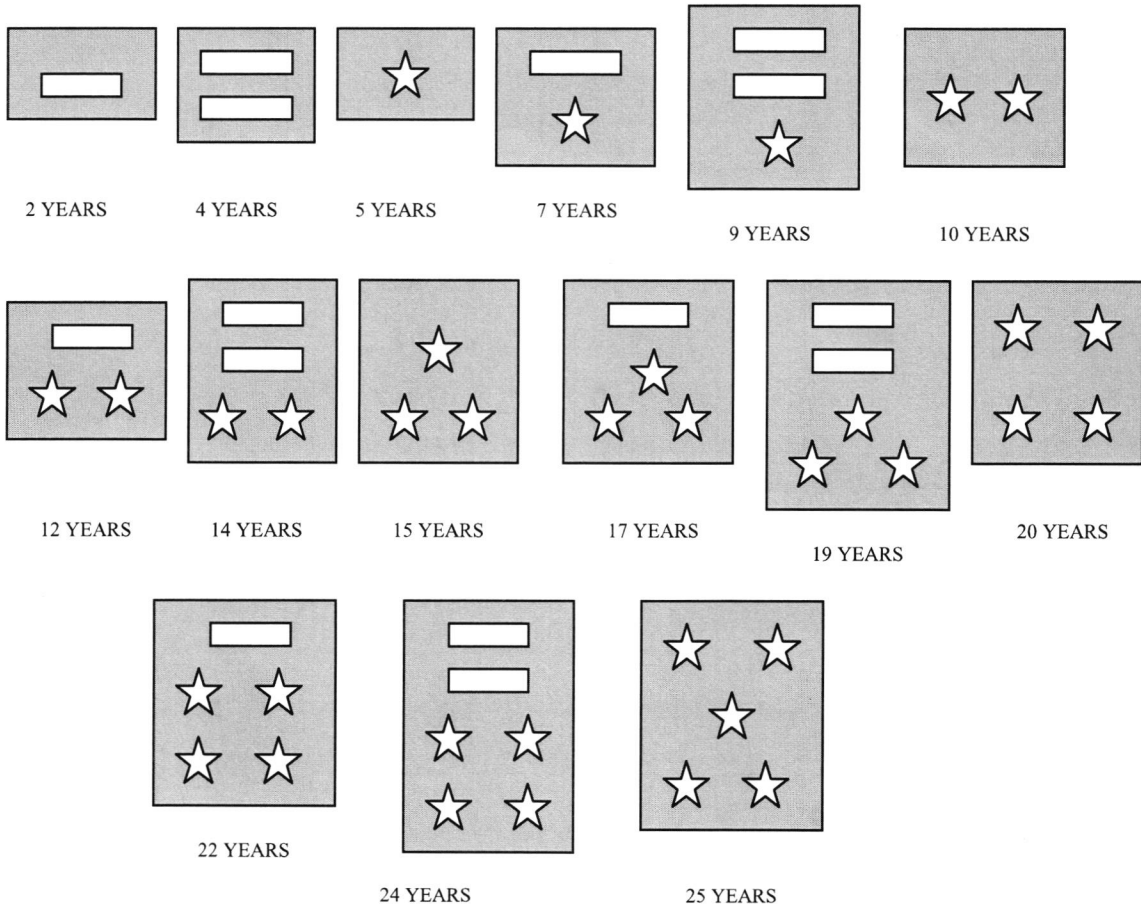
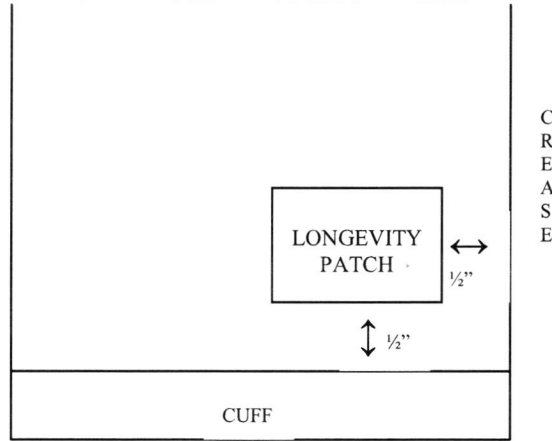
(Original form will be filed with members personnel file in Human Resources)

Name

ID#

APPENDIX A

SHIRT SLEEVE PLACEMENT



The same basic scheme is carried out to designate years of service beyond 25 years. Five stars and one strip = 27 years; five stars and two stripes = 29 years; Six stars = 30 years; Six stars and one strip = 32 years; six stars and two stripes = 34 years; Seven stars = 35 years; Seven stars and one strip = 37 years; Seven stars and two stripes = 39 years; 8 stars = 40 years