



# Charleston County Sheriff's Office Policy and Procedures Manual

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**Sheriff Carl Ritchie**

## 2-13 Agency Dress Code

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference:

CALEA Standards Reference: 22.1.8, 22.2.5, 26.1.1, 41.3.4, 41.3.5, 41.3.6

NCCHC Standards Reference:

SCLEA Standards Reference:

SC Minimum Standards: 27.4

*This policy dated 1/28/2025 replaces prior policies cited above and supersedes all previously issued directives.*

**I. Purpose:**

Law Enforcement is a profession and vocation. All agency member's appearance provides the initial assessment of that professionalism. Our appearance is the first outward expression of how we intend to represent ourselves and our community. When deputies arrive on scene to any incident or situation, everyone will take mental note of how well or how poorly we are dressed. In some cases, that mental note will determine how they react to the deputy. It will be a large determining factor in how the community interacts and the level of respect given to Sheriff's Office employees. Dressing well and having respect for the uniform and your appearance will lead to the logical conclusion that you are a disciplined and educated steward of the profession.

Given that our community is so multicultural, requires that we represent all equally and without bias. One of the ways we will accomplish this is through representing ourselves, across-the-board, in a non-biased and inclusive way. To do this, deputies and some non-sworn employees will be required to wear uniforms as a means of demonstrating our multicultural commitment. Proper wear of the uniform should be a matter of personal pride and display the amount of respect an employee has for their service to community as well as those who have worn it and died wearing it. It is also indicative of esprit de corps and morale within the agency. Agency members have individual responsibility for ensuring their appearance reflects the highest level of professionalism. Therefore, all agency members and leaders at all levels have the responsibility of implementing and applying the standards contained in this policy.

**II. Policy:**

This policy prescribes the authorization for wear, composition, and classification of uniforms and the occasions for wearing uniforms and personal equipment. It prescribes the uniforms, awards, insignia, and accoutrements authorized for wear. It also prescribes standards of personal grooming for sworn and non-sworn employees of the Charleston County Sheriff's Office. The uniform specifications and personal appearance standards promulgated by this procedure apply to and should be adhered to by all employees of the Charleston County Sheriff's Office.

Portions of this policy are punitive. Violation of the specific prohibitions and requirements of specific portions by employees may result in adverse administrative action. Only employees with written approval from the Sheriff, or designee, through their chain-of-command, will be exempt from these provisions. (Ref: CALEA 26.1.1)

III. Definitions:

- A. For purposes of this procedure, the word “deputy” applies to all agency employees with a certification classification of Class I, Class II, or Class III, or Reserve Deputy as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term.

1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, and
  2. civilian, non-sworn employee.
- B. *Employee*: When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).
- C. *Male*: Inclusive of those who identify as male.
- D. *Female*: Inclusive of those who identify as female.
- E. *Eccentric*: Unconventional and/or slightly strange.
- F. *Faddish*: As of or belonging to an ongoing, widely shared and intense enthusiasm for something, especially one that is short-lived and without basis in the object’s qualities; a craze.
- G. *Tapered*: The appearance of hairstyles and is defined as the hair conforming to the shape of the head, curving inward to the natural termination point at the base of the neck.

IV. Procedure:

- A. Uniforms and Equipment:
1. All uniforms and equipment issued to agency employees are vested in the Charleston County Sheriff's Office. Uniforms and equipment will only be worn and used in strict compliance with this procedure. Only uniforms, accessories, and insignia prescribed in this regulation, and approved by the Sheriff, or designee, will be worn by employees of the Charleston County Sheriff's Office.

2. Notwithstanding that we are all different, the agency has taken great steps toward accommodating as many body types as can be, within reason. As a result, if a uniform item (i.e., issued pants, shirts, or jackets, etc.) doesn't fit correctly, Logistics personnel will arrange necessary alterations with the contracted seamstress/seamster.
3. The Sheriff's Office will provide all uniformed employees with uniforms and required equipment as needed in the performance of their duties. No item governed by this regulation will be altered in any way that changes the basic design or the intended concept of fit, including plating, smoothing, or removing detailed features of metal items, or otherwise altering the color or appearance.
4. Omission of an item in this procedure is not to be construed as permissive and/or approved.
5. Requests to reproduce or cause to be reproduced any official emblem of the Charleston County Sheriff's Office will be forwarded by memorandum through the employee's chain-of-command to the Sheriff or designee.  
(Ref: CALEA 41.3.4)
6. All uniformed employees will maintain a high standard of professional dress and appearance. Uniforms will fit properly. Uniformed employees must keep uniforms clean and serviceable. Uniformed employees will roll-press or steam iron all worn uniforms, as necessary, to project a professional image.
7. Religious clothing and apparel exceptions may be authorized by the employee's Chief Deputy. Considerations will be made while keeping the employee's safety in mind as well as the facilities they work in. Any religious clothing and apparel that will change the appearance of the uniform or hinder the employee's ability to perform their daily functions will be prohibited.

**B. Personal Appearance:**

1. The Charleston County Sheriff's Office is a uniformed agency where trust, discipline, and professionalism are judged, in part, by the manner in which a member of this agency wears their prescribed uniform, as well as by the individual's personal appearance. Therefore, a neat and well-groomed appearance by all members of this agency is fundamental to building rapport with the public and

building pride and esprit de corps among the members of the agency. Therefore, supervisors will ensure that deputies and non-sworn employees assigned to their respective units are aware of the grooming and appearance provisions of this policy and will conduct periodic inspections to ensure compliance. In the absence of specific procedures or guidelines, supervisors must determine an employee's compliance with standards in this policy. The standards of personal appearance and grooming are as specific as is practicable in order to establish the parameters with which employees must comply. Deputy sheriffs must take pride in their appearance at all times, in or out of uniform, and both on and off duty. (Ref: SCLEA 27.4)

2. Sworn and non-sworn employees will present a professional image at all times and will continue to set the example in presence, both on and off-duty. Many hairstyles are acceptable, as long as they are neat and conservative. It is not possible to address every acceptable hairstyle, or what constitutes eccentric or conservative grooming. Therefore, it is the responsibility of supervisors at every level to exercise good judgment in the enforcement of this policy. Hairstyles that pose a health or safety hazard are not authorized. The manner in which hair is worn shall be professional and safe for the assignment of the employee. Hairstyles (including bulk and length of hair) that do not allow deputies to wear headgear properly, present an unnecessary safety risk, or that interfere with the proper wear of any protective equipment, are prohibited. Headgear will fit snugly and comfortably, without bulging or distortion from the intended shape of the headgear and without excessive gaps between the headgear and the head. When headgear is worn, hair should not protrude at distinct angles from under the edges. If you choose to dye, tint, bleach, or otherwise artificially color their hair, then they must choose natural hair colors that do not detract from a professional appearance. Without expressed approval, applied hair colors that are prohibited include, but are not limited to, purple, blue, pink, green, orange, bright ("fire engine", unnatural) red, and fluorescent or neon colors.
3. All fingernails, regardless of gender identity, will be kept clean and neatly trimmed by all employees. The fingernail shall be kept no more than ¼" past the end of the fingertip in a square or gently oval shape (no points). Male deputies will keep nails trimmed so as to not extend beyond the fingertip and are authorized clear fingernail polish. Female deputies are authorized to wear one color at a time and all fingernails will match. The wearing of fluorescent, or multi-colored polishes or nails is not authorized.

Ornate decoration (such as gems) or ornamentation of the fingernail polish (e.g., painted pictures, scenes, stickers, design, etc.) is not authorized. "French manicure" is authorized as long as it does not exceed the length requirement and is worn in the traditional pink and white. All employees, deputies in particular, are discouraged from wearing primary colors as they are very often associated with common street gangs. This can cause an unwanted association, thus presenting a safety concern for the employee. Authorized colors of fingernails include, but are not limited to, neutrals, greys, browns, greens, beiges, pinks, mauve, plum, and burgundy. Deputies will be ordered to trim fingernails or remove polish if a supervisor determines the employee is in violation of this policy for any of the above prohibitions. If a supervisor determines an employee's fingernail length detracts from a professional image, presents a safety concern, or interferes with performance of duty, the employee will be ordered to return to the parameters of this policy as soon as is practical.

4. Male grooming will conform to the following standards:
  - a. The hair on top of the head must be kept neatly trimmed and groomed. The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance, not fall over the ears, and not extend lower than the top of the shirt collar at the back of the neck, when standing in a normal posture.
  - b. Haircuts will not be groomed, shaped, or styled in any manner determined by the Sheriff and Executive Staff to be eccentric.
  - c. Dyed, tinted, or bleached hair must be within a naturally occurring color range and must be professional in appearance. Naturally occurring color range does not include and is not limited to unique hair colors, such as pink, blue, purple, or green.
  - d. Sideburns will be neatly trimmed and no longer than the bottom of the ear hole. Sideburns will not be styled to taper, flair, or come to a point.
  - e. Mustaches are permitted but must not extend below the upper portion of the top lip and may not extend to the side of the mouth more than ½-inch. The ends of the mustache will not be twisted or waxed. If worn, mustaches will be of natural color and kept neatly trimmed, tapered, and tidy. Eyebrows shall be

neat and tidy.

- f. Beards and goatees are permitted. Beards and goatees will be in compliance with the personal grooming standards as set forth below.
  - i. Beards and goatees must be neat and trimmed in a conservative manner that presents a professional appearance. They will be naturally colored and will not exceed  $\frac{3}{4}$ -inch in length and/or thickness. Patchy, spotty, or clumps of facial hair are not permitted.
  - ii. Facial hair will be worn in such a manner as to represent an overall neat, polished, and professional appearance. Facial hair will not be groomed, shaped, or styled in any manner that is eccentric (e.g., chinstraps, soul patches, or handlebar mustaches). Reporting for duty unshaven or with a "5 o'clock shadow" is not permitted.
  - iii. The Sheriff and the Executive Staff will have the final authority in determining the professional appearance of facial hair worn by agency employees. All supervisors are responsible for monitoring the day-to-day grooming standards of their employees.
  - iv. Facial hair must follow the jaw line and will not extend beyond the laryngeal prominence (i.e., Adam's apple).
  - v. The neck area will always be kept clean shaven.
  - vi. Facial hair must not interfere with the proper fit of agency issued gas masks or Self-Contained Breathing Apparatus (SCBA), which are worn/used by any applicable employee. Per OSHA standard 1910.134 (g) (1) (i), this requires that facial hair does not protrude under the respirator seal or extend far enough to interfere with the device's valve function.
  - vii. Members of the Honor Guard are not permitted to have beards or goatees while participating in official events.
  - viii. The Sheriff along with unit commanders reserve the right to direct employees to shave for formal occasions, events, or as needed.

- ix. Any violation will be subject to disciplinary action with the exception of approved and documented medical or religious reasons. Documented religious or medical exemptions should be addressed with the employee in the most minimally invasive way possible. (e.g., religious text or affidavit from the employee's religious leader). (Ref: SCLEA 27.4)
- 5. Female grooming will conform to the following standards:
  - a. The hair on top of the head must be kept neatly groomed. The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance. The length or bulk of hair may not interfere with the normal wear of authorized headgear, protective masks, or equipment. Female hairstyles will fall in one of three main categories as a means to clarify language regarding length and bulk: short length, medium length and long length. The requirements for hair are to maintain uniformity and safety within the agency for deputies while in uniform.
  - b. Female uniformed deputies may wear their hair in contemporary styles to present a professional appearance. Hairstyles will present a professional appearance. The length or bulk of hair will not extend below the bottom of the uniform collar (*see also paragraph 4(j) infra*).
  - c. *Short length:* Short hair is defined as hair length that extends no more than 1 inch from the scalp (excluding bangs). Bangs, if worn, may not fall below the eyebrows, may not interfere with the wear of all headgear, must lie neatly against the head, and may not be visible underneath the front of the headgear. The width of the bangs may extend to the hairline at the temple.
  - d. *Medium length:* Medium length hair is defined as hair that does not extend beyond the lower edge of the collar (in all uniforms) and extends more than 1 inch from the scalp. Medium hair may fall naturally in uniform and is not required to be secured. When worn loose, graduated hair styles are acceptable, but the length, as measured from the end of the total hair length to the base of the collar, may not exceed 1 inch in difference in length, from the front to the back. Layered hairstyles are also authorized, so long as each hair's length, as

measured from the scalp to the hair's end, is generally the same length giving a tapered appearance. Bangs, as described in paragraph 4(c) above, apply. No portion of the bulk of the hair, as measure from the scalp, will exceed 2 inches.

- e. *Long length:* Long hair is defined as hair length that extends beyond the lower edge of the collar. Long hair will be neatly and inconspicuously fastened or pinned above the lower edge of the collar, except that bangs may be worn. Bangs, as described in paragraph 4(c) above, apply. No portion of the bulk of hair, as measured from the scalp as styled, will exceed 2 inches, except a bun, which is worn on the back of the head and may extend a maximum of 3 ½ inches from the scalp and be no wider than the width of the head.
- f. Females may not wear braided hair, except for the purpose of placing said braided hair in a bun or otherwise securing the braid to the head (see paragraph 4(h) infra).
- g. Hair-holding devices are authorized only for the purpose of securing hair. Deputies will not place hair-holding devices in the hair for decorative purposes. All hair-holding devices must be plain and of a color as close to the deputy's hair as is possible or clear. Authorized devices include, but are not limited to, small plain scrunchies (elastic hair bands covered with material), barrettes, combs, pins, clips, rubber bands, and hair or head bands. Such devices should conform to the natural shape of the head. Devices that are conspicuous, excessive, or decorative are prohibited. Some examples of prohibited devices include, but are not limited to large, lacy scrunchies; bows, claw or alligator clips; clips, pins, or barrettes with butterflies, flowers, sparkles, gems, or scalloped edges; and bows made from hairpieces. Hairnets are not authorized unless required for health or safety reasons.
- h. Medium and long hair may be styled with braids, cornrows, twists, or locks. Each braid, cornrow, twist, or lock will be of uniform dimension, have a diameter of no greater than ½ inch, and present a neat, professional, and well-groomed appearance. Each must have the same approximate size of spacing between the braids, cornrows, twists, or locks. Each hairstyle may be worn against the scalp or loose (free hanging). When worn loose, such hairstyles must be worn per medium hair length guidelines or secured to the head in the same

manner as described for medium or long length hairstyles. Ends must be secured inconspicuously. When multiple loose braids, twists, or locks are worn, they must encompass the whole head. When braids, cornrows, twists, or locks are not worn loosely and instead worn close to the scalp, they must stop at one consistent location of the head and must follow the natural direction of the hair when worn back, which is either, in general, straight lines following the shape of the head or flowing with the natural direction of the hair when worn back with one primary part in the hair. Hairstyles may not be styled with designs, sharply curved lines, or zigzag lines. Only one distinct style may be worn at one time. Braids, cornrows, twists, or locks that distinctly protrude (up or out) from the head are not authorized.

- i. Hair extensions are authorized. Extensions must have the same general appearance as the individual's natural hair and otherwise conform to this regulation.
6. Jewelry worn on the hands, wrists and fingers will be limited to a wristwatch; and either a wrist religious, identification, or plain jewelry-type bracelet; wedding/engagement ring or set and one other ring, (e.g., class, school or organization ring). Employees may also wear an activity tracker, pedometer, or heart rate monitor. Visible neck jewelry is prohibited for uniformed sworn employees. The wearing of jewelry is optional, and if damaged or lost while in the performance of duty, they will not be repaired or replaced at the expense of the agency. Attaching, affixing, or displaying objects, articles, or jewelry, or ornamentation to, through, or under the skin, tongue, or any other visible body part is prohibited (except earrings as described in paragraph 7, below).
7. Earrings are permitted to be worn by any female employee. Earrings worn by uniformed female employees may not exceed ½" in diameter and not protrude outwardly or below the tip of the ear lobe. Earrings must fit snugly against the ear and must be a matched pair with only one earring per ear. Earrings worn by female non-uniformed employees must be of good taste and present a professional appearance. The wearing of more than one pair of earrings, such as more than one per ear, by uniformed female employees is prohibited. Post type earrings are preferred; however, "huggie" hoops may be worn. Non-uniformed employees may wear drop earrings or larger hoops; however, must be less than 2" in diameter. Chain linking hardware is prohibited for all employees.

8. The words tattoo and brand are interchangeable in regard to this policy. All employees must take into consideration the affect their individual tattoos may have on the community members they are interacting with and the communities they are working in. Tattoos that are detrimental to this profession and therefore prohibited for any employee include, but are not limited to, those that espouse extremist ideology, are indecent, are sexist, and/or racist. Except for permanent makeup (*see paragraph 10, below*), tattoos, regardless of subject matter, are prohibited on the head, face, inside the eyelids, mouth, and ears. Employees who have tattoos or brands are responsible for ensuring that the tattoos are not offensive. Decisions on the perspective or location of a visible tattoo and/or its direct or perceived offensiveness should be directed to that employee's chief deputy via memoranda through the employee's chain of command. Supervisors may ask an employee to cover a tattoo until decision has been made.
9. Body modification to any area of the visible body is prohibited, unless necessitated by deformity or injury. Body modifications include, but are not limited to:
  - a. tongue splitting or bifurcation;
  - b. complete or trans-dermal implantation of any object(s) other than hair replacement;
  - c. abnormal shaping of the ears (e.g., gauging), eyes, or nose; and
  - d. abnormal filing of the teeth.
10. Standards regarding cosmetics are necessary to maintain uniformity and to avoid extreme or unprofessional appearance. The wear of cosmetics is authorized with all attire provided they are applied modestly and conservatively, and that they complement the employee's complexion and attire. Eccentric, exaggerated, or faddish cosmetic styles and colors are inappropriate and are prohibited. Permanent makeup, such as eyebrow or eyeliner, is authorized as long as the makeup conforms to the standards outlined above. No make-up stamps or stick-on items (e.g., rhinestones, etc.) are allowed. Uniformed deputies will not wear shades of lipstick that distinctly contrast with the natural color of their lips, that detract from the uniform, or that are faddish, eccentric, or exaggerated.

11. Employees will maintain good personal hygiene and grooming on a daily basis while on duty and wear the uniform so as not to detract from their overall appearance.

**C. Uniform Appearance and Fit:**

1. All employees will maintain a high standard of dress and appearance. Uniforms will fit properly; trousers will not fit tightly; and employees must keep uniforms clean, serviceable, and pressed as necessary. Deputies must project a professional image of public service. Deputies will ensure that articles carried in pockets do not protrude from the pocket or present a bulky appearance.
2. Deputies may attach keys or key chains to the uniform when in the performance of their duties. Keys or key chains will be kept inside pockets or securely attached and out of view. Keys, key chains, or electronic devices will not be worn during inspections or ceremonies unless specifically authorized by the inspecting official. Deputies will keep uniforms buttoned, zipped, snapped, and closed. They will ensure metal insignia are free of scratches and corrosion and are in proper luster or remain properly subdued, as applicable. Employees will keep shoes and boots cleaned and shined. Trousers, slacks, and the sleeves of shirts will be creased. Class A and B shirts will have military creases.
3. Deputies are prohibited from wearing a uniform while on light duty. While on light duty, deputies will wear appropriate business attire and maintain personal grooming standards as set forth in paragraphs B(1-11) supra, except for the cases of medical necessity (*see paragraph T*).
4. Uniform items purchased by individual deputy sheriffs must conform to the regulations herein. No manufacturer logos or otherwise will be visible on any uniform item. Authorized accessories and appurtenances for these uniform items will be described for each within the body of this policy. Uniform items issued by the Charleston County Sheriff's Office Logistics personnel are exempt from this regulation.  
(Ref: CALEA 41.3.4)

**D. Distinctive Uniform Items:**

1. The Charleston County Sheriff's Office badge is a gold, six-point pommee star with the seal of the State of South Carolina inescutcheon

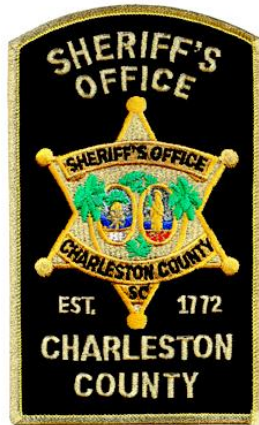
with palmetto trees supporting. The words "SHERIFF'S OFFICE" are inscribed in honor on a scroll. The words "CHARLESTON COUNTY" are inscribed nombril, also on a scroll directly below the palmetto trees. The words describing the wearer's appropriate rank/position, e.g., "DEPUTY" are inscribed middle chief, and the letters "S.C." middle base. The word "DEPUTY" is changed in relation to the deputy sheriff's rank. Authorized words to describe rank/position are: Deputy, Investigator, Master Deputy, Detective, Sergeant, Lieutenant, Captain, Major, Chief Deputy, Undersheriff, and Sheriff. The badge is copyrighted and requires approval to be reproduced (see Fig. D-1).

2. The breast badge issued by the agency will be worn over the left pocket and will stand alone while wearing the Class A uniform and staff jacket. Badges adorned with a deputy sheriff's name engraved thereupon are not authorized to be worn on the uniform. The Sheriff's Office breast badges will not be defaced in any way by polishing with abrasives or buffing wheels. Badges will only be cleaned in accordance with the manufacturer's instructions. The badge will be affixed to the shirt in the manufacturer space provided.



**Figure D-1 Breast Badge**

3. A black mourning band may be affixed to the breast badge (Class A uniform) or issued mourning pin (Class B and D uniforms), at the direction of the Honor Guard Commander and authorized by the Sheriff or designee.
4. The shoulder patch of the Charleston County Sheriff's Office is distinctive and affords easy identification of the wearer as a Charleston County Deputy Sheriff. A sable field with gold border, the words, "SHERIFF'S OFFICE" are block written embowed chief, with the words, "CHARLESTON COUNTY" flat across the base. The breast badge inescutcheon fess point. The letters "Est." dexter base and the numbers "1772" sinister base. Authorized according to a Detention Deputy Sheriff's primary duty position the words "COURT SECURITY" or "DETENTION" may be written flat base. This moves the former to nombril point.



**Figure D-2 Authorized Agency Patch**

5. As part of the Class A, B, C, and D uniform (to include jackets, sweaters, and parkas), patches will be worn on both sleeves, with the uppermost portion of the patch sewn in the centerline formed by the epaulet, ½ inch below the seam. Unsightly or worn-out patches will be replaced immediately. The patch is presented in both the full color patch and the subdued color patch (see Fig. D-2).
6. The deputy sheriff's nameplate, when worn as part of the Class A uniform, will be gold in color with the deputy sheriff's last name in black lettering, and will be worn centered immediately over and parallel to the right breast pocket. When worn as a part of the Class B uniform, the nameplate will be black background edged in gold colored thread with name embroidered in same thread; worn centered immediately over, and parallel to the right breast pocket. The nameplate will be issued by Logistics personnel in a designed approved by the Sheriff or designee. No rank designation will appear on the nameplate. A deputy sheriff's first and middle initials are authorized, preceding the last name (Refer to Appendix).
7. Longevity pins, marksmanship badges, and pins of associations are not permitted on any uniform.
8. Approved in writing by the Sheriff or designee, awards may be worn with the Class A uniform on the wearer's right side, 1/8 inch above, parallel to, and centered on the name plate. Wearing of these items is optional. If worn, Sheriff's Office awards/medals have precedence over all awards (i.e. SCCJA awards). A maximum of three awards will be worn on a row. The fourth and subsequent awards will be centered directly above the preceding row and in a descending order from the

left to right. Awards will be worn with the highest-ranking award on the top row, closest to the left breast. Cloth awards and enameled awards may not be worn together, one type or the other. Refer to Appendix for a list of approved awards and precedence.



**Figure D-3 Pin Placement Class A long-sleeved shirt**

9. The wearing of pins is optional for the Class A uniform. Pins will be worn over the right breast pocket of the Class A uniform  $\frac{1}{4}$ -inch above awards/medals, or  $\frac{1}{4}$ -inch above the nameplate if no awards or medals are worn. No more than four pins may be worn on the Class A uniform and no pins will be worn on the Class B uniform. If more than one pin is worn, each pin will be worn  $\frac{1}{4}$ -inch above the nameplate (or awards/medals, if worn) with  $\frac{1}{2}$  inch between pins; centered on the nameplate. No more than two pins can be worn in a row, maximum of two rows of pins, with  $\frac{1}{4}$ -inch between rows. In those instances where the lapel obscures the pins, employees may wear the pins on top of the other with  $\frac{1}{4}$ -inch between pins, centered on the nameplate. No more than two pins may be worn in this manner. Deputy sheriffs have discretion for placement of the specific order of pins worn (*see Fig. D-3*).
  10. Other institutions patches, unless approved by the Sheriff or designee, are not permitted on any uniform, (e.g., South Carolina Criminal Justice Academy).
- E. Wear of Eyeglasses, Sunglasses, and Contact Lenses:
1. All employees' eyewear (to include leash cords) will not include political slogans, designs, or be otherwise offensive to others with regards to extremist ideology(ies), sexism, or racism. Leash cords worn while in uniform must be black in color. Fluorescent, brightly colored, or multi-colored leash cords are not permitted for wear by

employees in uniform. Conservative prescription eyeglasses are authorized for wear by all employees. Glasses worn while in uniform must maintain a conservative-style. Plain, black or dark colored, glasses are the preferred style. Glasses that are whimsical, eccentric, or so large or small as to be otherwise overly distracting are not authorized for wear while in uniform.

Contacts that color the iris are allowed. Contacts that are stage make-up or are for costuming is prohibited. The eyes should not look substantially different. This allows only for the slight tinting of the iris. Unnatural colors will only be approved through the employee's chain-of-command prior to being worn.

2. Special identification badges essential to the performance of duty (e.g., Interagency Operations Center, Charleston County Aviation Authority, etc.) will be authorized by their captain. If such badges are worn, they will be worn from either a clip or lanyard that presents a professional appearance and does not interfere with the deputies uniform or present a safety hazard. No fluorescent, brightly colored, or multi-colored lanyards are permitted.

**F. Wear of Personal Protective or Reflective Clothing:**

1. Deputies will wear issued protective headgear as directed by their immediate supervisor and according to their captain's guidelines.
2. Issued reflective vests or high-visibility clothing will be worn by deputies while on scene at all major events, in times of inclement weather or limited visibility. Deputy sheriffs will wear issued reflective vests while on the scene of motor vehicle accidents or directing traffic for any amount of time. Deputy sheriffs involved in emergency actions that require immediate reaction such as initial arrival at motor vehicle accidents with injuries or reported possible injuries need not initially wear the reflective vest. However, as other emergency personnel arrive on scene and as the life-saving measures of the responding deputy sheriff change to traditional policing activities, the reflective vest must be donned.

(Ref: CALEA 61.3.2 item e)

**G. Utility and Special Uniform Items:**

1. Deputies may only wear the issued all-weather jacket, authorized MA-1 type jacket, or authorized lightweight jacket (e.g., 5.11 jacket). Traffic Services Unit motorcycle operators are authorized jackets approved

- by the Traffic Services Unit guidelines. (Ref: CALEA 41.3.4)
2. No Sheriff's Office issued or authorized jackets should be worn over civilian clothing, except for recognition purposes during search warrants, emergencies, etc.
  3. Sergeants and above will wear issued rank insignia on all jackets and sweaters.
  4. MA-1 type flight jacket, worn with the Class B or C uniform, must be a quality jacket that meets the following specifications: (*see Fig. G-1*)
    - a. black nylon satin or 210 denier outer shell;
    - b. black knit collar, wristband, and cuffs;
    - c. two outer diagonal snap-close or hook and latch-close front pockets;
    - d. zippered combination utility/pen pocket on left sleeve; and
    - e. reversible jacket with safety orange liner.
  5. The issued all weather jackets and the MA-1 type jacket will have an embroidered badge sewn over the left breast and agency shoulder patches affixed to both sleeves.
  6. Rank insignia will be sewn-on and affixed to the epaulets of the all-weather jacket (*Refer to Appendix*).
  7. A rain jacket/suit will be issued and will follow specifications as specified by the logistics supervisor with approval from the Sheriff.



**Figure G-1 MA-1 type jacket**

**Figure G-2 All-weather jacket**

8. All-weather jacket can be worn with all uniforms. This jacket will be issued and will follow specifications as specified by the Logistics Lieutenant with approval from the Sheriff (*see Fig. G-2*). Rank insignia will be sewn-on and affixed to the epaulets (*Refer to Appendix*).
9. Cold weather fleece pullover shirt is authorized and will be a black shirt made from a knitted polyester fiber pile with a reinforced shoulder and elbow patches, a convertible turtleneck collar, ¼ front zipper, elastic draw cord waist, hook-and-pile cuff tabs, and two lower hand-warmer pockets. Agency shoulder patches on both sleeves and embroidered badge affixed to the right breast, the fleece is authorized for wear with the Class B and C. The fleece will be of pullover design and meet specifications approved by the Sheriff or designee. Sleeve rank insignia will be worn on the fleece by sergeants and below. Lieutenants and above will wear epaulets insignia in the same manner as the MA-1 jacket. Shirt collar will be tucked, and draw cord drawn so that the shirt does not interfere or cover the duty belt. No other accoutrements are authorized. Deputies can purchase this item at their own expense (*see Fig. G-3*). (Ref: CALEA 41.3.4)
10. The only sweater authorized for wear with the Sheriff's Office uniform is the command sweater, which deputy sheriffs may purchase at their own expense. It is only authorized to be worn with the Class A uniform. The command sweater is black wool with the embroidered badge sewn over the left breast and agency shoulder patches affixed to both sleeves. The sweater will be worn tucked in or the bottom rolled under in such a manner as not to interfere with the duty belt equipment. Rank insignia will be sewn-on and affixed to the epaulets (*see Fig. G-4*). (Ref: CALEA 41.3.4)



**Figure G-3 Fleece shirt**



**Figure G-4 Command sweater**

11. The lightweight jacket (e.g., 5.11 jacket) is authorized for wear by all sworn employees. The lightweight jacket will be of a design approved by the Sheriff or designee, black in color and worn with the Class A, B, or C uniform. The lightweight jacket will have the embroidered breast badge sewn over the left breast with agency shoulder patches affixed to both sleeves. Sergeants and above will wear non-subdued, sewn-on epaulet insignia. This jacket will be worn so that it does not cover or interfere with the duty belt equipment. Deputies can purchase this item at their own expense. (Ref: CALEA 41.3.4)
12. Issued headgear will not normally be worn inside buildings while conducting Sheriff's Office business unless needed for immediate identification. Specialized units may be exempted from this requirement per approval of their respective chief deputy. Deputy sheriffs involved in emergency actions that require instant reaction such as a foot pursuit need not wear headgear.
13. The straw hat is to be worn with the Class A uniform. Sworn employees will wear the hat with a noticeable tilt to the front, so the brim of the hat is not flat on the head or touching the ears. The black leather strap, issued with the hat, is worn threaded through the appropriate eyelets in the brim of the hat, so that the strap goes around the front of the hat, and the buckle is fastened and centered at the back of the wearer's head. The running end of the strap will be to the wearer's left. No hair is visible on the forehead beneath the hat. No modifications in the shape of the hat are authorized except to ensure the brim is generally flat with a curved edge. The hat is centered on the forehead in a straight line with the nose, with the front lower portion of the hat approximately 1 inch above the eyebrows (approximately the width of the first two fingers). The issued hat badge is worn on the front and must correspond with the deputy sheriff's rank/position.

Deputies with the rank of sergeant and above will wear a gold acorn strap around the band of the straw hat, with the knot and ends positioned in the front and centered under the hat badge. Acorns will not extend beyond the brim of the hat. Sworn employees authorized to wear gold acorn adornments will utilize the leather tie-down straps in the same manner as the leather chin strap. The acorns will lie in the center of the brim, facing forward but not hang over the edge of the brim. Each acorn will have a half hitch knot tied immediately adjacent to the slide buckle in the center to prevent slipping.

Deputies should wear the straw hat when engaged in activities that require full identification; for example: traffic control, public functions, sporting events, indoor and outdoor activities relating to security, and other areas where ready identification is necessary.



**Figure G-5 Straw hat**

14. The baseball-style cap is an issued item for wear with the Class B uniform. It is worn straight on the head so that the hatband creates a generally straight line around the head, parallel to the ground. The hat fits snugly and comfortably around the largest part of the head without distortion or excessive gaps. No hair will be visible on the forehead beneath the hat. The cap will not be adorned with pins, additional embroidery, patches, names, or unit insignia.

The baseball-style cap is authorized to be worn by specialized units at the discretion of that specialized unit's supervisor. Motorcycle officers will wear the baseball cap with embroidered badge while in public when the helmet is not being worn.

15. The watch cap is worn in times of cold weather. The watch cap is worn straight on the head so that the embroidered color badge is centered on the forehead; pulled down on the head snugly and comfortably without excessive gaps or distortion.

16. Other Uniform Clothing Items:

- a. Issued necktie will be black polyester fabric, pre-tied, and snap-on. The necktie will be two-fold, four-in-hand, with pointed ends, and complete with issued tie tack. Worn only with the Class A long-sleeved uniform and staff jacket. The tie tack is positioned parallel with the bottom button of the shirt pocket flap. The tie will fit securely at the neck and be no shorter than 2 inches above the top of the belt buckle, and not extend past the bottom of the belt.

- b. Sworn deputy sheriffs will wear a black crewneck T-shirt with

all uniforms (except for the wear of the white Class A with Staff Jacket). Detention deputy sheriffs will wear a black crewneck T-shirt with all uniforms. T-shirts will be solid in color and devoid of patterns, markings, pictures, writing, or anything that would further detract from a professional appearance. The only authorized units to wear a different color other than black is the Special Weapons and Tactics Team and Bomb Squad. Deputy sheriffs may elect to purchase, at their own expense, a black turtleneck shirt with the letters CCSO embroidered on the neck in approved color for optional wear with both the Class A and B long-sleeved shirts. The wear of the long-sleeved shirt does not preclude the deputy sheriff from wearing the crewneck T-shirt. In times of cold weather, with approval from their immediate supervisor, deputy sheriffs may wear a long-sleeved shirt underneath uniform with respect to either black for sworn or white for non-sworn. (Ref: CALEA 41.3.4)

- c. Deputy sheriffs are only authorized to wear polo-style or golf-style shirts that are issued by the Sheriff's Office. All red shirts are specific to firearms instructors. No other polo-style or golf-style shirts are authorized. The deputy sheriff's respective chief deputy, or designee, will determine issue of this item.
- d. Deputy sheriffs are authorized to wear a whistle with any uniform. When worn on the Class A uniform, the whistle will be attached to the right shoulder epaulet utilizing a gold-colored metal lanyard and carried inside the right breast pocket. Whistles are an optional uniform item and can be purchased at the deputy sheriff's expense. (Ref: CALEA 41.3.4)
- e. All footwear when worn as a part of the uniform will be black in color, and at a minimum, brush shined and presentable at all times. Deputies have discretion as to which issued footgear they wear while on duty. Supervisors performing line inspections may require deputies wear a particular footgear for an inspection.
- f. Socks worn by uniformed sworn employees, unless otherwise indicated, will be black and without decoration.
- g. Deputy sheriffs will wear the authorized black, basket weave, leather duty belt issued by the agency. All leather gear will be kept in a serviceable condition, blackened when the leather becomes worn, and present a professional appearance.

Deputies have discretion as to the placement of gear as long as it does not violate other policies (e.g., Taser Energy Weapon 10 (TEW) must be worn according to [Policy 7-06 Taser Energy Weapon](#)). At a minimum, deputies will wear the following items on their issued duty belt (if so issued and authorized for carry):

- i. sidearm holster with sidearm;
- ii. radio holster with radio;
- iii. handcuff case with handcuffs;
- iv. double magazine pouch with magazines;
- v. glove (PPE) pouch with serviceable gloves inside;
- vi. Taser Energy Weapon (TEW)

and at least one of the following:

- i. O.C. spray pouch with canister; or
  - ii. expandable baton
- h. Web-gear duty belts may be authorized for wear by the deputy's respective captain.
- i. All duty belts and holsters are issued by the agency. Deputies may purchase holsters for primary, secondary and off-duty/concealable wear. However, the holster must be comparable in security (minimum level three retention holster) to their issued gear and non-agency purchased holsters must be approved by the deputy's Chief Deputy. In coordination with deputy sheriffs' respective captain, all non-issued holsters and gear will be approved by the Logistics Lieutenant and Training Lieutenant. Any non-issued holster/gear will not be purchased and/or replaced by the agency in the event of wear out, loss, or damage. If the holster/gear is for any weapons or equipment that otherwise requires certification for use, deputies will submit a memorandum for each piece of new equipment (i.e., holster) through their respective chain of command, ending with their Chief Deputy. If approved, the deputy must first train with and

demonstrate proficiency to an appropriate agency certified firearms instructor with the new holster/gear prior to wear while on or off-duty. This memorandum should be addressed in the following path:

To: employee's respective Chief Deputy

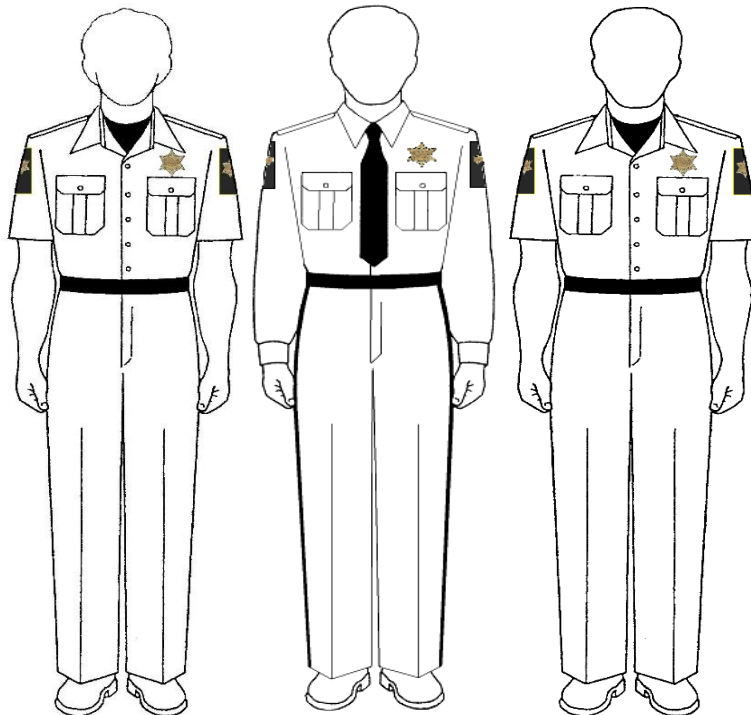
Through: First and second-line supervisor, and unit captain

- j. Magazine pouches must accommodate two full magazines and be worn vertically on the duty belt.
- k. Handcuff cases will be worn and can hold up to two sets of handcuffs per case. A maximum of two handcuff cases can be worn.
- l. Deputy sheriffs will wear the issued glove pouch with serviceable gloves contained therein.
- m. A minimum of two items of less lethal equipment will be worn while on uniformed duty. One of these two items must be the issued TEW. The Deputy Sheriff has the option to wear either the issued OC spray or the baton for the second item. This does not preclude the deputy sheriff from wearing all three items. All associated holsters will be kept serviceable, clean, and present a professional appearance. Exceptions must be in writing from the deputy sheriff's respective chief deputy.

**H. Class A Uniform:**

- 1. The Class A uniform is authorized for year-round wear by all sworn employees and is the dress uniform for sergeants and below. It can be worn for everyday duty; however, the appropriate uniform is worn based on weather conditions, duties, and the formality of events. When a specific uniform is not prescribed, deputies may wear the Class A uniform in whichever authorized variation they choose. The Class A uniform is to be worn for General Sessions and Family Court appearances by all sworn employees unless otherwise authorized.
- 2. The Class A uniform for all sworn employees comprises of the gray dress trousers, the gray dress short- or long-sleeved shirt, a black four-in-hand necktie, and black dress shoes. Lieutenants and above are also issued a white version of the long-sleeved version of this shirt for wear with the staff jacket.

3. The shirt is a pre-cured durable press, 65/35 polyester and cotton shirt, in gray for both short- and long-sleeved versions. The shirt is a dress type with shoulder loops and a seven-button front, and two pleated pockets with button-down flaps.
4. Deputies are authorized to wear the short- or long-sleeved shirts with the black all-weather jacket.
5. Deputies will wear the issued necktie or the approved turtleneck shirt with the long-sleeved shirt.
6. If the command sweater is worn, deputies will wear the collar of the shirt inside the sweater.
7. The trousers will be straight legged without cuffs and with side and hip pockets. The trouser leg has an ornamental black stripe sewn as the outside seam of the trouser leg, from the bottom of the waistband to the bottom of the trouser leg. Trousers will be tailored so that the bottom of the trouser will have a slight angle. Placing the back of the trouser leg at the top of the sole of the shoe.
8. Sewn-on sleeve rank insignia is worn with the Class A shirt for sergeant and below. Lieutenants and above wear collar insignia (*Refer to Appendix*).

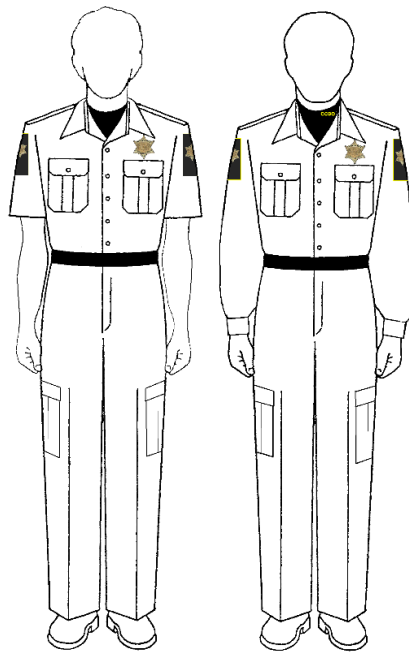


**Figure H-1 Class A Service Uniform**

9. Items normally worn with the Class A Uniform:
- a. black, leather, basket weave duty belt;
  - b. shoes, oxford, black highly shined patent leather, or corfam;
  - c. straw hat;
  - d. black watch-style cap;
  - e. all-weather jacket;
  - f. neckties (long-sleeved shirt only);
  - g. black socks;
  - h. command sweater;
  - i. black crew-necked T-shirt;
  - j. bullet-resistant vest;
  - k. badge, rank insignia, awards, pins, and nameplate;
  - l. whistle; and
  - m. service stripes (long-sleeved shirt only)

**I. Class B Uniform:**

- 1. The Class B uniform is authorized for year-round wear by all sworn employees. The Class B is the uniform of the day if no other specific uniform is mandated. The appropriate version of the Class B uniform is worn based on weather conditions and duties assigned. When a specific uniform is not prescribed for the deputy sheriff's assigned duty, they may wear the Class B in whichever variation they choose. Worn for Magistrate Court, Bond Hearing Court, Preliminary Hearings, and Administrative Hearings by all sworn employees unless otherwise authorized.
- 2. The Class B uniform for all sworn employees comprises the gray cargo-style trousers, the gray cotton short or long-sleeved shirt, black crewneck T-shirt or black turtleneck shirt, black shoes or boots.



**Figure I-1 Class B Service Uniform**  
**(long-sleeved shirt shown with optional turtleneck shirt)**

3. The shirt will be made of a design approved by the Sheriff or designee.
4. The shirt is a pre-cured durable press, 65/35 cotton and polyester shirt, in gray for both short- and long-sleeved versions. The shirt is a dress type with shoulder loops and a seven-button front, and two pleated pockets with button down flaps.
5. Deputies are authorized to wear the short and long-sleeved shirts as part of the Class B uniform with authorized jackets.
6. Deputies may not wear a necktie with the Class B uniform shirt.
7. The breast badge will be a full color, embroidered, 1/4 inch above and centered on the left breast pocket.
8. Trousers will be made and of a design approved by the Sheriff or designee. The trousers are straight legged without cuffs, and with four side and hip pockets, as well as two thigh bellows-type pockets. There is a reflective strip on the upper edge of the top of each thigh pocket that can be exposed during times of limited visibility by tucking the pocket flap into the pocket. Trousers will be tailored so that the bottom of the trouser will have a slight angle. Placing the back of the trouser leg at the top of the sole of the shoe.

9. Items normally worn with the Class B Uniform:
  - a. black, leather, basket weave duty belt;
  - b. shoes, black soft leather low-tops;
  - c. boots, black shined;
  - d. baseball cap;
  - e. black watch-style cap;
  - f. all-weather jacket;
  - g. MA-1 jacket;
  - h. black socks;
  - i. black crewneck T-shirt or turtleneck shirt;
  - j. bullet-resistant vest, over vest;
  - k. embroidered breast badge and sleeve rank insignia; and
  - l. whistle (not on a lanyard)
10. Sleeve rank will be worn on the Class B uniform for sergeants and below. Lieutenants and above will wear sew-on collar rank insignia (*Refer to Appendix*).
11. Over Vest: The over vest is an ultra-lightweight denier Cordura® nylon vest providing easier donning and doffing. It is designed to provide options for deputies (both right and left-handed) to remove items from their belts and place them into more usable and ergonomic locations through the use of hook and loop closure equipped pouches and holsters. The over vest must have the issued bullet resistant panels installed while being worn. There are internal pockets in the rear and front for additional ballistic panels (issued).



**Figure I-2 Over Vest (front)**

The over vest will be available for issue by Logistics to all sworn (Class 1 and 3) employees. It consists of a design and manufacturer approved by the Sheriff, or designee, and is the only authorized over vest available for wear. Command staff have the option to not be issued the over vest.

The over vest will be worn with the Class B and C uniforms and will not be worn with the Class A uniform in any capacity. Currently, the Class B and C shirts can be worn underneath the over vest until the deputy is issued the approved over vest shirt (design and manufacturer approved by the Sheriff, or designee). The over vest is authorized for wear during exigent circumstances in civilian attire (i.e., a Code 10 deputy that responds to a call-for-service according to [Policy 2-14 Vehicle Operations](#), Section III, paragraph G).

(Ref: CALEA 41.3.6)

The minimum equipment required for the over vest is the same as the leather duty belt (*see paragraph G(16g) supra*), with the exception of the radio holster (with radio) and sidearm holster (with sidearm). These items will remain on the deputy's belt. The TEW can be worn on the belt or over vest. This policy does not supersede [Policy 7-06 Taser Energy Weapon](#), regarding mandatory and cross-draw wear of the TEW. All other equipment will be affixed to and worn on the over vest in a manner chosen by the deputy and approved by their supervisor. Logistics will provide the only authorized carriers, holsters, pouches, etc., and identification badges for the over vest. Supervisors are encouraged to regularly review the placement and serviceability of their deputies' equipment on the over vest. Logistics will coordinate with supervisors as a deputy's equipment becomes unserviceable and newer equipment becomes available for use/issue. This policy does not supersede the guidelines for issuance, use, inspections, and the care and maintenance of body armor as outlined in [Policy 9-22 Body Armor](#).

Logistics will issue the only authorized identification badges/patches for wear on the over vest. The issued badges/patches listed below are required for wear on the over vest: (Ref: CALEA 41.3.5)

- a. Embroidered badge (upper left shoulder);
- b. Name (right breast); and
- c. "SHERIFF" or "DETENTION" (center back).

J. Class C Uniform:

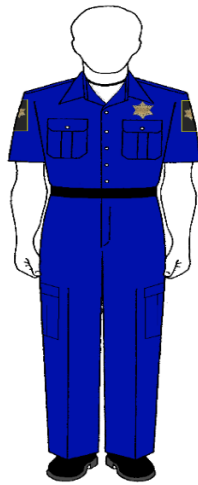
1. The Class C uniform encompasses variations of issued clothing items that are not the Class A or B uniform. However, some of the Class B uniform items may be worn as part of the Class C. Supervisors, instructors, and coordinators must take special care in detailing the Class C uniform if they are directing its wear. The Class C uniform may be other authorized issued uniform attire recommended by the Uniform Review Committee and approved by the Sheriff or designee (e.g., Training recruits, sworn administrative employees, and critical response deputy sheriffs).
2. Issued black cargo-style shorts may be worn for summer wear (May 1 thru August 31) by sworn employees permanently assigned to Marine Patrol, Underwater Recovery Team, Kiawah Island, School Resource Officers, and specific events approved by the Sheriff or designee. The approved accompanying shirt will be worn for their respective unit (e.g., Class B short sleeve shirt, issued polo-style polyester shirt, black crewneck T-shirt). Black shoes with black ankle high socks will be worn when wearing issued uniform shorts.
3. Class C uniforms will not be worn for General Sessions Court, Magistrate Court, Bond Hearing Court, Preliminary Hearings, and Administrative Hearings unless otherwise authorized.
4. The Class C shirt will be of a design recommended by the Uniform Review Committee and approved by the Sheriff or designee.
5. Items normally worn with the Class C Uniform:
  - a. black, leather, basket weave duty belt;
  - b. shoes, black soft leather low-tops;

- c. boots, black (shined);
- d. baseball cap;
- e. black watch-style cap;
- f. all-weather jacket;
- g. MA-1 jacket;
- h. black socks;
- i. black crewneck T-shirt or turtleneck shirt;
- j. bullet-resistant vest, outer vest;
- k. black cargo-style shorts;
- l. black polo (or red for firearms instructors);
- m. issued khaki or green cargo pants; and
- n. Class B pants

**K. Class D Uniform:**

- 1. The Class D uniform is authorized for year-round wear by Detention deputy sheriffs and is the uniform of the day if no other specific uniform is mandated. The appropriate version of the Class D uniform is worn based on weather conditions and duties assigned. When a specific uniform is not prescribed for the Detention deputy sheriff's assigned duty, they will wear the Class D.
- 2. The Class D uniform comprises the issued blue cargo-style trousers, the issued blue cotton shirt, a black crewneck T-shirt, black shoes or boots.
- 3. The shirt will be made of a design approved by the Sheriff or designee.
- 4. The shirt is a pre-cured durable press, 65/35 cotton and polyester shirt, in blue. The shirt is a dress type with shoulder loops and a seven-button front, and two pleated pockets with button down flaps.

5. Detention deputy sheriffs are authorized to wear issued jackets and baseball style cap.
6. Deputy sheriffs may not wear a necktie with the Class D uniform shirt.
7. The breast badge will be a full color, embroidered, 1/4 inch above and centered on the left breast pocket.



**Figure K-1 Class D Service Uniform**

8. Trousers will be made and of a design approved by the Sheriff or designee. The trousers are straight legged without cuffs, and with four side and hip pockets, as well as two thigh bellows-type pockets. Trousers will be tailored so that the bottom of the trouser will have a slight angle. Placing the back of the trouser leg at the top of the sole of the shoe.
9. Items normally worn with the Class D Uniform:
  - a. black, leather, basket weave duty belt;
  - b. shoes, black soft leather low-tops;
  - c. boots, black shined;
  - d. baseball cap;
  - e. black watch-style cap;
  - f. all-weather jacket;

- g. black socks;
- h. black crewneck T-shirt
- i. embroidered breast badge and sleeve rank insignia; and
- j. Issued Personal Protective Equipment (PPE)

**L. Staff Jacket:**

1. The staff jacket is authorized for year-round wear by Captains and above. This uniform item is worn as the Class A uniform when directed.
2. The staff jacket is a single-breasted, peak-lapel, four-button coat extending below the crotch, fitting easily over the chest and shoulders, with a slight draped effect in the front and back. It is fitted slightly at the waist, conforming to body shape without tightness and with no prominent flare. The white long-sleeved Class A shirt is worn with a white crewneck T-shirt underneath. Pin-on collar insignia are worn on the white Class A shirt (*see Fig. L-1*).
3. The sleeve has a band of gold colored cotton braid 1/2 inch wide, sewn on each sleeve with the lower edge parallel to, and 3 inches above the bottom edge of the sleeve. The buttons are yellow-gold colored with an Old English "S" superimposed.



**Figure L-1 Staff Jacket**

4. Items normally worn with the staff jacket:
  - a. shoes, oxford, black highly shined patent;
  - b. leather, or corfam;
  - c. straw hat;
  - d. black, four-in-hand necktie;
  - e. breast badge;
  - f. black socks;
  - g. service stars;
  - h. white long-sleeved Class A shirt;
  - i. Class A trousers; and
  - j. pin-on rank insignia

M. Honor Guard:

1. The members of the Honor Guard will be issued additional uniform items in order to perform related duties such as funeral detail, Color Guard, etc. Additional items include:
  - a. staff jacket, tailored with no lower pockets nor gold wrist braids;
  - b. Sam Browne belt with shoulder belt (worn over the staff jacket with the shoulder belt looped through the left epaulet);
  - c. black, basket weave, duty belt;
  - d. gold acorn strap (acorns positioned in the front, centered under the hat badge);
  - e. white gloves;
  - f. white Class A long-sleeved shirt with black necktie; and
  - g. black corfam shoes.

2. Members of the Honor Guard will wear the Class A uniform, with the issued additional uniform items, according to Honor Guard guidelines (see [Policy 2-22 Honor Guard](#)). This will be the prescribed uniform for all Honor Guard details regardless of the season, or as determined by the Sheriff or designee.
- N. Sheriff's Office Civilian Employees:
1. Non-uniformed civilian employees who do not wear uniforms are expected to wear appropriate attire that is consistent with the nature of their work performance. Employees who have questions concerning proper attire should consult with their supervisor. Supervisors are expected to notify and routinely monitor civilian and non-uniformed employees' attire for appropriateness and adherence to this policy.
  2. Uniformed civilian employees who wear authorized uniforms must be neat and well-groomed while presenting a positive image of the Sheriff's Office.
  3. Civilian employees in positions determined by the Sheriff or designee to be assigned a uniform will be issued the following items:
    - a. A polo type or uniform type shirt with the approved civilian embroidered Sheriff's Office logo affixed over the left breast (see *Fig. N-1*);
    - b. cargo-type pants;
    - c. black leather belt; and
    - d. black shoes.



**Figure N-1 Embroidered Sheriff's Office Civilian Logo**

4. The Sheriff's Office official badge or representation of it will not be

worn by any non-sworn personnel on or off duty (*see §23-15-140 (C) of the South Carolina Code of Laws, 1976 as amended*).

- O. Sworn Employees Outside of Uniformed Patrol:
  - 1. Sworn employees assigned to plainclothes functions will wear appropriate business attire for routine duty and court appearances as directed by a supervisor. They will possess credentials when carrying the sidearm and badge. (Ref: CALEA 22.1.8 item b)
  - 2. Sworn employees assigned to undercover or plainclothes units where the personal grooming and physical appearance standards would prove detrimental to their duties are exempt from provisions of this procedure. Appearance and grooming standards for undercover deputy sheriffs will be established by the respective chief deputy in accordance with the needs and requirements of the special duties to be performed.
  - 3. Sworn employees assigned to plainclothes units will wear appropriate business attire for court appearances. This does not prevent the employee from wearing the authorized uniform.
  - 4. Sworn employees assigned to non-uniform duties (excluding light duty) may wear the issued polo with the issued khaki, green, or Class B pants with black footwear. These sworn employees are also required to wear their gun and metal badge on their person with the metal badge conspicuously placed and visible.
- P. Employees operating a Sheriff's Office vehicle when in an off-duty status (i.e., Code 10) will wear approved uniforms or civilian clothing that reflects good taste and permits them to respond to situations if required. All clothing items will allow for immediate response, will offer some protection, and present a professional appearance to the general public. Bare feet, flip-flops, non-issued short pants, T-shirts, etc., are not permitted. Passengers, both employees and non-employees, are required to adhere to this paragraph as well.
- Q. Civilian employees will wear appropriate attire that is consistent with the nature of their work and performance (i.e., business casual).
- R. Sworn employees will report to training events in attire as required by the training supervisor or instructor. The attire will be based on the requirements of that course of instruction.

- S. Sworn employees responding to a call-out will respond in clean, weather-appropriate attire as specified by their respective captain.
- T. Uniformed sworn employees working in an off-duty capacity or working a special assignment will wear the Class B uniform. The off-duty coordinator or special event commander may designate specific attire based on needs of the event. (Ref: CALEA 22.2.5 item b)
- U. Sworn employees who are assigned to light or administrative duty will wear appropriate attire that is consistent with the nature of the work they are performing. They will not wear clothing with any agency markings or logos and will not display their badge or any sidearm while assigned to light or administrative duty. The sworn employee will be directed as to what is appropriate. Business casual is the acceptable level of attire unless otherwise directed.
- V. Uniform Review Committee:
  - 1. The Uniform Review Committee was created to provide a process for the formal review of uniforms and equipment that is utilized by agency employees. The committee will also perform a formal policy review and make any recommendations for amendments, if appropriate. The committee meets annually, at a minimum, and may convene more frequently at the direction of the Sheriff or designee.
  - 2. Representatives will be assigned in the following manner:
    - a. Chairperson, selected by the Sheriff;
    - b. Two representatives selected by each chief deputy; and
    - c. Four representatives selected by the SACDC Chief Deputy.
  - 3. Unless employees are transferred or properly relieved of this assignment, personnel assigned to this committee will be a minimum of 2 years.
  - 4. Testing and evaluation (T&E) will be documented uniformly on a single style review sheet. Employees involved in any T&E processes will fully complete any forms and may be requested to attend Uniform Review Committee meetings to provide additional insight into possible uniform or equipment changes. Logistics personnel will manage all T&E requests.

5. All reviews and requests for changes to uniform and equipment will be submitted through the affected department's chain-of-command to the Uniform Review Committee for consideration and recommendation to the Sheriff, or designee, for final approval.

V. Appendix:

A. Rank:

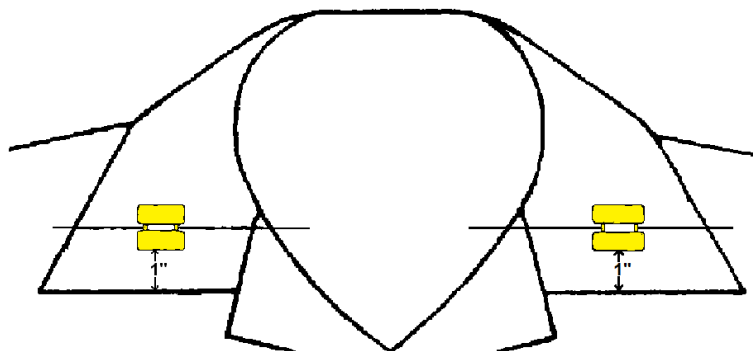
Insignia used will be commercially purchased emblems that are similar to the current United States military insignia.

1. Collar:

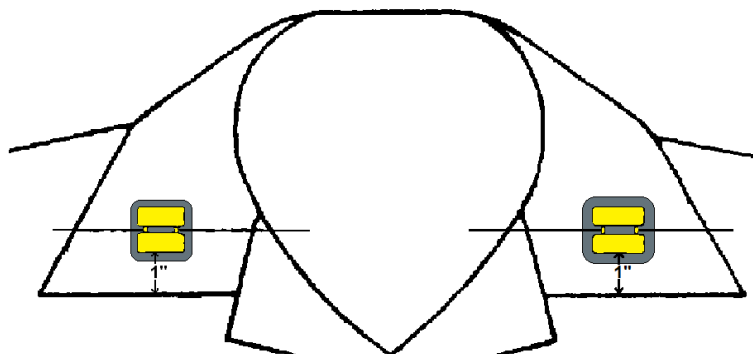
Collar rank insignia will be a non-subdued, gold color. When authorized, subdued collar rank color for all sworn employees is black.

Worn by lieutenants and above:

- a. Class A: Sworn employees will wear the non-subdued pin-on insignia centered horizontally on each collar, 1 inch from the lower edge of the collar, with the centerline of the insignia parallel to the lower edge of the collar. (see Fig. App-1).






**Figure App-1 Class A Collar rank placement**



**Figure App-1a Class B Collar rank placement**




- b. Class B: Sworn employees will wear the non-subdued sew-on insignia positioned the same as pin-on insignia. The insignia will be on black background and afford a 3/16-inch black border (see Fig. App-1a).
1. Insignia (see Fig. App-2):
    - a. Sheriff: Five gold-colored, five-pointed stars, 3/4-inch in diameter. Worn centered, with one point facing the neck with the end of the "v" 1 inch from the lower edge of the collar.
    - b. Undersheriff: Three gold-colored, five-pointed star, 3/4 inch in diameter. Worn centered with one point facing the neck with the end of the "v" 1 inch from the lower edge of the collar.
    - c. Chief Deputy: Gold-colored spread eagle, in a shiny flash; talons of one foot grasping an olive branch, the other, a bundle of arrows; with 31/32 inch between the tips of the wings. The head of the eagle faces to the wearer's right, or to the front.
    - d. Major: Gold-colored oak leaf, in a satin finish with irregular surface, 1 inch high and 3/4-inch wide. The leaf is worn with the stem facing the outside shoulder seam.
    - e. Captain: Two gold-colored bars, each 3/8 inch wide and 1 inch in length, with a smooth surface. The bars are spaced 1/4 inch apart and are worn lengthwise on the shirt collars, parallel to the shoulder seam on the epaulets.
    - f. Lieutenant: One gold-colored bar, 3/8 inch in width and 1 inch in length, with a smooth surface. The bar is worn lengthwise on shirt collars, parallel to the shoulder seam on the epaulets

Sheriff	
Undersheriff	
Chief Deputy	  <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Left shoulder</span> <span>Right shoulder</span> </div>

Major	
Captain	
Lieutenant	

**Figure App-2 Collar Insignia**

2. Sleeve (see Fig. App-3):
  - a. Sleeve insignia is sewn on with the topmost point of insignia centered and 1/4 inch below the bottom edge of Charleston County Sheriff's Office official shoulder patch on each sleeve.
  - b. Sew-on insignia is golden-lite color. The width of each chevron and arc is 5/16 inch, with a 3/16-inch space between each. The insignia has a black background and is 3 inches wide.
  - c. Sergeant will have three chevrons.
  - d. Master Deputy will have two chevrons above one arc with a solid lozenge in between chevrons and arc.
  - e. Field Training Deputy will have one chevron and one arc with solid lozenge in between.
  - f. Deputy First Class will have one chevron.

Sergeant	
Master Deputy	
Field Training Deputy	

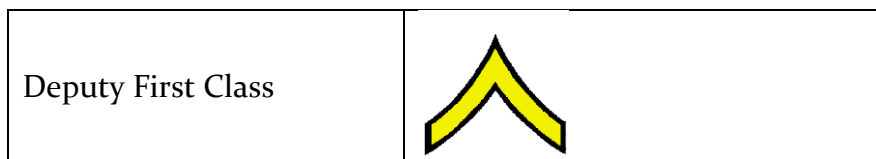


Figure App-3 Sleeve insignia

3. Epaulet:

Insignia prescribed to be worn on epaulets will be worn 5/8 inch from the outside shoulder seam, centered front to back. Insignia on the MA-1 jacket will be worn as if the jacket had epaulets. Measurements will be taken from the outer shoulder seam (see Fig. App-2 and 4).

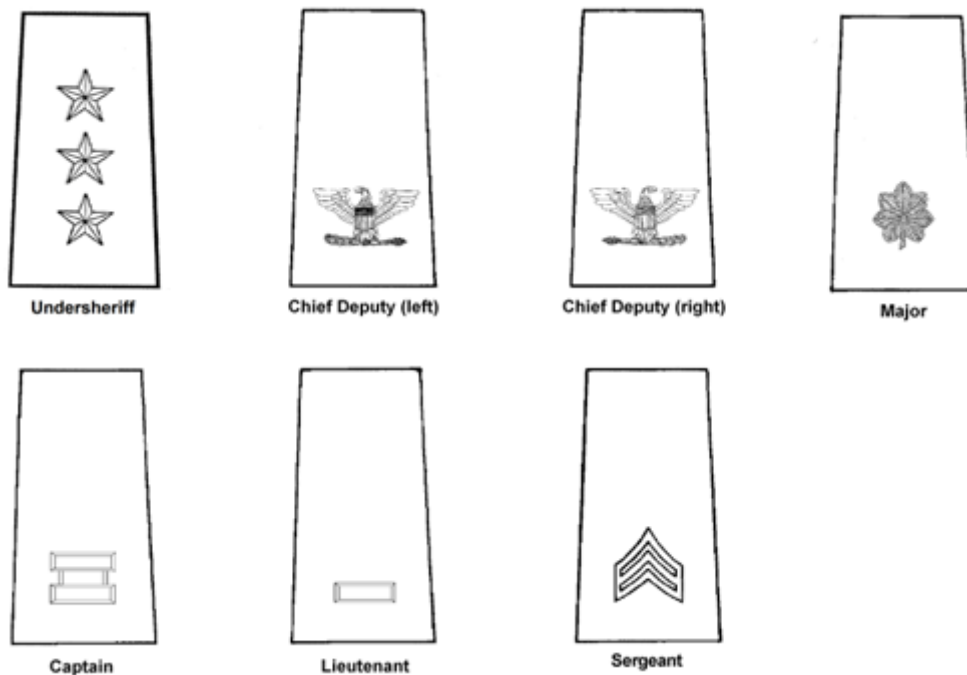
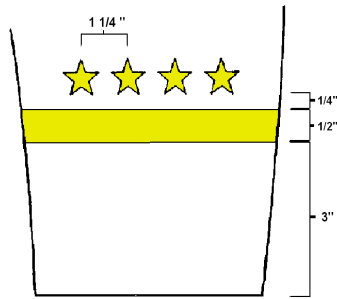


Figure App-4 Epaulet Insignia Placement

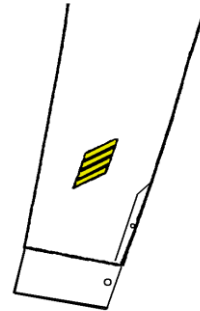
B. Service Decorations:

1. Service stars will be worn by all sworn employees on the staff jacket, consisting of a golden-lite, rayon-embroidered star, and 3/4 inch in diameter on a black felt background. Service Stars are worn centered on the outside bottom half of the left sleeve. Each star represents 5 years of law enforcement service (to include the Detention Center). Each additional star is placed side-by-side, 1¼ inch from center, apart;

keeping the stars centered on the sleeve and 1/4 inch above the sleeve braid from the bottom points of the star to the top edge of the braid. A total of four stars may be worn on a row, with the fifth and additional stars creating a new row 1/4 inch above using the same specifications as the first row (*see Fig. App-5*).



**Figure App-5**  
**Staff Jacket Braid Service Stars**









**Figure App-6**  
**Service stripes**

2. Service stripes will be worn on the Class A uniform long-sleeved shirt by all sworn employees, centered on the outside bottom half of the left sleeve. Stripes are a golden-lite rayon-embroidered diagonal stripe, 5/16-inch wide and 2 inches long with a 3/16-inch black border. The stripe is placed at an angle of 45 degrees with the lower end toward the inside seam of the sleeve, and it is placed 4 inches from the bottom of the sleeve. For each additional 5 years of honorable service, another service stripe is added above and parallel to the first stripe, with a 1/8-inch space between stripes (*see Fig. App-6*).

**C. Awards:**







Awards will be authorized for wear by the Sheriff or designee. Only Sheriff's Office awards, and those listed below will be authorized for wear on the Class A uniform. Wearing awards is optional. Full medals will only be worn when prescribed for a specific event. Sheriff's Office awards will have precedence over all other awards. Awards from other jurisdictions are not authorized for wear on Sheriff's Office uniforms unless specifically authorized by the Sheriff or designee. The specific precedence for wear of awards is indicated according to the list below from top to bottom. Special skill bars (e.g., FBI Academy and Field Training Instructor) are last in precedence behind Military Service Recognition bars.

D. Medals:

CCSO Medal of Honor	
SCSA Medal of Valor	
CCSO Gold Star Medal	
CCSO Silver Star Medal	
CCSO Distinguished Service Medal	
CCSO Life Saving Medal	

**Figure App-7**  
**Agency Medals/Ribbons**

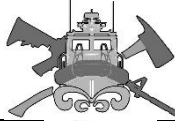




E. SCCJA Awards:

Bert Friday (Detention Highest Average)	
J. P. Strom (Highest Average)	
Distinguished Graduate (96 Average or better)	
Cliff Moyer (Highest Firearms Score)	
Challenge Run (3-mile timed run)	
Courage Award (Outstanding Student)	

**Figure App-8**  
**SCCJA awards**

F. Certification/Special Skill Pins:






Accreditation (Detention)	 OR 
Accreditation (Enforcement)	
Aviation	
Breath Examiner Specialist	
Certified Jail Officer / Manager	 
Certified Radar Operator	
Civil Disturbance Team	
Crisis Negotiation Team	
FBI Hazardous Devices School (Gold color)	
FBI National Academy	 or 
Field Training Instructor (Issued by Training upon meeting criteria)	
Governor's Top 20	
Honor Guard	
Instructor	
K-9 (Gold color)	

Marine Patrol (Gold color)	
Motorcycle (Gold color)	
School Resource Officer	Image Pending
S.W.A.T. (Gold color)	
Underwater Recovery Team Divers (Gold color)	
Traffic Unit	

**Figure App-9**  
**Certification/Special Skill Pins**

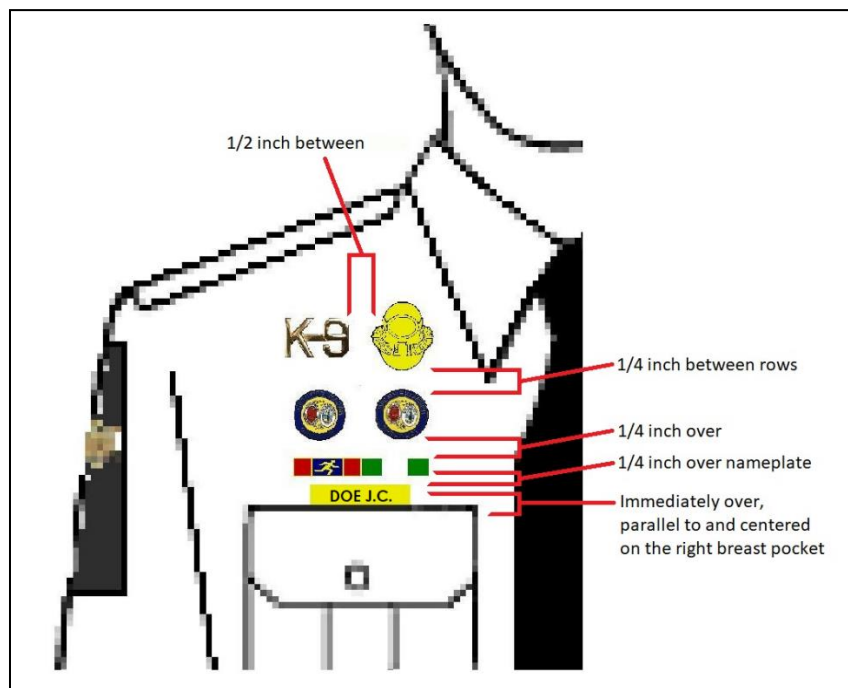
**G. Military Service Recognition:**

Military service recognition bars are worn according to the deputy's qualified and documented service in the U.S. military. Documentation must be an official record from the Department of Defense stating release or discharge from service and include the character of that service. Character of service must indicate "Honorable" or "General Under Honorable Conditions". This documentation will be presented to the Logistics supervisor for issue of this award(s). More than one award may be worn for qualifying Deputies.

U.S. Air Force Veteran	
U.S. Army Veteran	
U.S. Coast Guard Veteran	
U.S. Marine Corps Veteran	
U.S. Navy Veteran	

**Figure App-10**  
**Military Service Recognition**

H. Placement of Class A Uniform Appurtenances:



**Figure App-11**  
**Arrangement on Right Chest Uniform**