

4.10

**UNIFORMS, UNIFORM ACCESSORIES**

Effective Date: 1-1-2007

4.10.01

**Proper Uniform Prescribed**

All uniformed members of the HCSO will wear when on duty only such Uniform and insignia as prescribed herein and uniformed female employees are authorized to carry handbags. The commanding officer may, however, grant permission to work in other clothes on special occasions. Commissioned law enforcement officers shall comply with the special provisions pertaining to the wearing of the HCSO uniform while performing other employment.

4.10.02

**Application to Employees Other Than Uniformed Officers**

The provisions of this manual relative to the wearing of uniforms also apply to uniformed employees other than officers that the HCSO may designate, except for provisions that by their very nature have no meaningful application for example: wearing of side arms.

4.10.03

**Improper Uniform Wear Prohibited**

Any employee of the HCSO will not attend a political meeting or other public gathering or place of amusement in uniform, except in line of duty and when specifically assigned by a commanding officer.

4.10.04

**Unauthorized Wearing of Insignia**

The official insignia of the HCSO may not be worn by any non employee. Any employee of the HCSO having knowledge of such infractions should report same through the chain of command to the HCSO.

4.10.05

**Uniform Use Forbidden During Suspension**

Employees of the HCSO will not wear their uniforms or use any of the HCSO equipment furnished them while under suspension.

4.10.06

**Types of Uniforms Authorized**

1. Summer Uniforms. Uniform items designated as summer uniform consist of the short sleeve open collar shirt, straw hat, trousers, authorized leather goods, and handgun.

2. Winter Uniforms. Uniform items designated as winter uniforms consist of long sleeve shirt with tie, hat, (jacket optional), trousers, authorized leather goods, and handgun.

**4.10.07 Wearing of Uniform**

Summer or winter uniforms may be worn during all seasons at the discretion of the employee, except for special occasions when a specific uniform is designated by the Sheriff.

**4.10.08 Wearing Mixed Uniform**

Occasions such as riots, floods, and other situations may make it desirable to wear a mixed uniform. This will be at the direction of the Sheriff and he will specify the type of items to be worn or omitted. Uniformity will be followed as near as is practicable. At all other times, no part of the issued uniform (except badge and issued side arms) will be worn with civilian clothes. When the side arm is worn with civilian clothes, it shall be worn under a coat or jacket. Commissioned law enforcement employees performing other employment who wear a visible HCSO side arm and a visible HCSO badge or insignia will wear an HCSO uniform. Uniformed employees who have been issued short sleeve summer shirts with collar buttons may wear the uniform jacket with the short sleeve shirt provided a tie is worn. Once the tie is removed, the jacket should also be removed.

**4.10.09 Appearance In Uniform**

When the uniform is worn, the wearer shall maintain a neat, tidy appearance at all times, avoiding soiled or wrinkled uniforms. Shoes and leather goods will be polished or cleaned and metal uniform accessories will be cleaned and shined. Badges, nameplates, and other metal accessories will be replaced when they become disfigured or excessive wear is apparent. Any makeup used will be applied in such a manner as to eliminate gaudiness.

Uniformed employees' hair will be neatly maintained in such a manner that issue- type headgear of a size commensurate with the head size can be worn. This includes the wearing of the riot helmet. The compliance acceptability of the hairstyle will be judged solely by the criteria described below and acceptable and unacceptable hair styles.

**1. Uniformed Male Employees**

a. The hair must be clean, well-groomed, and neat. It must not contain an apparent excessive amount of grease, creams, oils, gels, and/or hair spray.

- b. Hair will be groomed so that the outline of the entire ear will be visible.
- c. The thickness and/or bulk on the side of the head above the ear will not exceed 1/2 inch.
- d. The hair on top of the head will present a groomed appearance.
- e. The hair in the back will not touch the collar except the closely cut hair on the back of the neck.
- f. Hair on the back of the head in either block or conventional style will present a tapered appearance. The thickness of the hair at the back hairline will not exceed ¼ inch. The thickness and/or bulk of the hair at the base of the skull shall not exceed 1/2 inch.
- g. Hair in front will be groomed so that it does not fall below the eyebrows and will not protrude below the band of properly worn headgear.
- h. The wearing of a wig or hairpiece by HCSO employees while in uniform or on duty is prohibited except to cover natural baldness, physical disfiguration caused by accident, or medical procedure. When worn, it will conform to the standard haircut criteria as stated.
- i. Hair will not be worn in braids, ducktail, pageboy, flips, Mohawk, cornrows, punk rock, or any bulky style.
- j. If an individual chooses to wear sideburns, they will be neatly trimmed and tapered in the same manner as his haircut. Sideburns will not extend below the lowest part of the exterior ear opening. Will be of even width (not flared), and will end with a dean-shaven horizontal line.
- k. Hair will not be dyed or streaked an abnormal color.
- l. No extreme or abnormal hairstyles within these guidelines will be permitted.
- m. The face will be clean-shaven. Mustache will be kept properly trim.

## 2. Uniformed Female Employees

- a. The hair must be clean, well groomed, and neat. It must not contain an apparent excessive amount of grease, creams, oils, gels, and/or spray,
- b. The hair in front will be groomed so that it does not fall below the eyebrows and will not protrude below the band of properly worn headgear.
- c. The hair will not extend in length, on back and sides, below the bottom of the collar.

d. Hair that is worn up must be styled in such a manner as to prevent any loose hair.

e. Hair will not be worn in braids, ducktail, cornrows, pigtailed, dog-ears, ponytails, and/or punk rock type hair styles (provided that a braided bun is permissible).

f. Ornamentations or ribbons are not permissible, except plain, inconspicuous pins similar in color to the individual's hair may be worn.

g. Hair will not be dyed or streaked an abnormal color.

h. If a wig or wiglet is worn it must conform to the same standards required for natural hair. It should be of good quality and proper fit,

i. No extreme or abnormal hairstyles within these guidelines will be permitted.

#### 4.10.10 **HEADGEAR**

Only HCSO uniform issued headgear will be worn

##### **Wearing the Hat**

Employees in uniform will not be required to wear headgear inside buildings or automobiles. Unless a uniformed employee is conducting official business with the public, the wearing of headgear in the parking lots or grounds of the HCSO the wearing of the hat will be optional. Employees will wear proper uniform headgear when outside unless extenuating circumstances exist that make the wearing of the hat impractical. Hat protectors must be worn during inclement weather.

1. The western-style hat will be worn well balanced on the forehead and aft and sideways.

2. Wearing of the western-style hat is optional while performing other employment; however, no alternate headgear will be worn in lieu of the western-style hat.

3. Riot Helmets. When assigned to riot duty, issue-type riot helmets will be worn.

4. Rain Hats. Only issue-type rain hats covers will be worn.

**SHIRTS, TROUSERS, AND JACKETS**

1. Uniform Shirt, Long Sleeve and Short Sleeve. Only an issue shirt will be worn. The shirt collar will be closed on the long sleeve shirt and the tie worn in proper position. No visible appliances such as collar pins, wires, or clasps will be worn.

2. The short sleeve shirt will be worn without a tie, unless it is designed to be worn with a tie as described in the wearing of mixed uniforms. No visible undershirt will be worn with short sleeve, open collar shirt. Sergeant chevrons will be worn below the shoulder patches in the same manner as on the long sleeve shirt. There will be one service shoulder patch on each sleeve of the uniform shirt. The same instructions that apply to the long sleeve shirt will apply to the short sleeve shirt in regard to the shoulder patch location. Shirt sleeves will not be rolled or folded. Supervisors are authorized to permit wearing of long sleeve shirts and ties in summer when a situation, condition, or occasion calls for it (formal occasion, health reasons, etc.).

a. The two pocket flaps and the two epaulets will be buttoned. Flat, disfigured buttons will not be worn. Bulky articles will not be carried in shirt pockets. Pencils, pens, police whistles, or other accessories will not be worn in a visible position, except that the clasp of a pen or pencil may show over the pocket flap. Sharp instruments such as long pencils which may punch holes in the bottom of the shirt pocket will not be worn.

3. Trousers: Only issue trousers will be worn with the uniform. The waist shall fit snugly against the body to prevent bulges and discomfort. The seat of the trousers shall not be allowed to droop or form a horizontal roll. The ends of the trouser legs shall be worn without cuffs and shall extend at least below the tops of low-quarter shoes, but shall not extend lower than the juncture of the heel sole and the upper of the shoe. Pocket flaps shall be buttoned.

4. Uniform Jacket. Uniform jackets are provided for winter wear and, when issued, unapproved outer garments will not be worn with the uniform. This regulation is not intended to prevent the use of heavier outer garments of issue-type during severe weather.

5. Outer Coats

Rain-gear. Issue-type rain gear should be worn when weather conditions require it; however, personnel are permitted to wear transparent or clear, non-colored plastic rain gear.

**LEATHER GOODS**

1. Footwear. Only plain, smooth grain leather (or clarino type), black footwear shall be worn with the uniform. Approved uniform footwear for routine duty assignments shall consist of shoes, Wellington type boots, and western boots (both lacer and pull on types). Boots shall have smooth tops without fancy stitching and may not have tassels or other accoutrements. All uniform footwear will have walking heels not over one and one-half (1-1/2) inch«« (3.81 cm) in height. All footwear shall be equipped with rubber heels. Soles may not have lugs or cleats. Black rubbers boots may be worn with the uniform during inclement weather. The toe of the uniform footwear shall be plain, rounded toe without stitching except around the sole with the following exceptions.

The following types of alternate footwear are approved for wear during special duty assignments, but not approved to be worn with the uniform on routine duty: military style combat boots. Gortcx style hiking boots, and soft-sole umpire style shoes. Alternate approved footwear will be plain, black, smooth (leather appearance), and rounded toe without stitching except a round sole. Special assignments include riot duty, training, road blocks. and other special assignments as approved by the Sheriff.

2. Gear belts shall be worn in a position over and concealing the trouser belt at all times. The buckle shall be centered in front and the end of the belt shall be kept in place with the attached keeper. The four issued keepers shall be worn to maintain the belt in proper position. Two keepers shall be worn about four inches apart near the middle of the back, one on each side of the spinal column. The other two keepers may be placed where they will best support the gun, hide the trouser belt, and provide the most comfort.

3. The gun holster shall be centered over the stripe on the trouser leg and shall not be worn over the buttocks. The set screws on the issue holster shall be tightened sufficiently to keep the holster in proper position. The safety snap on the holster shall be snapped except when circumstances dictate other-wise.

4. Magazine Holder. The issue magazine holder should be worn in a position that is tactically sound for the individual officer and shall be fully loaded at all times.

5. Handcuff Cases. Handcuffs will be worn on the belt encased in a black case and worn above or directly behind the trouser stripe on the opposite side of the holster.

6. Gloves. Only black leather gloves shall be worn with the uniform.

4.10.13

**ACCESSORIES WORN WITH THE UNIFORM**

1. Tie. A regulation issue, four-in-hand-type choke-proof necktie shall be worn by uniformed employees. The tie shall be worn so that it fits up snugly between the collar points. Both ends of the tie shall be worn outside the shirt.

4.10.14

**BADGES AND INSIGNIA OF RANK**

Only the official issue badge shall be worn. The badge shall be worn over the left shirt pocket, pinned to the reinforced patch provided. The badge shall not be worn on the uniform Jacket or heavy winter coat. During a period of mourning, and while attending the funeral of a HCSO employee or any other peace officer, uniformed members of the HCSO may wear a strip of black tape or Department issue "In Memory Or badge cover horizontally across the face of their badge (as shown in Figure 7).

**Insignia of Rank Rank insignia shall consist of the following:**

<b>Sheriff</b>	<b>Gold Single Stars</b>
<b>Chief Deputy</b>	<b>Colonel Insignias</b>
<b>Commander</b>	<b>Gold Oak Leaf Insignias</b>
<b>Captain</b>	<b>Gold Double Bars</b>
<b>Lieutenant</b>	<b>Gold Single Bar</b>
<b>Sergeant</b>	<b>Gold Sergeant Stripes</b>

**Name Plates:**

Name plates of the metal type are to be used. These are to be of the same type that D.P.S. uses. Non-ranking members of the HCSO shall wear a name plate that is silver in color. Ranking employee shall wear name plates that are gold in color similar to their rank. All HCSO employees when in full uniformed will wear a name plate. The name plate, when worn without ribbons, will be placed 1/8 inch above the right breast pocket and centered. When the nameplate is worn with ribbons, it shall be placed 1/8 inch below the top of the right breast pocket seem.

#### 4.10.15

#### PATCHES, EMBLEMS AND AWARDS, AND PROTECTIVE BODY ARMOR VEST, PATCHES;

Shoulder patches will be worn on both shoulders of the uniform shirt and jacket. On the shirt, the patch shall be sewn on and centered on the sleeve one inch (1" inch) below the shoulders seem. On the jacket, it shall be sewn on and centered on the sleeve one inch (1" inch) below the jacket yoke at the shoulder.

#### **EMBLEMS AND AWARDS;**

Emblems indicating time in service and other departments approved awards will be designed to be worn over the right breast pocket of the uniform and above the name plate.

Where and When to Wear Awards:

All awards are mandatory on all Class A uniforms

Awards are optional on Class B and Class C uniforms

Ribbons will be worn above the right breast uniform shirt pocket.

Ribbons will be worn in sets of one , two, or three not to exceed ten ribbons

Ribbons shall be placed in order of importance.

left to right – highest ranking on left, lowest ranking on the right as one faces the uniform

Top to Bottom – highest ranking on top, lowest ranking on the bottom as one faces the uniform

The wearing of an unauthorized or unearned ribbon shall be subject to disciplinary action.

#### 4.10.16

#### PROTECTIVE BODY ARMOR VESTS

Protective Body Armor Vests are provided for the safety and protection of those HCSO employees assigned to, or required to take law enforcement action. It is, therefore, the policy of the HCSO that any uniformed deputy assigned to law enforcement duties as their primary function will be required to wear a protective body armor vest while on duty. Any other non-uniform deputy, supervisor, or command staff member will be required to wear a protective body armor vest if actively engaged in a law enforcement activity.