This order consists of the following:

1. **Purpose**
   The purpose of this directive is to describe the agency’s initial clothing and equipment issue and to establish a standard of appearance and apparel for agency members wearing assigned uniforms.

2. **Policy**
   It is the policy of the agency to issue uniforms and equipment as required for employees to accomplish assigned functions and be neat and professional in appearance.

3. **Definitions**
   A. **Approved Body Ornamentation** – body ornamentation as defined in 3B that is not excessive body ornamentation which is determined by the Sheriff or designee that cannot be perceived or considered to be obscene, advocate sexual, racial, ethnic or religious discrimination, and does not detract from the appropriate conservative, professional image of the agency. The design shall not be prejudicial to good order, discipline and morale; or of a nature to bring discredit upon the agency; or likely to associate the deputy with, or be interpreted as the deputy associating with or advocating the agenda of, any criminal or extremist gang or other group.

   B. **Body Ornamentation** – includes, but is not limited to, tattoos, brands, body mutilation, dental ornamentation, and body or tongue piercing. Body ornamentation shall not include the normal piercing of the lower ear lobe as regulated in Section D(8) of this general order or permanent make-up when used as a cosmetic technique to resemble normal make-up applications.

   C. **Class “A” Uniform** – long sleeve shirt with shoulder emblems and worn with metal badges and accessories, black tie, and trousers.
D. Class “B” Uniform – short sleeve shirt or long sleeve shirt without black tie with shoulder emblems and worn with metal badges and accessories, and trousers.

E. Class “C” Uniform – short sleeve spruce green pull-over style shirt with shoulder emblems, sewn-on cloth badge, and black shorts.

F. Class “D” Uniform – heavy-duty twill spruce green shirt with shoulder emblems, sewn-on cloth badge, embroidered name strips, embroidered accessories, and spruce twill trousers. This uniform consists of both long and short sleeve versions.

G. Excessive Body Ornamentation – body ornamentation or a combination of ornamentation on one or both arms and/or one or both legs, which cannot be completely covered by a single three (3) inch by five (5) inch rectangle for each arm or leg, or the standard issued short sleeve shirt or standard issue shorts and ankle socks. Employees shall not have any visible body ornamentation on the head and neck area, which includes the visible skin while wearing a collared uniform shirt with an unbuttoned top button. Employees shall not have any visible body ornamentation located on the hands which is defined as the area from wrist to fingertips.

H. Long Sleeve Compression Shirt – A black or white compression sleeve shirt that shall be worn under the short sleeve uniform to cover excessive body ornamentation. Black is the only approved color for wearing underneath any agency issued green uniform shirt. White shall be worn underneath agency issued white uniform shirts.

I. Specialty Uniform – any uniform designed or configured for a specific function or purpose, e.g., Aviation flight suits, Motors/Mounted breeches.

J. Tailored Armor Carrier – a body armor carrier produced by the body armor manufacturer that is designed to mimic the appearance of a uniform shirt, including a full length placket with buttons, pleated patch pockets with pocket flaps, and sewn-in creases.

K. Visible Body Ornamentation – body ornamentation which can be easily seen while wearing the standard issued short sleeve uniform shirt, short sleeve dress/casual shirt or short pants, while standing in an upright relaxed position, and also includes being visible through uniform and dress/casual clothing.

4. Procedures

A. Personal Appearance

The uniform and personal appearance of on-duty agency members, particularly how uniforms and other symbols of authority are worn, can influence the professional standards of the agency and how those standards are perceived by the public. On-duty agency personnel shall adhere to these business appropriate appearance standards, which commensurate with the high values traditionally associated with the agency. No peculiarities in dress or appearance are permitted because they detract from uniformity and team identity. All members of the agency shall be properly groomed and their attire appropriately cleaned and pressed at all times.
B. Grooming
1. Hair of male employees shall be neatly trimmed and may extend over the tops of the ears, but shall not cover more than half the ear, the hair shall not extend over shirt or coat collar or bush excessively from beneath the uniform hat when worn. Sideburns must be tapered to the contour of the head, trimmed with no flair and may not extend beyond 2/3 the length of the ear. Beards and goatees are not permitted except as needed to perform undercover duties or special events. Beards, mustaches and sideburns shall be neatly trimmed. Beards must be grown while on an off-duty period to avoid an unshaven appearance. Mustaches must conform to the natural lip line and not extend beyond the outer edges of the lip. Handlebar mustaches, waxes, twisted, or extreme styles (e.g., goatees and Fu Man Chus) are not permitted.

2. Hairstyles of female deputies shall be conservative and present a business-like appearance. While in uniform, hair must be secured in a style which would prevent injury to the deputy in the event of an assault. Long hair will not be loose to the extent it becomes a hazard or detracts from the professional appearance. If a hair clasp or barrette is worn, it must correspond with hair color.

3. Fad hairstyles which do not present a professional appearance are not acceptable. Division Commanders shall determine the appropriateness of hairstyles.

4. Proper attention to personal hygiene is a requisite when in any duty status or situation.

5. Grooming regulations may be waived by the Division Commander to allow members to accomplish assigned job duties.

C. Body Ornamentation
1. Body ornamentation may disqualify sworn employees from specialized assignments when the applicable uniform, such as shorts, would expose the body ornamentation.

2. Sworn employees who have body ornamentation that is determined by the Sheriff or designee to not conform to the approved body ornamentation definition will be required to have it covered by their professional attire or the issued long sleeve shirt, long pants or long sleeve compression shirt even if it requires the wearing of such items year round.

3. Sworn employees with excessive body ornamentation on the legs which cannot be covered by issued uniform shorts or standard ankle socks will be required to wear long pants on a year round basis.

4. Sworn employees shall not use gold, platinum, or other veneers or caps for the purposes of ornamentation unless prescribed by a dentist as necessary dental work. Teeth, whether natural, capped, or veneer, will not be decorated
5. Sworn employees shall not have any intentional/non-medical body mutilation, piercing (including tongue), branding or intentional scarring. Examples of prohibited intentional mutilation include:
   a. Split or forked tongues;
   b. Foreign objects inserted under the skin to create a design or pattern;
   c. Enlarged or stretched out holes in the ears (other than normal piercing); and/or
   d. Intentional scarring that is visible and cannot be covered as defined in this policy.

6. Applicants for sworn positions will be considered for employment if they have visible body ornamentation. This consideration will be done on a case-by-case basis to determine if the body ornamentation complies with the approved body ornamentation definition. The Sheriff or designee will make the final determination.
   a. Applicants may have visible body ornamentation or a combination of ornamentation on one or both arms and/or one or both legs, which can be completely covered by a single three (3) inch by five (5) inch rectangle per arm or leg, or the standard issued short sleeve shirt or standard issue shorts and ankle socks.
   b. Applicants with excessive body ornamentation on the arms will be required to wear the issued long sleeve shirt or long sleeve compression shirt on a year round basis.
   c. Applicants with excessive body ornamentation on the legs which cannot be covered by issued uniform shorts or standard ankle socks will be required to wear long pants on a year round basis.
   d. Applicants with body ornamentation on any area of the body that does not conform to the approved body ornamentation definition will not be eligible for hire.
   e. Applicants with body ornamentation on the head, scalp, face, neck and hands will not be eligible for hire. Head, scalp, face and neck areas include the visible skin while wearing a collared uniform shirt with an unbuttoned top button. Hands will include area from wrist to finger tips.
   f. Applicants in the hiring process must sign a form acknowledging they are in compliance with this directive before they may be employed. Photographs of all visible body ornamentation must be properly documented at the time of hire.

7. Sworn Employees with body ornamentation on the arms and legs that is excessive or visible by the above definitions, but not otherwise prohibited by this policy, will be allowed to display such body ornamentation when assigned to an undercover position.

8. The Sheriff reserves all right to interpret how this policy applies in particular cases to body ornamentation.
D. Uniform Regulations and Sworn On-Duty Plain Clothes Policy
   1. These regulations shall apply to all uniformed and sworn on-duty plain clothes members of the agency.

   2. The agency uniform and all accessories will be of the style, color, and type of material designated by the Sheriff.

   3. Uniformed members shall wear the prescribed uniform and accessories when reporting for duty. If desired, uniforms may be worn while appearing before a magistrate. Wearing the official uniform while engaged in approved off-duty employment will also be governed by this directive.

   4. Members may wear the designated uniform during any authorized special duty assignment. This includes, but is not limited to, parades, civic functions, funerals, or while serving as a member of an agency honor guard.

   5. Under no conditions shall a part of the official uniform be intermixed with the wearing of civilian clothing, unless approved by the supervisor.

   6. Members of the agency, not wearing the official uniform, shall wear suitable business attire. Section managers may authorize other types of suitable clothing in order to achieve specific objectives.

   7. Appropriate dress for training functions requires, at a minimum, wearing of long pants in good condition, a collared shirt, and athletic shoes. Headgear, if utilized, shall be professional in nature so as not to detract from the image of the Sheriff's Office.

   8. Heavy perfumes/colognes and excessive use of cosmetics is prohibited. Fingernails must be clean and well maintained. Any length or polish which detracts from the professional appearance and/or affects the ability to perform job functions shall not be permitted. Any jewelry which detracts from the professional appearance and/or affects the ability to perform job functions shall not be permitted, except when required by duty assignments. This includes choke chains and other items visible outside the uniform. Ear decorations shall not be worn by male employees, except when required by duty assignments. No more than two (2) earrings per ear lobe are permitted. Hoop styles that are more than ½ inch are prohibited for safety reasons, but may be allowed in specialty units.

   9. In an effort to properly identify all members of the agency, each employee will be issued a name tag identification badge, which shall be prominently displayed on or above the waist during regular duty hours when in civilian clothes. On duty agency personnel shall furnish their agency identification cards to any person who requests that information regardless if they are in uniform or in plainclothes.

   10. When "on" or "off-duty" and in civilian clothing, each sworn member shall carry his/her badge, credentials, and a weapon with which he/she has
qualified and which has been approved in accordance with agency policies. Firearms shall be covered when in public unless extenuating circumstances do not permit the concealment of the firearm. When in public, on-duty plain clothes personnel who wear their firearms in plain sight shall display their badge on their belt and their photo ID attached to their shirt or on a lanyard around their neck.

11. Employees shall not lend their name tag, identification badge, proximity card or badges, or permit them to be photographed or reproduced, without the approval of the Sheriff.

E. Clothing Allowance
Clothing allowance is provided in accordance with the Collective Bargaining agreements.

F. Shoe Allowance
Unit employees, regardless of assignment, shall receive a shoe allowance in the amount of $100.00 annually, to be paid in the first pay period of January of each calendar year. When specialized shoes or footwear are provided to a bargaining unit employee to be worn during the regular, normal duty assignment, the employee shall not be eligible for receipt of the shoe allowance.

G. Uniform Specifications for Agency Personnel
1. Shirts
   a. Shirts for all patrol deputies will be spruce green in color. Shirts for non-sworn personnel will be gray in color. Deputies assigned to specialized units may, at the discretion of the Sheriff, wear white shirts.
   b. Shirts shall be fitted to allow for wearing of the protective vest and will have military creases. Creases which are not sewn into the shirt will be neatly pressed into the fabric.
   c. Sleeves of the short sleeve style shirt shall not extend beyond the point where the elbow is bent at the juncture of the forearm. The collar button will remain unbuttoned.
   d. Sleeves of the long-sleeve-style shirts will be of such length that, when the arms are extended perpendicular to the ground, the edge of the cuff extends only to the arch immediately below the wrist bone and above the juncture of the wrist with the hand. Cuffs will be buttoned, and sleeves will never be rolled or tucked up.
   e. Pocket buttons will remain fastened at all times.
   f. When wearing the short-sleeve spruce green shirt with open collar, members may also wear a well-fitted black crew neck or a V-neck tee shirt beneath it. Members authorized to wear white uniform shirts shall wear white T-shirts.

2. Approved Shirt Accessories
   a. Accessories worn on the uniform shirt by members with the rank of Corporal and below shall have a silver metallic finish. Members with the rank of Sergeant and above shall have a gold metallic finish.
b. Badges for sworn personnel shall have a five (5) point star. All non-sworn employees and agency volunteers who are issued badges shall have a six (6) point star.

c. Gold-colored Sergeant, Corporal, Master Deputy, and DFC chevrons will be displayed on both sleeves of the uniform shirt. On the jacket, metallic rank insignias will be worn on the epaulets.

d. Official clutch-type nameplates, not to exceed 5/8 inches in height, engraved with the first (legitimate or common nick name) and last name of each employee, will be centered above the right breast pocket of the shirt with the pins directly above the seam. Nameplates issued to Reserve Deputy I’s will be engraved with two lines (name and Reserve Deputy I). Nameplates issued to volunteers will also be engraved with two lines (name and volunteer assignment, e.g. Task Force, Explorer). The nameplate (and all metal accessories) will be of the appropriate metallic finish, depending upon the rank. "Serving Since" plates shall be worn and attached to the nameplate recognizing service with the agency.

1. Longevity Stripe(s)
   a. Longevity stripe(s) will be displayed on the left sleeve of the long sleeve shirt only, the lowest point of the series of stripes will be positioned 4" above the end of the sleeve.
   b. Each longevity stripe will be gold in color and shall represent four (4) years of continuous law enforcement service.

2. Longevity Star: Non-uniform attire
   a. Employees wearing civilian attire may elect to display a longevity service star.
   b. Longevity pins will be of the style, color and type designated by the Sheriff.
   c. A longevity pin in the shape of a star will represent five (5) years of service. Each star will be designated as five (5) years, ten (10) years, fifteen (15) years, twenty (20) years, twenty-five (25) years, and thirty (30) years with the agency.

3. The winged wheel insignia, aviation wings, diving insignia or other specialty unit insignia will be centered and displayed on the right breast, one-eighth of an inch above the nameplate.

4. Only two (2) specialty insignias/badges are authorized to be worn above the nameplate, e.g., SWAT, ERT, Field Training Officer, Dive Team insignia, Hazardous Device Team. Members may choose which two insignias to wear.

5. Awards bars will be centered below the badge with the pins directly below the top pocket seam. When more than one bar is displayed, the highest award will be displayed nearest the center of the shirt.

6. Law enforcement related awards received while serving as a member of the Sheriff’s Office are authorized to be worn in accordance with this GO.
7. The official agency patch will be displayed on both shoulders of all shirts and jackets for all sworn personnel, and all uniformed non-sworn personnel.
   a. All uniformed agency volunteers, except Chaplains, will wear an agency volunteer patch displayed on all issued shirts and jackets.
   b. Chaplains will wear the official agency patch with the agency approved specialty patch displayed below the official patch.

8. Members shall wear a pre-tied, clip-on tie black in color with the long-sleeve shirt for formal occasions.

3. Trousers
   a. Trousers for sworn personnel will be spruce green in color with a black stripe extending the full length of the leg. Trousers for non-sworn personnel will not have black stripes.
   b. Trousers will be properly tailored. Proper length is determined by tailoring the front crease in such a manner that it breaks midway between the top of the shoe and heel.
   c. All pocket buttons will remain buttoned.
   d. The hem of the trousers will not be less than one and one-half inches nor more than two inches at the fold.
   e. Western-style or billy pockets are not permitted.
   f. Motorcycle and mounted officers will wear spruce green riding breeches with a black stripe and gold braid.
   g. The belt worn with uniform trousers will be black in color. The belt buckle will not be visible when wearing the gun belt.

4. Headgear
   a. The official uniform hat will be a black straw campaign hat. Stetson style, spruce green hats will be replaced through attrition. The Mounted Unit and Honor Guard will wear a black campaign hat. Members having the rank of Lieutenant/Commander or above will wear a black straw campaign hat.
   b. Hats will be worn squarely on the head with the lower edge of the sweatband located one inch above both eyebrows.
   c. The badge for the hat will be displayed on the center front. The leather strap buckle should be centered on the left side of the hat over the ribbon bow, thereby rendering the buckle invisible from the front.
   d. Members subordinate to the rank of Lieutenant/Commander will wear a black leather hat band and a black chin strap. Members having the rank of Lieutenant/Commander or above will wear a gold hat band with acorns and a black chin strap. The chin strap will be worn around the back of the head and above the ears.
   e. The brim of the Stetson hat shall not be altered, i.e., rolled.
   f. Members assigned to motorcycle duties will wear the approved safety helmet.
   g. Sheriff’s Office ball caps are authorized to be worn by Uniform Patrol, Motors, Agricultural Crimes, Ranch, Marine and Aviation unit
personnel. At the discretion of the Sheriff, other units may be authorized to wear Sheriff's Office ball caps.

5. Sunglasses
Sunglasses may be worn with the following restrictions:

a. No mirrored lenses or faddish styles are permitted.
b. Only black, brown, grey, gold or silver frames are permitted.
c. No visible design or insignia on sunglasses.
d. Only black sunglass cords (retainers) are permitted.

6. Footwear
a. Black oxford shoes or boots of leather or leather-like composition, with plain rounded toe and rubber heels or all black athletic shoes will be worn by all uniform personnel. All shoes will be devoid of metallic taps with the exception of the Honor Guard when on official department business.
b. Boots with elevated heels or pointed toes will not be permitted.
c. Black motorcycle and riding boots will only be worn with motorman and riding uniform breeches.
d. When shoes are worn, only plain black socks are permitted. If white socks must be worn, for purposes of foot hygiene, they will be worn under black socks.

7. Duty Gear
a. Black basket-weave-style gun belt will be worn by uniform personnel. The belt will measure two and one-eighth inches in width. Velcro system belts are permitted.
b. The agency issued or approved holster is the only holster authorized for on duty use. Weapons will be secured in the holster at all times, unless removed for approved use.
c. The agency issued or approved ammunition holder is the only holder authorized for on duty use and will be worn on the front of the belt.
d. The agency issued or approved handcuff and handcuff case is the only handcuff and handcuff case authorized for on duty use. Handcuffs will be inserted properly for immediate use and a key will be carried at all times.
e. The agency issued or approved baton holder and IPD holder are the only baton and spray holders authorized for on duty use and shall be worn on the uniform duty belt.
f. The agency issued or approved electronic devices (ECD) holster is the only ECD holster authorized for on-duty use.
g. The agency issued or approved keeper straps are the only keeper straps authorized for on duty use and will be used to secure the uniform duty belt.
h. Additional accessories may be worn, provided the items carried are consistent with the style of the belt and holster issued.

8. Inclement Weather Gear
a. All uniformed sworn personnel will wear the agency issued rain gear
with the words "Deputy Sheriff" on the back.
1. All uniformed non-sworn employees will wear the agency issued rain gear with no lettering on the back.
2. All uniformed volunteer personnel will wear the agency issued rain gear with the words "OCSO Volunteer" on the back.

b. Members may wear black rubber boots during foul weather.
c. During foul weather, members will wear the rain cover for the uniform hat in order to protect it from water damage. During foul weather, the agency-issue helmet may be worn.
d. The official black jacket may be worn when weather conditions demand. When it is worn, the official badge issued to the employee or agency volunteer or embroidered star patch (sworn personnel only) will be prominently displayed on the left breast.
e. If gloves are worn, they must be black in color, full-fingered style only, unless otherwise authorized by the Sheriff. No sap or weighted gloves may be worn.
f. If a scarf is worn, it will be black in color.
g. The official black sweater may be worn when weather conditions demand. When it is worn, the official badge issued to the employee or agency volunteer or embroidered star patch (sworn personnel only) will be prominently displayed on the left breast.

9. Tactical Vests
All tactical vests, whether issued by the agency or personally owned, will display a large Sheriff insignia on the back and smaller Sheriff insignia on the front right side and a star insignia on the front left side. These insignias will be issued by Material/Control Supply. Any deviations from these insignias shall be approved by the Bureau Commander.

10. External Tailored Armor Carriers
a. Tailored Armor Carriers may be worn with the Class B uniform by personnel assigned to the Uniform Patrol Division or the Court Services Division during their normally assigned duty.
b. Use for other assignments may be authorized by the Division Commander. Tailored Armor Carriers may also be worn by all personnel with the Class B uniform while working approved enforcement related off-duty employment.
c. The only Tailored Armor Carrier authorized for use is the one produced by the body armor manufacturer authorized by the agency.
d. The Tailored Armor Carrier will only be worn with a Class B uniform shirt or a shirt specifically designed to give the appearance of a Class B shirt while used in conjunction with an external carrier as authorized by the agency.

11. Special Uniforms
Specifications for specialized uniforms may be authorized by the Sheriff.
Class C Uniform
a. SRO, UPD, TAC, POPS and TOPS personnel are permitted to wear the Class C uniform. Due to safety concerns, personnel engaged in
the following activities are not authorized to wear the Class C uniform while:
1. Operating a motorcycle.
2. Riding a horse.
3. Performing flight operations.

b. Supervisors shall verify this uniform is pressed and professional in appearance. Supervisors and managers may mandate the standard long pant uniform on special details and/or in contract employment situation (e.g. dignitary details and Disney assignments).

c. Personnel shall wear the Class A or B uniform when testifying in court hearings or trials. Personnel notified by Witness Management that they are on court stand-by shall carry the appropriate uniform in their vehicle if wearing the Class C uniform.

d. Two (2) sets of Class C uniforms may be issued to personnel authorized to wear the Class C uniform on duty. All other sworn personnel may be issued one (1) Class C uniform for off-duty work.

e. When working off-duty, the Class C uniform shall be worn in compliance with the GO 4.3.1.

f. Class C uniform shorts shall be no shorter than three (3) inches above the center of the knee cap and no longer than one (1) inch above the center of the knee cap.

g. Members shall wear black, under the calf or ankle socks. Shoes will be black and of an athletic design. Ankle length shoes are permitted. Boots are strictly prohibited.

12. Uniform Maintenance
Supervisors will verify that their subordinates' uniforms are properly maintained.

H. Basic and Additional Uniform and Equipment Issue
Agency issued uniforms and equipment are maintained and supplied by Material Control/Supply. A database itemizing basic and/or additional uniforms and equipment is retained on the agency network and updated by Material Control/Supply personnel as needed.

Any exceptions to agency issued equipment must be approved by the Sheriff.

I. Attending Court Proceedings for Personal Business
Any law enforcement officer who is in uniform and/or in possession of a weapon or firearm shall not be permitted to attend or participate in any court proceeding in which he or she is personally, rather than professionally, involved. Agency employees shall not wear attire that has the Sheriff's Office insignia while attending court proceedings in which they are personally involved.

SHERIFF JERRY L. DEMINGS