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POLICY

It is the policy of the Douglas County Sheriff's Office (DCSO) that all DCSO members adhere to strict appearance standards and wear the clothing/uniforms prescribed by the Sheriff while on their normal tour of duty, while on extra-duty employment, or while acting in the capacity of their job description with the DCSO.

DEFINITIONS

Commander: For purposes of this policy, a Commander refers to Bureau Captains within the Operations Corps, and the Administrative Chief Deputy within the Administration Corps.

Uniform: For the purposes of this general order a DCSO uniform is any article of clothing that marks a member as a DCSO employee.

PROCEDURES

I. Appearance (22.1.6)

- A. Members, Chaplains, Volunteers, and Interns will report to duty neat and clean in appearance. Uniforms, clothing, and appearance will conform to established DCSO standards.
- B. The Sheriff or Sheriff's designee has the authority to make and revoke exceptions to the grooming or uniform standards listed in this policy. Such exceptions may be based upon, but not limited to, cultural, religious, or medical reasons.
- C. Uniformed Deputies, ESOs, and BSOs are required to be in full uniform whenever in public or in a place within DCSO buildings where the potential for interaction with the general public or other agencies exist.
 - 1. Wearing uniform shirts unbuttoned, neckties not properly clipped, sleeves rolled up, etc. in these circumstances is prohibited.
- D. All DCSO members, Chaplains, Volunteers, and Interns will be held to the following personal hygiene standards:
 - 1. Teeth clean and in good condition.
 - 2. Fingernails clean, trimmed, and conservative in style.
 - 3. Clean hands.
 - 4. Body and breath clean and free of offensive odors.
 - 5. Hair properly groomed.
 - 6. Mustaches and sideburns groomed properly.

7. Fingernail Polish:

- a. Fingernail polish that is conservative, as deemed by a Supervisor, is appropriate for members.

E. Hair Standards

1. The DCSO does not require a specific hairstyle. A wide variety of styles, as long as they are conservative in nature, are maintained in a neat manner, and adhere to the procedures below, are acceptable.
2. Beards and goatees will be worn as follows:
 - a. Beards and goatees must be worn with a mustache.
 - b. Mustaches must be neatly trimmed and tapered, and will not extend beyond or below the corner of the mouth. No handlebar or Fu Manchu types will be allowed.
 - c. No portion of the facial hair will exceed 1 inch in length.

EXCEPTION: Deputies assigned to the Special Operations Group may grow a beard or goatee longer than 1 inch in length.
 - d. No portion of the facial hair will be exceptionally longer than the rest.
 - e. Facial hair will be kept clean, neatly trimmed, and present a conservative, professional appearance.
 - f. Patchy and/or spotted clumps of facial hair and soul patches are not considered beards, and are thus prohibited.
 - g. The neck must remain clean shaven.
 - h. Facial hair must not interfere with the proper fit, seal, and wear of Department-issued masks. In the event of an anticipated operational need for the use of a gas mask, members may be ordered to remove their beard immediately if it interferes with the proper fit of the mask. Members must store the necessary equipment at work to trim the beard, if necessary.
 - i. Members who fail to adhere to the standards above may have the privilege to wear a beard or goatee revoked at the discretion of the member's Commander or designee.
3. Wigs may be worn as long as they are of a natural color, and conform to specifications set forth for natural hair.
4. Deputy Hair Standards
 - a. Deputies are not to wear their hair in a manner in which the extension of the hair away from the body would present a safety hazard.
 - b. Hairstyles which restrict vision will not be allowed.
 - c. Bangs will not extend longer than $\frac{3}{4}$ " above the eyebrow.
 - d. Headwear will be in close proximity to both the ears and eyebrows.

- e. Plainclothes Deputies will wear conservative hairstyles.
- f. Female Deputy Hair Standards
 - (1) Uniformed female deputies will wear their hair in a style that allows the Deputy to wear the uniform hat without interference.
 - (2) Hair length will not exceed the back yoke line of the uniform shirt. Hair is allowed to cover the ears; however, it cannot be worn more than 2" in front of the ear.
 - (3) Hair may be layered, styled one length, or pulled back in a group as long as it does not exceed 3" from any point on the head.
 - (4) Accessories of natural hair color may be worn as long as they conform to all of the above requirements.
- g. Male Deputy Hair Standards
 - (1) Hair must be even on the sides and back.
 - (2) Hair will not lap over or curl over the ears or shirt collar of the uniform.
 - (3) Hairstyles cannot interfere with the wearing of uniform headwear.
 - (4) Headwear will be in close proximity to both the ears and eyebrows.
 - (5) Sideburns must be evenly tapered, no wider than 1", and will end with a clean shaven horizontal line. The maximum length of sideburns will be to the bottom level of the earlobe.
- h. Deputies who are working in special assignments within the DCSO may receive an exemption from the above standards. The special exemption will be obtained by request through the chain of command from the Sheriff or Sheriff's designee.

5. Non-Sworn Hair Standards

- a. Plain clothes, non-sworn DCSO members, volunteers, and interns may wear a variety of hairstyles as long as they are conservative in nature and maintained in a neat manner.
- b. Entrance Screening Officers (ESOs) and Building Security Officers (BSOs) will adhere to the hair standards for Deputies.

F. Jewelry Standards

- 1. Jewelry will be worn conservatively so as not to present a danger to the member.
- 2. Lost or damaged jewelry will not be replaced by Douglas County.
- 3. Necklaces
 - a. Sworn, ESOs, and BSOs – Necklaces will not be visible in uniform attire.
 - b. Necklaces may be worn by all other members.

4. Watches and Rings

a. Sworn, ESOs, and BSOs

- (1) The members listed above may wear watches.
- (2) The members listed above may only wear up to two rings while in uniform.

b. All other members may wear watches and rings.

7. Tie Tacks

a. Tie tacks worn with the uniform will be in good taste and will be either plain or law enforcement related and be of the same color as specified for the rank of the individual.

8. Earrings/Piercings

a. Extreme or multiple piercings or piercings that stretch the lobe or other portions of the ear are prohibited.

b. Current members may acquire piercings as long as:

- (1) The manner of piercing does not impair the ability of the member to effectively perform his/her work assignment.
- (2) The manner of piercing does not impair the ability of the DCSO to deliver professional law enforcement services.
- (3) The manner of piercing does not bring the reputation of the DCSO into disrepute.

c. Members may only wear earrings in their ear lobes while on-duty unless the member obtains a note from their doctor noting that such piercing is medically necessary (e.g., piercing for migraine treatment). No other visible piercings may be worn while on-duty. Earrings worn by non-uniformed members will be conservative and professional in nature.

d. Earrings – Sworn, ESOs, and BSOs

- (1) While in uniform, the above members may wear one stud-type earring in each ear lobe.
- (2) Deputies assigned to plainclothes duties will be allowed one post-type earring in each ear lobe. Wire, hoop, or dangling-type of earring are prohibited.

EXCEPTION: Deputies who obtain a note from their doctor noting that a piercing is medically necessary, such as a piercing in the inner lobe for migraine treatment, may wear such piercing as long as it is a stud and adheres to the criteria in sections (1) and (2) above.

1. DCSO members will adhere to the following procedures regarding tattoos while the member is on duty or whenever representing the DCSO in an official capacity regardless of whether the member is in uniform or not:

- a. Tattoos on the head (not covered by hair), face, hands, or neck that existed at the time of hire will be covered and/or concealed. New head, face, hand, or neck tattoos after hire are prohibited.

EXCEPTION: Cosmetic tattoos (e.g. eyebrows) and ring tattoos for members are permitted provided they are natural and conservative in appearance.

- b. Tattoos that are sexist, racist, gang-related, extremist group-related, or that may bring discredit upon the DCSO are prohibited, regardless of visibility.
- c. Tattoos that are deemed offensive, immoral, or presenting an unprofessional appearance as deemed by a Supervisor, will not be visible to the public.
- d. Determinations of whether a member's tattoos violate the agency's policies will be made by the member's immediate Supervisor.

1. If a member disagrees with a Supervisor's determination they may submit a Blue Team Entry requesting a review by the member's Commander.

- a. The Commander's decision will be final.

H. Identification

1. DCSO Identification must be carried and/or displayed on the member's person while on duty.
2. Sworn Identification
 - a. All DCSO members will be issued one breast badge, one wallet badge, one hat badge, two photo identification cards and one identification card holder.
3. Non-Sworn Identification
 - a. Non-sworn members will be issued one photo identification card.
4. Driver's License
 - a. All members, while operating a motor vehicle, must have a valid driver's license in the state in which they reside and carry their driver's license on their person.

I. Headwear

1. Headwear may be worn at those times when a member is in uniform, either on or off duty, and will be in the 'public eye' for an extended period of time. Hats will be removed when indoors or when inside of a vehicle.
2. Uniformed members will use common sense should dictate when the hat will be worn.
3. Deputies will not worry about wearing the hat if the call or situation make wearing the hat impractical or compromises officer safety.

II. Uniform Committee

- A. The Uniform Committee is responsible for reviewing suggested uniform changes and submitting recommendations to the Sheriff. The Sheriff or Sheriff's designee will make the final determination regarding any suggested changes.
 - 1. Members who wish to suggest a change or addition to a uniform will submit their request to the Uniform Committee in writing.
 - 2. The Uniform Committee will coordinate with the Training Division when requests involve equipment that may impact Deputy safety or tactics.
 - 3. Upon approval by the Sheriff or Sheriff's designee, the Uniform Committee chair or designee will update uniform specifications and information as needed.
- B. Members who wish to make recommendations regarding equipment related to weapons (e.g., holsters, etc.) will submit a request to the Training Division in accordance with the Use of Force policy.
- C. The Uniform Committee may expedite requests/changes when:
 - 1. The change is necessary for the safety of employees.
 - 2. New or updated uniforms/equipment must go into effect prior to the committee's next meeting.
 - 3. An item is found to be faulty.
 - 4. Upon direction of the Sheriff or Sheriff's designee.
- D. The Operations Chief Deputy or designee will serve as the Uniform Committee chair. The Uniform Committee will include:
 - 1. Two USB members.
 - 2. One CSB member.
 - 3. One member from the Administration Corps.
 - 4. One sworn CIB member.
 - 5. One FSD member.
 - 6. One FOP2 representative appointed by the FOP2.
- E. With the exception of the FOP2 representative, Uniform Committee members will be selected by a Commander or designee. Members will serve for two years.

III. Uniforms – General (22.1.6, 41.3.4)

- A. It is important for all DCSO uniformed members to present themselves in an appropriate manner for work to be performed, and to present a professional and positive image to the public. This creates a uniformity of appearance, makes members readily identifiable to the public, and gives the public confidence in the professionalism and competence of DCSO members.

B. Purchasing Clothing/Uniforms (22.1.6, 41.3.4)

1. Members will provide themselves with such clothing/uniforms and equipment as prescribed by the Sheriff.
2. In some cases, uniform items and/or equipment may be provided by the Sheriff, based on job assignment and need and in accordance with all applicable bargaining agreements.
3. The DCSO will be responsible for the expenses of any sworn uniform changes with less than an eighteen month wear out period, unless otherwise agreed to between the DCSO and the FOP in accordance with the bargaining agreement.
4. The DCSO will provide members who do not have a designated wear out period in their collective bargaining agreement with a reasonable amount of time to make any required uniform changes.

C. Uniform Allowance – Sworn (22.1.6)

1. Sworn members will receive a uniform allowance, as specified in the labor agreement, and are required to purchase and maintain at least one Class A uniform.
2. All non-uniformed Deputies will purchase and maintain the 'class' uniform' designated for their job description by the Sheriff or Commander.

D. Uniform Allowance - Non-Sworn (22.1.6)

1. Certain non-sworn members receive a uniform allowance, as specified in the appropriate labor agreement, and are required to purchase and maintain an authorized uniform as specified.

E. Uniform Voucher System – Eligible 571 Employees (22.1.6)

1. The following groups of 571 employees will utilize a uniform voucher system to purchase eligible uniform and equipment items beginning January 1, 2026:
 - a. FSD – Lab employees.
 - b. FSD – CSI employees.
 - c. PED employees.
 - d. Title Inspections Division employees.
 - e. Entrance Screening Officers.
 - f. Building Security Officers.
2. Prior to making a uniform purchase at an approved vendor, eligible 571 employees will notify the designated Uniform Clerk and receive confirmation that the purchase is both eligible and does not exceed the approved vendor cost for the fiscal year.

- a. A designated member will confirm costs with vendors as part of the budget process and approved vendor costs will be issued at the start of the new fiscal year in PowerDMS in the ["Uniforms" folder](#).
 - b. The DCSO will approve price variances of up to 10% of the initial approved vendor cost due to potential cost fluctuations.
- 3. The designated Uniform Clerk will be responsible for tracking all uniform purchases made via the voucher system in an approved spreadsheet to ensure that no ineligible purchases are made.
- 4. Employees will be financially responsible for any ineligible purchases.
- F. Non-sworn members who are not eligible for a uniform allowance or voucher may purchase the optional uniform as designated for their position at their own cost.
- G. Maintenance
 - 1. All members, when wearing uniforms, whether on or off -duty, will wear that uniform in the method prescribed by the class designation. Members who wear civilian attire will, while on duty, wear that clothing in the manner prescribed.
 - 2. It is each member's responsibility to maintain uniforms and duty gear/equipment in a manner that presents a professional image.
 - a. Shirts and pants will be pressed prior to use.
 - b. Embroidery will be pressed after each cleaning to maintain a 'crisp' appearance.
 - c. Embroidery that becomes worn, uneven or curled will be considered unacceptable.
 - 3. The condition, maintenance, fit, and cleanliness of such uniforms and clothing will fit properly and, when worn, will be clean and have a professional appearance.
 - 4. Worn, torn, wrinkled, burned, or otherwise damaged uniforms and clothing are unacceptable.
 - 5. Shoes, boots, and leather will be polished.
 - a. Cracked, worn, or otherwise damaged foot apparel and leather is unacceptable.
 - 6. All metal hardware, including but not limited to badges, collar brass, buttons, snaps, and buckles, will be polished and maintained in such a condition that the proper color is distinguishable.
 - 7. The Commander or designee will conduct uniform and clothing inspections in accordance with the DCSO "Inspections" policy.
 - a. Command members may conduct unannounced inspections at their discretion.
- H. Uniform Replacement/Reimbursement (22.1.6)
 - 1. Replacement

- a. Members are required to replace any uniform or personally maintained equipment that any supervisor deems unacceptable for duty use.
- b. This includes worn or faded uniforms, worn footwear, worn duty gear (leather or nylon) and damaged or inoperable personally owned equipment.
- c. Members who fail to replace uniforms and/or equipment as requested by a supervisor will be subject to discipline.

2. Reimbursement

- a. Sworn Deputies may claim reimbursement for the replacement of uniform items that have been damaged as the result of an on-duty incident or altercation.
 - (1) To qualify for reimbursement, the damage must not have resulted from carelessness or an intentional act.
- b. Eligible non-sworn employees who damage any item of their uniform during the course of his/her official duties, may claim reimbursement for such items in accordance with the applicable bargaining agreement. The employee will turn in the damaged item to their Supervisor.
- c. All employees having a claim will first submit a Blue Team entry to their Commander within 30 days of the incident.
- d. Employees with a uniform allowance will submit a receipt, along with an Inter-Bureau Communication (SF-118) and damaged item, to their Commander after purchasing the replacement item.
 - (1) The amount of the claim will be based on the condition of the damaged item at the time of the incident and may be prorated.
- e. Employees utilizing the voucher system will contact the designated Uniform Clerk and will receive a voucher to replace the item. Eligible items will be replaced at the expense of the DCSO.

IV. Required Dress by Assignment (22.1.6, 41.3.4)

- A. Uniform clothing types, specifications, and approved vendors will be maintained in the ["Uniforms" folder](#) in PowerDMS and are maintained by the Uniform Committee Chair or designee.
- B. Sheriff, Chief Deputies
 - 1. Dress requirements will be specified by the Sheriff.
- C. Operations
 - 1. Technical Operations Division
 - a. Business casual attire unless otherwise specified by the Operations Chief Deputy.
 - OR-
 - b. [Non-Sworn Administrative Uniform.](#)

2. Recruitment and Retention Division
 - a. Recruiting Unit
 - (1) [Class A](#) or [Utility Uniform](#), unless otherwise specified by the Operations Chief Deputy.
 - b. Mentor Unit
 - (1) Mentors and mentees will dress according to their primary assignment.
3. Special Operations Division
 - a. Special Response Unit
 - (1) [SRU Uniform](#).
 - (2) The SRU Commander will notify unit members what to wear based on the operation being conducted.
 - b. Emergency Response Unit
 - (1) [ERU Uniform and Equipment](#).
 - (2) The ERU Commander will notify the Team what to wear based on the operation being conducted.
 - (3) Non-issued/optional items may be utilized only with approval of the Operations Chief Deputy or designee.
 - c. Homeland Security Unit
 - (1) Dress will be specified by the Operations Chief Deputy based on the member's assignment.
4. Criminal Investigations Bureau - Criminal Investigations Division
 - a. Sworn
 - (1) Business casual attire unless otherwise specified by the Bureau Captain.
-OR-
 - (2) [Sworn polo uniform](#).
 - b. Non-Sworn
 - (1) Business casual attire unless otherwise specified by the Bureau Captain.
-OR-
 - (3) [Non-Sworn Administrative Uniform](#).
5. Criminal Investigations Division – Special Investigations Division

- a. Vice/Narcotics/Organized Crime Unit
 - (1) Dress will be specified by the Bureau Captain based on the member's assignment.
- b. Special Operations Group
 - (1) Dress will be specified by the Bureau Captain based on the member's assignment.
- 6. Criminal Investigations Bureau – Forensic Services Division
 - a. CSI-Crime Scene Unit
 - (1) [CSI Unit Uniform.](#)
 - d. Laboratory Members
 - (1) [Laboratory Member Uniform.](#)
 - c. Administrative Members
 - (1) Business casual attire unless otherwise specified by the Bureau Captain.
 - OR-
 - (4) [Non-Sworn Administrative Uniform.](#)
- 7. Court Services Bureau – Court Services Division
 - a. Sworn – Court Security Unit
 - (1) [Class A](#) or [Utility Uniform](#) unless otherwise specified by the Bureau Captain.
 - b. Sworn – Court Operations Group
 - (1) Fugitive Warrants Team
 - (a) [Sworn Plain Clothes](#) assignment.
 - i. This is a 'plainclothes' assignment and not an 'undercover' assignment. As such, clothing will be in good condition with no signs of excessive wear/holes/tearing.
 - ii. The determination for acceptable attire may be made by the COG Sergeant or CSD Lieutenant, with the CSB Captain making the final determination if necessary.
 - (2) Court Process Team – Proceeds Services
 - (a) [Proceeds Service Uniform.](#)
 - (5) Court Process Team - Juvenile Investigations

- (a) [Sworn Plain Clothes assignment.](#)
 - i. This is a 'plainclothes' assignment and not an 'undercover' assignment. As such, clothing will be in good condition with no signs of excessive wear/holes/tearing.
 - ii. The determination for acceptable attire may be made by the COG Sergeant or CSD Lieutenant, with the CSB Captain making the final determination if necessary.
 - (6) Court Process Team – Problem Solving Courts
 - (a) [Class A](#) or [Utility Uniform](#) unless otherwise specified by the Bureau Captain.
 - c. Non-Sworn
 - (1) Business casual attire unless otherwise specified by the Bureau Captain.
 - OR-
 - (2) [Non-Sworn Administrative Uniform.](#)
- 8. Court Services Bureau – Public Security Division
 - a. Sworn
 - (1) [Class A](#) or [Utility Uniform](#) unless otherwise specified by the Bureau Captain.
 - b. Building Security Unit
 - (1) Building Security Officers – Non-Sworn
 - (a) [BSO Uniform.](#)
 - (2) Building Security Officers Supervisors– Non-Sworn
 - (a) [BSO Supervisors Uniform.](#)
 - c. Entrance Security Unit
 - (1) Entrance Screening Officers – Non-Sworn
 - (a) [ESO Uniform.](#)
- 10. Uniform Services Bureau – Patrol Division
 - a. [Class A](#) or [Utility Uniform](#) unless otherwise specified by the Bureau Captain.
- 11. Uniform Services Bureau – Community Resource Division
 - a. Community Action Unit
 - (1) Community Action Teams

- (a) [Community Action Team Uniform.](#)
 - (2) K9 Team
 - (a) [K9 Team Uniform.](#)
 - b. Behavioral Health and Wellness Unit
 - (1) Sworn
 - (a) [Class A](#) or [Utility Uniform](#) unless otherwise specified by the Bureau Captain.
 - (2) Non-Sworn
 - (a) Business casual attire unless otherwise specified by the Bureau Captain.
 - (b) The Imbedded Mental Health Professional will be issued concealed body armor that will be worn when responding to incidents/calls where subjects will not be restrained (see the DCSO "Behavioral Health Crisis Response" policy).
 - c. Community Resource Unit
 - (1) School Resource Officer Team
 - (a) [Class A](#) or [Utility Uniform](#) unless otherwise specified by the Bureau Captain.
 - OR-
 - (b) [SRO Polo Uniform.](#)
 - (2) Community Outreach Team
 - (a) The Community Outreach Team will dress according to the specific outreach event. The dress code for a particular event will be determined by the Community Resource Division Sergeant or designee.
 - (b) Regardless of the event or dress code, Community Outreach Team members will dress in a manner that projects a professional and positive image of the DCSO.
13. Uniform Services Bureau – Auxiliary Division
- a. Nautical Services Unit
 - (1) [NSU Uniform.](#)
 - b. Motorcycle Unit
 - (1) [Motorcycle Unit Uniform.](#)
 - c. Accident Investigation Unit

- (1) Members of the Accident Investigation Unit may get called out and will therefore dress according to the member's primary assignment. Members will ensure that they wear proper safety equipment/attire based on the type of scene that they will be investigating.
- d. Drone Unit
 - (1) Members of the Drone Unit may get called out and will therefore dress according to the member's primary assignment. Members will ensure that they wear proper safety equipment/attire based on the type of scene that they are responding to.
- e. Chaplain Program
 - (1) [Chaplain Uniform.](#)
 - (2) The Chaplain uniform may consist of one of the DCSO-approved Chaplain uniforms or the Chaplain's normal attire worn when acting under the color of faith.
 - (a) The Class A and Utility Chaplain's uniforms will not be worn in combination.
 - (b) Chaplains may be issued other equipment or uniform items (e.g., body armor, helmets, etc.) as circumstances dictate and when approved by the Operations Chief Deputy or designee.
 - (3) All Chaplains will receive one uniform shirt and one patrol jacket upon joining the DCSO Chaplain Program.
 - (4) It is recommended that, at the Chaplain's expense, he/she purchase and maintain at least one Class A and one utility uniform, either summer or winter.
 - (a) In some cases, uniform items and/or equipment may be provided by the Sheriff, based on job assignment and need.
 - (5) Chaplains are NOT authorized to carry any weapon of any kind under any circumstances.
- f. Explorer Program
 - (1) The Explorer dress code/uniform will be specified by the Explorer Program Manager.
- g. Honor Guard
 - (1) [Honor Guard Uniform.](#)
- h. Pipe and Drum Corps
 - (1) [Pipe and Drum Corps Uniform.](#)
 - (2) Pipe and Drum Corps members will be responsible for purchasing their own bag pipes.

D. Administration

1. Executive Support Division

a. Members of the Executive Support Division may wear:

(1) Business casual attire unless otherwise specified by the Sheriff.

-OR-

(2) [Non-Sworn Administrative Uniform.](#)

b. When attending formal venues members will wear professional business attire.

2. Administrative Services Division

a. Front Desk Unit

(1) Business casual attire unless otherwise specified by the Administrative Services Lieutenant.

-OR-

(2) [Non-Sworn Administrative Uniform.](#)

b. Title Inspection Unit

(1) [Title Inspection Unit Uniform.](#)

3. Training Division

a. [Sworn polo uniform.](#)

4. Property & Evidence Division

a. [Property & Evidence Division Uniform.](#)

5. Records Division

a. Business casual attire unless otherwise specified by the Administration Chief Deputy.

-OR-

b. [Non-Sworn Administrative Uniform.](#)

6. Internal Affairs Division

a. The authorized apparel for non-uniformed sworn members is professional business attire.

b. If specified by the Administration Chief Deputy, sworn members may wear business casual attire when not attending court or other formal venues.

E. Volunteers/Interns

1. Volunteers and interns will dress in a professional manner (i.e. business casual).
2. Volunteers and interns will not wear uniforms worn by other DCSO members. (45.3.3)
 - a. The Commander or designee may authorize a uniform/apparel for interns/volunteers under his/her command; however, authorized uniforms must be easily distinguishable from those worn by DCSO members.

F. Secondary Employment – Sworn Members

1. [Secondary Employment Uniform.](#)
2. Unless otherwise approved by the respective Commander, Deputies working extra duty in uniform will follow the procedures listed in this policy.
3. Commanders may allow exceptions, to include DCSO authorized shorts and/or polo's, as unusual circumstances may require.

G. Formal Events, Funerals, and Ceremonies

1. Sworn Members (Not assigned to the Honor Guard or Pipe and Drum Corps for the event)
 - a. Unless otherwise directed by the Sheriff or respective Chief Deputy, a long-sleeve Class A Uniform with metal buttons, badge, nametag and collar brass will be worn for formal events including funerals and ceremonies, regardless of weather conditions.
 - (1) During funerals and other formal Corps it is appropriate to salute when instructed.
 - (2) A salute will not be conducted unless a campaign hat is worn.
 - (3) DCSO uniformed members who are not wearing a campaign hat, plain-clothes members and civilians will not conduct salutes. In this case, members will place the right hand over the heart.
 - (4) A salute is conducted with the right hand, palm down and the thumb and fingers extended and joined together, touching right, front brim of the hat with the tip of the index finger (slightly to the right corner of the right eye).
 - (5) The upper arm is parallel with the ground with the elbow bent extending the forearm and hand towards the brim of the hat at a 45° angle.
 - (6) At the same time turn the head and eyes toward the person or flag you are saluting.
 - (7) The only time a left-hand salute would be appropriate is if an injury prevents a right-hand salute.
2. Non-Sworn
 - a. Business attire.

V. Sworn Uniformed Members (22.1.6, 41.3.4)

- A. Uniform/clothing standards are designated into two classes, Class A or Utility Uniform, and will not be worn in combination.
- B. Deputies working the same assignment may choose to wear either the Class A or the Utility uniform. It is unacceptable to wear a combination of the Class A and the Utility Uniform (e.g. utility shirt with Class A trousers).
- C. The Commander will designate the class of uniform to be worn by members within specific divisions, and may allow exceptions, to include DCSO authorized shorts and/or polo's, as circumstances may necessitate.
- D. Uniform clothing types, specifications, and approved vendors will be separately maintained in the ["Uniforms" folder](#) in PowerDMS by uniform type and maintained by the Uniform Committee Chair or designee.

VI. Equipment (22.1.6, 41.3.4)

- A. General
 - 1. A list of equipment by uniform/assignment can be found in the ["Uniforms" Folder](#) in PowerDMS. This list is maintained by the Uniform Committee Chair or designee.
 - 2. Miscellaneous equipment includes all accessories not defined as self-defense equipment or leather.
 - 3. Some equipment is mandatory and some is optional.
 - 4. Unless otherwise specified, all mandatory equipment will be used as demonstrated by training, instruction, and in accordance with DCSO policies and procedures.
 - 5. The carrying of any equipment other than that which is mentioned is strictly prohibited.
- B. DCSO Issue Equipment
 - 1. Members designated by a Commander may be issued other equipment or uniforms such as raincoats, body armor, helmets, etc.
 - 2. Issued equipment will first be authorized by the Sheriff or Commander, who will complete an Equipment Authorization Form, SF-126.
- C. Responsibility for equipment
 - 1. It is the responsibility of the assigned Member and Chaplains to handle all assigned equipment in such a manner as to prevent loss, theft, or damage.
 - 2. Members and Chaplains may be financially responsible for equipment if lost, stolen, or damaged as a result of negligence, carelessness, and/or inattentive or intentional circumstances.
 - 3. Issued equipment, unless authorized by a command officer, will not be loaned.
- D. Stolen or vandalized equipment

1. Stolen or vandalized issued equipment or uniforms will be reported to the member's immediate supervisor.
 - a. Chaplains will report stolen or vandalized equipment to the Chaplain Liaison.
2. A crime report will be initiated with the agency having jurisdiction.
3. If the incident occurred outside the county's jurisdiction, a Blue Team entry will be completed.
 - a. Stolen badges will be reported to the law enforcement agency having jurisdiction. An NCIC/NCIS lost or stolen entry will be made along with a Blue Team Entry.

E. Damaged or lost equipment

1. Damaged or lost issued equipment or uniform items will be reported to the member's immediate supervisor.
 - a. Chaplains will report damaged or lost equipment to the Chaplain Liaison.
2. A Blue Team Entry will be completed giving details.
3. Lost badges will be reported to the law enforcement agency having jurisdiction. An NCIC/NCIS lost or stolen entry will be made along with a Blue Team Entry.

F. Authorized Self Defense Equipment List

1. The DCSO maintains a current Authorized Weapons and Ammunition List, which lists the only equipment authorized for use by Deputies for self-defense or restraint purposes.

G. Body Armor/Protective Vests

1. Required Wear (41.3.5)
 - a. All Deputies and Entrance Screening Officers permanently or temporarily assigned to the Patrol Division, Public Security Division, the Court Services Division, and Fugitive Warrants Team are required to wear their body armor at all times while in uniform, on duty, or appearing in court.
 - b. It is mandatory that Deputies wear their body armor in all high risk situations (e.g., search warrants, barricaded suspects, arrest warrants for violent offenders, transporting or guarding criminal and mentally ill prisoners), or when ordered to do so by their command officer. (41.3.6)
2. Exceptions to Required Wear
 - a. Members are not required to wear body armor when in uniform for ceremonial purposes (e.g., funerals, ceremonies, etc.).
 - b. NSU Deputies are not required to wear body armor when on the water.
3. Sworn Members (41.3.5)
 - a. The DCSO provides initial body armor/protective vests upon hire to all sworn members in accordance with the collective bargaining agreement. Vests may be provided to Deputies assigned to specialty units as needed.

- b. Sworn members are expected to maintain, upkeep, replace, and/or repair the body armor/protective vests as needed from their annual uniform allowance in accordance with the collective bargaining agreement.
- 4. Acquisition
 - a. After receiving approval, Deputies will contact the selected vendor and will make themselves available for a fitting. Deputies will refer to the collective bargaining agreement and the ["Uniforms" folder](#) in PowerDMS for body armor specifications.
 - b. Initial vest purchases are funded by the DCSO at a contracted price.
 - c. Deputies who are interested in selecting a different vest may do so with prior approval of their Commander and by paying the difference in cost from their own funds.
 - d. Deputies not assigned to enforcement activities may purchase their own body armor as long as it meets the criteria in the ["Uniforms" folder](#) in PowerDMS and the collective bargaining agreement.
- 4. Entrance Screening Officers
 - a. The DCSO provides initial body armor/protective vests to Entrance Screening Officers. (41.3.5)
 - b. ESOs are expected to maintain, upkeep, and replace the body armor/protective vests as needed in accordance with Section III, E of this policy if personally damaged, lost, or stolen or if the vest has reached the manufacturer's expiration date. If there is no date listed on a vest, or if the date is unreadable, the vest should be replaced within five years of the original purchase date.
 - c. The DCSO will replace or repair a vest if damaged due to a line of duty incident (see Section III, H above).
- 5. Building Security Officers
 - a. The wearing of body armor/ protective vests by Building Security Officers is approved. Body armor is strictly optional, at the discretion of the BSO.
 - b. Body armor will be purchased/replaced in accordance with Section III above.
 - c. Body armor may be of any brand the only requirement is that it be of at least a level II protection.
- 6. Maintenance
 - a. Maintenance of body armor is the responsibility of the Deputy, ESO, or BSO.
 - b. Based on National Institute of Justice standards, the DCSO recommends members replace their body armor five years after the manufacture date.
 - c. During annual and annual line inspections, members will present their body armor to their Supervisor for inspection.

- d. Body armor that has an unreadable manufacturer date will also be recommended for replacement.
- e. Members presenting 'expired' body armor will be advised by their inspecting Supervisor of the following:

"I have been advised by my Supervisor that this protective vest has expired, per the manufacturer's warranty. As such, the manufacturer will no longer warrant the vest against defect or failure. I accept full responsibility for its continued use. Further, my Supervisor has recommended I purchase a new protective vest that meets Department standards."
- f. The inspecting/notifying Supervisor will have the member initial their receipt of this advisement.

REFERENCES

I. Previous DCSO Orders

- A. Previous DCSO General Orders include: #31-2023, #9-2023, #54-2022, #7-2022, #19-2021, #18-2021, #2-2021, #74-2020, #30-2020, #97-2019, #83-2019, #12-2019, #77-2018, #74-2018, #2-2018, #34-2017, #8-2017, #16-2016, #15-2015, #10-2015, and SOP 4.

II. CALEA Accreditation Standards

- A. Applicable CALEA Accreditation Standards include: 22.1.6, 41.3.4, 41.3.5, 41.3.6, and 45.3.3.

III. Review Schedule

- A. Quadrennial.