	Grayson County Sheriff's Office		
	Uniforms and Appearance		General Order 2.06
	Effective Date: 12-01-16	Revision Date: 01-01-25	Pages - 9

I. POLICY STATEMENT

The Grayson County Sheriff's Office (GCSO) requires that all members be attentive to personal hygiene, personal appearance, and to dress in an appropriate manner to promote a business like atmosphere within their respective area of assignment. This general order establishes reasonable standards of appearance, hygiene, and dress as a condition of employment.

II. PURPOSE

We are highly visible representatives of government and law enforcement. Therefore, our appearance must be professional and meet the generally accepted norms within our community. The purpose of this order is to provide guidelines to present to the public a professional business-like appearance by all members of the GCSO while on-duty, or during off-duty employment representing the GCSO.

DEFINITIONS

- A. Members: All uniformed and non-uniformed personnel.
- B. Uniformed Members: Members that are required to wear a GCSO authorized uniform as part of their regular duties.
- C. Non-Uniformed Members: Members that are assigned investigative or administrative functions where the wearing of the uniform is not required or is optional.
- D. Class "A" Uniforms: consists of the traditional long-sleeve shirt, traditional trousers, hat (optional depending on circumstances), tie, ribbons, and all other uniform wearing apparel as applicable. The class "A" hat will not be worn with the class "B" uniform.
- E. Class "B" Uniforms: consists of the BDU pants, GCSO ball cap, short or long sleeve shirt and to include all other uniform wearing apparel as applicable. Personally owned western style hats will be permissible as long as they are well maintained and similar in color to the issued class "A" hat. The shape of the hat will be a cattleman's style or similar business professional type style. No bull rider type style will be permitted.
- F. Special Operations Uniforms: These are special uniforms approved by the Sheriff or his designee for specialized units of the GCSO such as SRT, K-9, or any other special assignment. Refer to Section IV.13.
- G. Unserviceable Uniforms: Uniform items will be classified as unserviceable if they are ripped, torn, frayed, or discolored, and repair is not practical. Substantial weight gain or loss may also define a uniform item as unserviceable. Serviceability determinations will be made by the member's supervisor. Unserviceable uniforms will be turned in to the Quartermaster for reissue or destruction.
- H. Jewelry: Jewelry is a personal ornament, such as a necklace, ring, or bracelet, made from jewels, precious metals or other substance.

- I. Body Modification: defined as deliberate altering of the human anatomy or human physical appearance.
1. For definitions and restrictions for tattoos, body art, brands or other body modifications that are not defined in this policy refer to [General Order 2.06A Tattoo's and Body Art](#).
 2. Body Piercing: Body piercing refers to the piercing of a part of the human body for the purpose of wearing jewelry or any object in the opening created.
 3. Ornamentation: Any discernable body piercing (i.e. tongue splitting, decorative cutting, etc), ornamental body piercing, ear lobe holes (large enough for light to pass through the opening), and ornamental implantations (implants on the face, horns on the forehead, etc.).
 4. Dental Ornamentation: The use of gold, platinum, silver, or other type of veneer or cap for the purposes of ornamentation. Dental ornamentation also includes caps or veneers attached to teeth that have designs, jewels, logos, or initials on them.
- J. Prohibited Jewelry:
1. Gauges or large holes in the ears, body piercing of the face (other than ears), head or mouth.
 2. Dental Ornamentation.
 3. Necklaces worn by uniformed officers shall not be visible.
 4. While on duty or in uniform, male members shall not wear any jewelry in a body piercing or have any other exposed or visible body modifications.
 5. While in uniform, female members are restricted to one pair of post-type (stud) earrings, one in each earlobe. Hoops and wire type earrings are prohibited. No other visible body piercing shall contain jewelry. No other body modifications are permitted except as described below.
 6. While on duty, female non-uniformed members are restricted to three pair of earrings that present a professional, business-like appearance and are worn in moderation so as not to draw undue attention. Any other body piercing or body modification that is not prohibited must not be exposed or visible.
 7. Procedures medically necessary because of illness, deformity, or injury are permitted.
 8. Ornamental implants shall not be visible while on duty or in uniform.
 9. Excessive or unprofessional jewelry.
 10. Anything outside the current accepted local norms for a professional public service organization.
- H. Any conflict over whether or not an item of jewelry or a body modification violates any part of this policy will be resolved by the Bureau Commander of the affected member after consultation with the Chief Deputy.

III. GENERAL REQUIREMENTS

- A. All members shall maintain a standard of cleanliness which includes, but is not limited to, a hygienically clean body. At no time shall a member emit an offensive body odor while engaged in a job-related function. A moderate amount of an unobtrusive perfume, cologne, or after-shave may be used. Should a member become excessively unclean or smell badly due to working conditions, as determined by a supervisor, they shall be allowed to clean up before returning to duty.
- B. It shall be the duty of every member to maintain a neat and clean appearance at all times.

- C. Uniforms shall be kept neat, clean, serviceable, and well pressed, as practical, at all times.
- D. Leather duty gear/accessories/footwear shall be kept clean, dyed, and polished. Metal parts shall be kept clean, shined, and free from rust or tarnish.
- E. Firearms, batons, and handcuffs shall be kept clean, free from rust or tarnish, and in a serviceable condition.
- F. Exceptions may be made to this section by the supervisors of those members working undercover, attending certain training, or other special assignments.

IV. WEARING OF THE UNIFORM (UNIFORMED MEMBERS)

- A. Uniformed members shall only wear GCSO authorized uniform or clothing items. Civilian clothing will not be worn with any part of the uniform unless approved by a supervisor.
- B. All uniformed members shall possess and maintain, in good order, the number of uniforms allotted in Section VI. A. Non-uniformed members will possess and maintain a minimum of one set of class "A" and one set of class "B" uniforms.
- C. Uniformed members shall wear their uniform during their tour of duty unless otherwise directed.
- D. Nothing shall be worn or placed on the uniform that is not authorized.
- E. Decoration of the badge, uniform modifications or alterations must be authorized by their Division Commander.
- F. Off-duty members shall not wear their uniform in any location or circumstance that would constitute a reasonable threat to the status or dignity of law enforcement as a profession.
- G. Members must obtain permission from the Sheriff or his designee before wearing their uniform outside the State of Texas for non-law enforcement related purposes.
- H. During periods of administrative leave or disciplinary suspension, members will not wear any GCSO issued items unless authorized by their Division Commander.
- I. Uniforms will be issued by the agency and will be worn in the following manner:
 - 1. Hats: Hat will be worn squarely on the head.
 - 2. Toboggans (Watch Caps): Only agency issued toboggans or personally owned OD green may be worn in uniform.
 - 3. Shirts
 - a. The class A shirt will only be worn with the class A style pants;
 - b. The issued polo shirt will only be worn with business casual slacks;
 - c. Class B style shirt will only be worn with the Class B style trousers;
 - d. Uniform shirts will not be worn with the sleeves rolled or folded up while in the public view;
 - e. T-shirts worn with the uniform will be either white, tan, black or OD green. The sleeves of the t-shirt cannot extend beyond the sleeves of the short-sleeve shirt.
 - 4. The following accessories, with noted exceptions, will be worn at all times with the designated shirt:

- a. Badges: Metal badges will be worn centered above the left, front pocket on the traditional or BDU style shirts. Embroidered badges will be worn on the uniform knit shirt. Either embroidered or metal badges can be worn on the windbreaker and coat.
- b. Nametags: Agency issued nametags will be worn centered above the right pocket of the traditional and BDU style shirts with the lower edge of the nametag no more than ¼ inch above the top seam, of the pocket. Metal name tags will meet the following format example:

Deputies/Detention

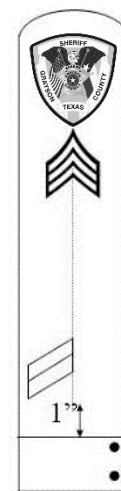
J. Doe

Ranking Members

Sgt. J. Doe

Appropriate embroidered nametags will be sewn on the knit uniform shirt in like manner by the contracted uniform provider.

- c. F.T.O. Insignia: Will be worn on the collar by Field Training Officers within the Detention Bureau in a manner prescribed by the Jail Administrator.
- d. Rank Insignia: Corporal and Sergeant rank insignia will be worn on the sleeves, no more than one-half inch below and centered, under the Sheriff's Office patch. Insignia for higher-ranking members will be worn on the collar in a manner prescribed by the Sheriff.
- e. Service Ribbons
 - i. Ribbons will be obtained through the Office of Professional Standards.
 - ii. Ribbons will be worn centered ¼ inch above the right pocket.
 - iii. Ribbons will be displayed from left to right (when viewed from the front of the bar), beginning at the top of the ribbon bar, ranked in prominence according to General Order 2.17, V. Ribbons are to be worn two to a row with no more than four rows worn at a time, excluding the Master Peace Officer/Jailer ribbon.
 - iv. Ribbons will be updated annually.
- f. Hash Marks: will be obtained through the Office of Professional Standards. A hash mark denoting each five years of law enforcement service may be worn on the lower left sleeve of the long sleeve uniform shirt. The service may be from the GCSO or in combination with any other law enforcement agency. When worn, they will be one inch from the top of the sleeve cuff and forward of the crease, as pictured.
- g. Neckties: Neckties will be agency issued. Tie tacks and tie bars will be professional in appearance and will be of an unobtrusive style and design.



Left Sleeve

5. Trousers: Uniformed trousers shall be worn in accordance with this general order.
6. Footwear: Boots or shoes worn by uniformed members will be black leather. Shoes will have a round, plain toe. Pointed toes, decorative stitching, and decorative leather will not be allowed.
7. Coats and Windbreakers
 - a. When worn, the metal or cloth badge, rank insignia, and agency shoulder patches, will be affixed to the proper place.
 - b. Rank insignia for the rank of lieutenant and above will be worn on the shoulder epaulets near the outer edge.

- c. Silver buttons shall be worn on all coats and windbreakers equipped with button-down pockets and epaulettes.
 - d. Raincoats are exempt from these requirements.
- 8. GCSO logo T-Shirts
 - a. May be worn for internal training, specialized unit activities, and other agency sponsored activities when approved by a supervisor.
 - b. Specialized units may have additional lettering placed on T-shirts identifying their unit responsibilities when deemed appropriate by the unit commander.
 - c. Members may not wear the agency logo T-shirt in any location or circumstance that would disrespect the status or dignity of law enforcement as a profession.
- 10. Protective Vests: Protective vests shall be worn in accordance with [General Order 2.05 – Protective Vests](#).
- 11. Firearms: Firearms must be carried in compliance with [General Order 3.18 – Firearms](#)
- 12. Leather/Nylon Web Duty Gear
 - a. The GCSO will furnish all required leather duty gear and accessories.
 - b. Nylon gear will be furnished to members of specialized units (SRT, Narcotics and K-9) as required.
 - i. Members desiring to wear nylon gear who are not members of a specialized unit will be required to furnish the nylon gear at their own expense.
 - ii. Nylon gear furnished by members must be approved by their supervisor and be of similar style and quality of that used by the agency's specialized units.
 - iii. Nylon gear furnished by members will not be replaced by the GCSO if damaged.
 - c. Personally owned equipment will not be worn without prior authorization from the member's supervisor.
- 13. Special Operation Uniforms: These uniforms may be worn by members assigned to special units such as SRT, K-9 or while conducting any other assignment so designated by the Sheriff, or his designee.
 - a. SRT: The operational uniform for the Special Response Team will be designated by the Sheriff or his designee.
 - b. K-9: The duty uniform is the GCSO issued BDU pants and knit shirt. The training uniform is the agency issued BDU pants, GCSO logo T-shirt, and coat.
 - c. Specialized Assignment: Specialized assignment uniforms will be designated by the Sheriff or his designee according to the type of assignment and particular needs.
- 14. When representing the GCSO (including training) or working law enforcement related off-duty employment, members will either wear an approved uniform or comply with Sections VII, VIII and IX, unless specifically instructed otherwise.
- 15. Call-Out Uniforms: BDU trousers issued by the GCSO may be worn on call-outs with non-uniform shirts, such as crime scene duties or similar circumstances where the supervisor deems it practical to do so.

V. UNIFORM ISSUE

- A. Uniformed Deputies are allotted the following current uniform items:
 - 1. Three complete Class B uniforms;
 - 2. One complete Class A uniform;

3. One Coat;
4. One Raincoat;
5. One Hat and Cover;
6. One Soft Body Armor; and
7. One set of Duty Leather Gear; or
8. One set of Nylon Web Duty Gear (SRT, and K-9 Officers only)

B. Uniformed Detention are allotted the following current uniform items:

1. Three complete Class B uniforms;
2. One complete Class A uniform;
3. One black belt with handcuffs and case; and
4. One Coat

C. Reserve Deputies

1. One complete Class B uniform;
2. One complete Class A uniform;
3. One Coat;
4. One Raincoat;
5. One Hat and Cover;
6. One Soft Body Armor; and
7. One set of Duty Leather Gear.

D. Replacement Items: When available, items will be replaced from present stock. New issue replacement items will be ordered in accordance with [General Order 2.11 "Procurement of Equipment"](#).

E. Termination or Separation from Employment: Members who are terminated or otherwise separated from employment with the Sheriff's Office shall surrender all agency property that they possess. Failure to do so may cause the member to reimburse the agency for the fair market value of the property.

F. The Civil/Administrative Division Commander or their designee shall be responsible for maintaining an accurate record of uniforms/equipment issued to each member.

VI. NON-UNIFORMED PERSONNEL

Attire will be conservative in style and present a professional business-like appearance. Based on other circumstances and/or duty assignments, a member's immediate supervisor may authorize a deviation from this dress code for non-uniformed officers or non-sworn members.

A. Agency Issued Clothing for Non-Uniformed Deputies - The following will be the initial clothing issue for non-uniformed deputies and may be replaced annually or as they become unserviceable:

1. Two polo shirts;
2. Two BDU pants;

3. One complete Class A uniform;
 4. One complete Class B uniform;
 5. One Coat;
 6. One Hat and Cover;
 7. One Soft Body Armor; and
 8. One set of Duty Leather Gear.
- B. Firearms: Sheriff's Office authorized firearms may be worn exposed to public view if the badge is worn in a conspicuous location in close proximity to the weapon. Firearms must be securely holstered/carried. While on duty, plain-clothes deputies shall be armed or have immediate access to their primary duty handgun unless their assignment, with supervisor approval, precludes it. Deputies shall conceal firearms while carried off-duty.
- C. Sheriff's Office Issued Clothing for Non-Sworn Members
1. Non-sworn members desiring to be issued agency clothing should submit a request for purchase to their supervisor.
 2. If requested, the following clothing items will be the initial issue and may be replaced annually or as they become unserviceable:
 - a. Three shirts for Collections and Dispatch personnel; and
 - b. One shirt for Administrative Clerks.
 3. The wearing of Sheriff's Office issued clothing should be restricted to agency approved functions.

VII. CLOTHING RESTRICTIONS FOR ALL MEMBERS

- A. Sheriff's Office logo T-Shirts
1. May be worn for internal training and other agency sponsored activities when approved by a supervisor.
 2. Members may not wear the issued Sheriff's Office logo T-shirt while off duty.
- B. On-Duty Inappropriate Dress includes:
1. Clothing that is dirty, has frayed edges, or holes;
 2. Clothing of inappropriate size, length, or style that reflects an unprofessional appearance, such as non-uniform shorts, tank tops, halter tops, tube tops, T-shirts, sweat suits, lounge wear, wind suits, and see through or otherwise revealing clothing;
 3. Denim jean style trousers, except on designated casual days or training;
 4. Croc-style shoes, flip-flops, or bare feet.
 5. Anything else that is deemed inappropriate in a professional setting.

VIII. MEMBERS PERSONAL APPEARANCE

- A. Haircuts
1. Male Members
 - a. Male members shall not report for duty needing a haircut or shave.
 - b. Hair will be kept neat, clean, and present a well-groomed and business-like appearance.

- c. Hair will not exceed over the top of the collar at the back of the neck while the head is held in a normal, upright position.
- d. On the sides, the hair will not exceed over the top of the ear. Hair in the front will not extend below the middle of the forehead.

2. Female Members

- a. Hair will be kept neat, clean, and present a well-groomed and business-like appearance. If participating in Honor Guard duties, hair will be worn up and secured off the top of the collar.
- b. While in uniform (unless participating in Honor Guard duties), unsecured hairstyles (left down) must not extend below the shoulders while assuming a normal stance.
- c. Longer hair will be neatly and inconspicuously fastened or secured in either a bun, single ponytail, two braids or a single braid. Multiple locs, braids, twists or cornrows may come together in one or two braids or a single ponytail.
- d. Braids and singular ponytails may be worn down the center of the back in uniforms (other than honor guard), but length will not extend past the bottom of the shoulder blades while at the position of attention. There is no minimum length for the wear of a ponytail or braid.
- e. The only exception on the length of the ponytail or braid is while conducting tactical or physical tasks. The length of the hair should not hinder a member's performance or present a safety risk.
- f. Supervisors will analyze the risk of a free hanging ponytail or braid and use their discretion to determine if long hair will be secured or tucked inside the uniform top while performing specific tasks.
- g. For examples of what is acceptable, refer to [General Order 2.06D – Acceptable Pony Tails](#).

3. Non-Sworn Members: Hair will be kept neat, clean, and present a well-groomed and business-like appearance.

B. Sideburns: Sideburns will be trimmed and will not be flared or pointed. They may extend no lower than the lowest tip of the member's ear lobe. They will be a naturally even width and will end with a clean-shaven, horizontal line.

C. Facial Hair: mustaches, goatees, and beards are permissible (unless participating in Honor Guard duties) within the following guidelines:

- 1. All facial hair will be neatly trimmed, groomed, and no more than 1/4 inch in length.
- 2. Members choosing to wear facial hair shall begin the growth during time off.
- 3. Supervisors will ensure all facial hair is of professional appearance. Any beard, mustache, or goatee that is uneven in growth, sparse, patchy, and/or untidy in form or appearance is not professional looking and is not authorized. Any facial hair deemed unprofessional will be required to be shaven.
- 4. **IF AFTER ONE WARNING, ANY MEMBER FOUND IN VIOLATION OF THIS SECTION, WILL NOT BE ALLOWED ANY FACIAL HAIR FOR AN ENTIRE YEAR. IF A SECOND VIOLATION OCCURS, THE MEMBER WILL LOSE THE PRIVILEGE PERMANENTLY.**
- 5. Facial hair shall be of natural hair color.
- 6. The Chief Deputy is the final authority on whether the general appearance and/or color of facial hair is professional in appearance.

7. Mustaches will not extend more than 1/2 inch beyond the corner of the mouth and no lower than the corner of the mouth.
8. Beards and goatees may extend no lower than 1/2 inch below the officer's jawline. They will end with a clean-shaven line.
9. Members may not wear a beard or goatee without a mustache.
10. For examples of what is acceptable and unacceptable, refer to [General Order 2.06C – Acceptable and Unacceptable Beards.](#)

D. Fingernails and Make up

1. Male Members

- a. Fingernails shall not exceed 1/4 inch measured from the fingertip. They shall be kept clean. Fingernails shall not be shaped in a manner that may present a danger to others or that will interfere with assigned duties. Nail polish is prohibited.
- b. Make-up is not authorized with the uniform and shall not be worn.

2. Female Members

- a. Fingernails shall not exceed 1/4 inch measured from the fingertip. They shall be kept clean. Fingernails shall not be shaped in a manner that may present a danger to other or that will interfere with assigned duties. Nail polish may be worn, but shall be one neutral color that does not contrast with the uniform and shall not contain designs or ornamentation.
- b. Make-up may be applied in good taste and present a business type appearance. The colors shall blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are not authorized with the uniform and shall not be worn (e.g., glittery). Care should be taken to avoid an artificial appearance. Lipstick colors shall be neutral.

IX. TOBACCO USE

- A. The use of any tobacco or smokeless products, any electronic cigarette or personal vaporizer, within the Grayson County Sheriff's Office or any agency vehicles, is prohibited.
- B. The use of tobacco or smokeless products, or any electronic cigarette or personal vaporizer, shall not adversely affect job performance.
- C. The use of any tobacco or smokeless product, or any electronic cigarette or personal vaporizer, is prohibited while a member is on duty unless the member makes a reasonable effort to remain out of public view, and is not in a location where the use of those products by the general public is prohibited.
- D. Tobacco or smokeless products, or any electronic cigarette, personal vaporizer, or any disposable components shall be disposed of in an appropriate receptacle.

Special Note: Members hired prior to the effective date of this policy that have limited visibility tattoos, may be permitted at the discretion of the Sheriff.



Sheriff Wm. A. (Tony) Bennie