

26.1 APPENDIX B

UNIFORM DRESS CODE

A. The basic components of the traditional blue uniform consist of:

A. Shirts

- A. Long-sleeved, short-sleeved, and turtleneck shirts are provided as authorized.
- B. Uniform shirts will be furnished with appropriate shoulder patches on both sleeves.
- C. The short-sleeved shirt will be worn "open collar" with the uppermost button undone.
- D. If an undershirt is worn with the uniform and is visible, it shall be plain white, dark blue, or black in color.
- E. When the long-sleeve shirt is worn, the sleeves will be fully extended and buttoned. If the tie is worn, the collar will be buttoned. If the turtleneck is worn, the collar will be open with the uppermost button undone.

2. Trousers

- a. One (1) style of uniform trousers is issued.
- b. Personnel of the rank of lieutenant or higher shall wear trousers that display a blue stripe running the length of the trousers along the outer seam.

3. Headgear

- a. The standard uniform headgear for law enforcement deputies is a campaign style hat.
- b. Campaign hats may be provided on request.
- c. Acorn straps will be worn on campaign hats.

- d. During the prescribed time for wearing of the winter uniform, deputies may wear a "trooper style" fur cap or dark blue or black watch cap which meets specifications in lieu of a campaign hat.
- e. If wearing an Axon camera, the Oakley Flak 2.0 with the Axon point of view camera mount will be worn. If the deputy wears prescription eyeglasses and is mandated by supervision to wear a Class A uniform, the deputy may wear the department-issued ball cap with headgear mount.

4. Leather gear

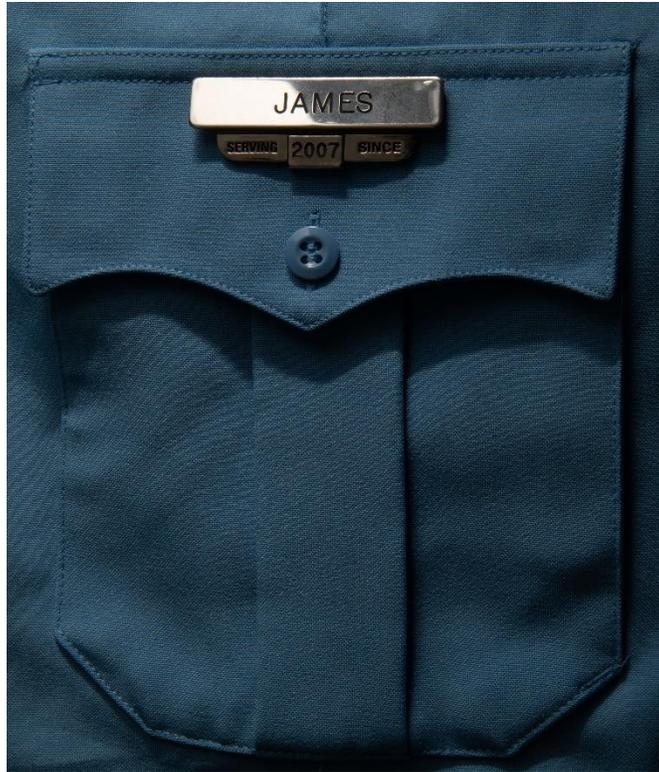
- a. Standard leather gear issued to law enforcement deputies consists of a gun belt, holster, magazine pouch, two (2) handcuff cases, pepper spray holder, asp holder, belt keepers, key strap, and buckle.
- b. All leather gear is plain black Clarino leather or its equivalent.
- c. Leather will always be clean and polished.
- d. Snaps on leather equipment will be kept polished.
- e. Leather gear that is not issued may, under prescribed circumstances, be worn. Examples of such gear are belt keepers, and flashlight holders. These types of items may be worn if they:
 - i. Are approved by the employee's division commander;
 - ii. Are of a style and quality consistent with that of issued items;
 - iii. Are not offensive and do not detract from a professional image;
and
 - iv. Do not interfere with the ability of the employee to perform his/her duties safely and effectively.

5. Footwear

- a. Standard uniform footwear will consist of either plain-toed style boots or low-quarter shoes that are black in color and professional in appearance. Footwear shall be approved by the captain assigned to the support division and listed with the apparel vendor, Galls.
- b. When low-quarter shoes are worn, they will be worn with black socks.

6. Outerwear

- a. The sheriff's office provides coats to meet the needs of uniformed personnel throughout the year.
 - b. All outerwear except the raincoat will be furnished with appropriate shoulder patches on both sleeves and a cloth deputy badge sewn above the left breast pocket.
- B. Uniform accessories to the standard uniforms listed above are shirt badge, hat badge, name plate, service tab, collar stars, special operations insignia, medals of commendation, and rank insignia. Placement of these accessories is as follows:
1. Shirt badge:
 - a. Worn above the left breast pocket, pinned through the reinforced mounting slits or grommets.
 - b. In memory of our fallen comrades, deputies shall wear a black band over their badges on the day of the local, annual Fallen Officers Memorial Ceremony as well as on the anniversary dates of fallen sheriff deputies. Black bands will be worn from 0001 hours to 2400 hours on the day of the memorial.
 - c. A black ribbon pin may be authorized for wear to signify the non-duty related death of an employee.
 - d. A special order will be issued from sheriff administration in advance of the date when the bands/ribbon pins will be worn.
 2. Hat badge:
 - a. Centered on the front portion of the crown on campaign hats, through the mounting grommet;
 - b. Centered on the turned-up front flap of the "trooper-style" fur cap.
 3. Name plate:
 - a. Centered on the right breast pocket of the shirt with the top of the name plate, even with the bottom seam of the pocket flap.



4. Service tab:

- a. Worn attached to mounting pins of the name plate.
- b. The service tab is awarded to deputies who have completed three (3) years of service.
- c. Silver nameplates will be given to deputies and gold nameplates for sergeants and above.

5. Collar stars:

- a. Worn on each side of the shirt collar by deputies below the rank of corporal.



6. Insignias of rank:

- a. Supervisory personnel will wear a miniature insignia of rank on each side of the shirt collar.
- b. Sergeants will additionally have cloth chevrons attached to each sleeve of shirts, jackets, and coats (except the raincoat), one-half (1/2) inch below the shoulder patches.
- c. Lieutenants and above will also display insignia of rank centered on the epaulet, five-eighths (5/8) inch from the outside edge of the shoulder, on jackets and coats (except the raincoat). If the jacket or coat does not have epaulets, then rank insignia shall be displayed on the collar of the coat or jacket.





7. Special operations insignia (enamel ribbons) denote individual certifications and accomplishments.

a. The only ribbons authorized to wear are:

-  **Accident Reconstruction:** Authorized for any deputy who has successfully completed a certified accident reconstruction training course.
-  **Advanced Command Training:** Authorized for any staff member who has successfully completed the Law Enforcement Executive Development Seminar or Certified Jail Manager training courses, etc.)
-  **Commercial Vehicle Safety Alliance (CVSA) Inspector:** Authorized for any deputy who has successfully completed the CVSA course and been certified as an inspector.

- 
D.A.R.E Instructor: Authorized for any deputy who has successfully completed the DARE officer training course and served as a DARE instructor.
- 
Drug Recognition Expert (DRE): Authorized for any deputy who has successfully completed the DRE course and the certification process.
- 
External Awards (e.g.: Wichita Crime Commission Awards, Insurance Women of Wichita Awards, etc.): Authorized by the Awards Committee based on the external award nomination or documentation.
- 
FBI National Academy: Authorized for any staff member who has successfully completed the National Academy program.
- 
Field Training Deputy: Authorized for any deputy who has successfully completed FTD training course and has served as an FTD.
- 
Honor Guard: Authorized for any deputy who has served as a member of the Honor Guard squad.
- 
Instructor: Authorized for any deputy who has successfully completed an Instructor Development Program and has instructed classes for at least two years.
- 
K-9: Authorized for any deputy who has successfully completed K-9 training and served as a member of the K-9 unit.
- 
Master Control: Authorized for any deputy who has successfully completed Master Control training and was authorized for assignment in Master Control.



- **Deputy of the Year Award:**
Authorized for any deputy who has been awarded the Deputy of the Year.



- **Motorcycle:** Authorized for any deputy who has successfully completed a certified law enforcement motor training course.



- **Pilot:** Authorized for deputies who are certified pilots and assigned to operate the county aircraft.



- **SWAT:** Authorized for any deputy who has successfully completed the selection and training process and has served on SWAT team.



- **Critical Incident Stress Management (CISM):** Authorized for any employee who has successfully completed the training and has served on the debriefing team.



- **Entry Team:** Authorized for any deputy who has successfully completed the entry team training and served on the entry team.



- **Southern Police Institute (SPI):**
Authorized for any Deputy who has successfully completed the Administrative Officer Course at the University of Louisville's Southern Police Institute



- **Crisis Intervention Team (CIT) Pin (this is the only non-ribbon insignia authorized):** Authorized for any deputy who has successfully completed the CIT training course.



- **Lifesaving Ribbon:** Presented to a staff member for conduct directly connected to prolonging or saving human life. Anyone may submit a report nominating a staff member for this ribbon, along with documentation justifying the ribbon, and it will be reviewed by the Awards Committee for approval.



- **Salute the Badge: Authorized** for any deputy who has been awarded the Salute the Badge award.



- **Accreditation Commission for Traffic Accident Reconstruction (ACTAR):** Authorized for any deputy who has been awarded the Accreditation Commission for Traffic Accident Reconstruction.



- **FBI-LEEDA Trilogy:** Authorized for any deputy who has been awarded the FBI-LEEDA Trilogy ribbon.



- **Certified Jail Officer (CJO), Certified Jail Supervisor (CJS):** Authorized for any deputy who has completed the certification examination process administered by the American Jail Association (AJA) and the Jail Manager Certification Commission (JMCC).



- **Admission Deputy:** Authorized for any deputy who has successfully completed corporal training.



- **Housing Corporal:** Authorized for any corporal who has successfully completed sergeant training.



• **Behavior Management Team:**

Authorized for any deputy who has successfully completed the Behavior Management Training.

- b. Deputies wishing to wear special operations insignia will provide the appropriate documentation to the director of training who shall determine if the ribbon is authorized for wear. The training section will be responsible for maintaining the documentation in the individual training files. Exception: the external awards ribbon will be authorized by the awards committee.
 - c. Once a deputy has achieved a certification, they are authorized to wear the appropriate ribbon(s) on the uniform. Nothing in this policy will prevent the Sheriff from removing a certification based upon egregious act(s) by a deputy.
 - d. Special operations insignia shall be worn one-half (1/2) inch above and centered over the nametag. There will be no order of merit for wearing the special operations insignia, except for Deputy of the Year. As a departmental award it shall be worn on the inside of the topmost row of ribbons.
8. Medals of commendation:
- a. Medals of commendation will be worn centered, one-half (1/2) inch above the name tag. If special operations insignia (ribbons) are worn, medals will be placed one-half (1/2) inch above the ribbons.
 - b. If two (2) medals are authorized, the highest award will be worn on the inside and the second medal on the arm side, both one-half (1/2) inch above the name tag or ribbons as appropriate.
9. When multiple insignia are authorized, the ascending order will be name tag, special operation insignia, and medals of commendation. The CIT Pin will be worn above all other insignia because it must be quickly and easily identifiable to someone who may be in a mental crisis and has been trained to look for that special pin. This tells the person that the officer has been specially trained to help someone experiencing a crisis.

C. The Class A uniform for all deputies, commissioned and detention, consists of:

1. The long sleeve uniform shirt.
2. Tie.

3. Optional felt campaign hat.
4. Footwear shall be highly shined in appearance.
5. If wearing an Axon camera, the Oakley Flak 2.0 with the Axon point of view camera mount will be worn. If the Deputy wears prescription eyeglasses and is mandated by supervision to wear a Class A uniform, the Deputy may wear the department issued ball cap with headgear mount.

D. Secondary Uniform:

1. A secondary uniform may be worn by deputies of the Sedgwick County Sheriff's Office in place of the traditional blue uniform. The sheriff (or designee) may require deputies to wear the traditional blue uniform for special events.
2. Secondary Uniform for Detention Deputies:
 - a. Pant – Sheriff's Office Approved OD green.
 - b. Shirt – Sheriff's office approved dark navy base shirt (long and short sleeve) with "SHERIFF" on back, sheriff badge on left breast, and Velcro name tape on right breast. The Velcro name tape will have the employee's rank abbreviation and last name. The rank of Sergeant and above will be embroidered with gold thread and silver thread for all other employees.
 - c. Heavy weight long sleeve shirt – Sheriff's office approved dark navy long sleeve shirt with "SHERIFF" on back, sheriff badge on left breast, Velcro name tape on right breast. The Velcro name tape will have the employee's rank abbreviation and last name. The rank of Sergeant and above will be embroidered with gold thread and silver thread for all other employees.
 - d. Headgear – Sheriff's Office approved navy blue baseball style cap with sheriff's office stitched badge.
 - e. Nylon duty belt – Sheriff's office approved nylon duty belt with approved attachments.
 - i. Two (2) handcuff cases
 - ii. Glove case
 - iii. Key holder

- iv. Radio holder
 - v. Flashlight holder
 - vi. OC case
- f. Axon camera equipment.
- i. If an Axon controller (which includes the battery and an integrated camera) is issued to a deputy it shall be worn in the following manner. The point of view camera is worn on the Oakley Flak 2.0 glasses head mount or head gear mount (ball cap or helmet). Deputies shall ensure proper alignment, focusing, and positioning of all body camera equipment to provide quality documentation.
3. Secondary Uniform for Commissioned Deputies:
- a. Pant – Sheriff’s office approved OD green.
 - b. Shirt – Sheriff’s office approved dark navy base shirt, (short and long sleeve) with “SHERIFF” on the back, sheriff’s office shoulder patches, sheriff badge on the left breast, Velcro name tape on the right breast. The Velcro name tape will have the employee’s rank abbreviation and last name. The rank of Sergeant and above will be embroidered with gold thread and silver thread for all other employees.
 - c. Heavy weight long sleeve shirts - Sheriff’s office approved dark navy long sleeve shirts, with “SHERIFF” on the back, sheriff’s office shoulder patches, sheriff badge on the left breast, Velcro name tape on the right breast. The Velcro name tape will have the employee’s rank abbreviation and last name. The rank of sergeant and above will be embroidered with gold thread and silver thread for all other employees.
 - d. Headgear – Sheriff’s office approved navy blue baseball style cap with sheriff’s office stitched badge.
 - e. Exterior ballistic vest – Sheriff’s office approved dark navy exterior ballistic vest, with molle on the front lower half of vest. Deputies shall wear their issued badge and name tag (and service tab if issued) on the exterior vest on the manufactures designed location (badge – left breast, name tag – right breast).
 - f. Deputies may wear a ballistic vest under a secondary uniform shirt.

- g. Nylon duty belt – Sheriff’s office approved nylon duty belt with approved attachments listed under nylon gear.
- h. Nylon gear (black in color) for attachment to the exterior ballistic vest or nylon duty belt. Deputies may choose up to four of the following ten items to be worn on the exterior vest.
 - i. Approved horizontal or vertical pouch.
 - ii. Approved pistol magazine pouch.
 - iii. ASP/Baton case
 - iv. OC/pepper spray case
 - v. Approved flashlight carrier.
 - vi. Approved handcuff pouch.
 - vii. Approved radio pouch.
 - viii. Approved Taser holster with Taser.
 - ix. Approved tourniquet.
 - x. Axon camera equipment.
 - a) If an Axon controller (which includes the battery and an integrated camera) is issued to a deputy it shall be one of the four items worn on the exterior vest.
 - b) The point of view camera shall be paired with the Axon controller. The point of view camera shall be worn on the Oakley Flak 2.0 glasses head mount or head gear mount (ball cap or helmet).
 - c) Deputies shall ensure proper alignment, focusing, and positioning of all body camera equipment to provide quality documentation.
- i. Exterior ballistic vest for deputies assigned to the K9 unit - Sheriff’s office approved dark navy exterior ballistic vest, with molle on the front lower half of vest. Deputies shall wear their issued badge and name tag (and service tab if issued) on the exterior vest on the manufactures designed location (badge – left breast, name tag – right breast).

- j. Nylon gear for deputies assigned to the K9 unit - (black in color) for attachment to the exterior ballistic vest or nylon duty belt. Deputies may choose up to eight of the following fourteen items to be worn on the exterior vest.
 - i. Up to two (2) approved horizontal or vertical pouches – if two pouches are worn, this counts as two of the eight approved items.
 - ii. Approved pistol magazine pouch
 - iii. ASP/Baton case
 - iv. OC/pepper spray case
 - v. Approved flashlight carrier
 - vi. Approved handcuff pouch
 - vii. Approved radio pouch
 - viii. Approved Taser holster with Taser.
 - ix. Approved tourniquet
 - x. E collar remote
 - xi. K9 vest light
 - xii. Retractable key chain
 - xi. Gag stick
 - xii. Axon controller (which includes the battery and an integrated camera).
 - a) If an Axon controller (which includes the battery and an integrated camera) is issued to a deputy it shall be one of the eight items worn on the exterior vest.
 - b) The point of view camera shall be paired with the Axon controller. The point of view camera shall be worn on the Oakley Flak 2.0 glasses head mount or head gear mount (ball cap or helmet).

- c) Deputies shall ensure proper alignment, focusing, and positioning of all body camera equipment to provide quality documentation.
- k. Exterior ballistic vest for deputies assigned to the warrant unit - Sheriff's office approved navy exterior ballistic vest, with molle on the front lower half of vest. Deputies shall wear their issued badge and name tag (and service tab if issued) on the exterior vest on the manufactures designed location (badge – left breast, name tag – right breast).
- l. Nylon gear for deputies assigned to the warrant unit - (black in color) for attachment to the exterior ballistic vest or nylon duty belt. Deputies may choose up to five of the following eleven items to be worn on the exterior vest.
 - i. Up to two (2) approved horizontal or vertical pouches
 - ii. Approved pistol magazine pouch
 - iii. Approved flashlight carrier
 - iv. Approved handcuff pouch
 - v. Approved radio pouch
 - vi. Approved Taser holster with Taser.
 - vii. Approved tourniquet
 - viii. Approved AR/Rifle magazine pouch
 - ix. ASP/Baton case
 - x. OC/pepper spray case
 - xi. Axon controller (which includes the battery and an integrated camera).
 - a) If an Axon controller (which includes the battery and an integrated camera) is issued to a deputy it shall be one of the five items worn on the exterior vest.
 - b) The point of view camera shall be paired with the Axon controller. The point of view camera shall be

worn on the Oakley Flak 2.0 head mount or head gear mount (ball cap or helmet).

- c) Deputies shall ensure proper alignment, focusing, and positioning of all body camera equipment to provide quality documentation.

4. Uniformed civilian personnel - Personnel assigned to Property and Evidence, Civil Process, and Court Liaison - Detention.
 - a. Pant – Sheriff’s office approved OD green.
 - b. Shirt – Sheriff’s office approved dark navy base shirt (long and short sleeve) with “SHERIFF” on back, sheriff badge on left breast, and Velcro name tape on right breast. The Velcro name tape will have the employee’s work assignment or abbreviation. The supervisor will be embroidered with gold thread and silver thread for all other employees.
 - c. Heavy weight long sleeve shirt – Sheriff office approved dark navy winter long sleeve shirt with “SHERIFF” on back, sheriff badge on left breast, Velcro name tape on right breast. The Velcro name tape will have the employee’s work assignment or abbreviation. The supervisor will be embroidered with gold thread and silver thread for all other employees.
5. The approved footwear will be worn with the secondary uniform.
6. All shirts must be obtained from a sheriff’s office authorized vendor.
7. Employees who attain three (3) years of continuous service shall be eligible to acquire the secondary uniform featuring embroidered name and rank in place of the Velcro name tape. The secondary uniform must be purchased through a Sheriff’s Office–authorized vendor and shall only be paid for using the employee’s annual uniform allowance. Under no circumstances shall employees be permitted to purchase the secondary uniform using personal funds.
8. The secondary uniform will be the primary uniform for commissioned and detention deputies. However, commissioned and detention deputies may wear the traditional uniform at any time.
9. Medals, ribbons and collar stars shall not be worn with the secondary uniform.
10. Insignias of rank will not be worn on the collar of the secondary uniform. Rank will be identified by the badge that is worn by the deputy. Additionally, sergeants and corporals will also wear chevrons on the sleeves of their shirts.
11. Insignias of rank with traditional blue uniform:

- a. Supervisory personnel will wear a miniature insignia of rank on each side of the shirt collar.
- b. Sergeants will additionally have cloth chevrons attached to each sleeve of shirts, jackets, and coats (except the raincoat), one-half (1/2) inch below the shoulder patches.
- c. Lieutenants and above will also display insignia of rank centered on the epaulet, five-eighths (5/8) inch from the outside edge of the shoulder, on jackets and coats (except the raincoat). If the jacket or coat does not have epaulets, then rank insignia shall be displayed on the collar of the coat or jacket.





E. Honor Guard Uniform:

1. Felt (winter) campaign hat, with gold hat badge;
2. Uniform long-sleeve shirt;
3. Uniform trousers with stripe;
4. Honor Guard (Ike style) jacket;
5. White lanyard; (Supervisors will wear a gold lanyard)
6. White gloves;
7. Gun belt;
8. Holster; (Law Enforcement Deputies only)
9. Handcuff case; and
10. Footwear, shoes or boots, shall be highly shined in appearance.

F. The honor guard uniform will only be worn when designated and in the following manner:

1. The felt (winter) campaign hat.
2. The honor guard jacket will be worn over a t-shirt.
3. The uniform trousers will be worn with a black leather belt.
4. Footwear, shoes or boots shall be highly shined in appearance.
5. The honor guard ribbon shall be the only medal or special insignia worn on the honor guard jacket.
6. The shoulder cord will be worn on the left shoulder with the large braid on the outside and the twin cords under the arm.
 - a. Supervisors shall wear a gold shoulder cord.
 - b. All other shall be white.
7. White gloves will be worn.
8. Supervisors will wear the appropriate rank insignia on the jacket.

G. The designated uniform for sheriff's staff personnel is as follows:

1. Special dress uniforms for the sheriff and staff will be worn on special occasions. The lieutenant assigned to the Wichita Sedgwick County Law Enforcement Training Center will also be issued a dress uniform to be worn at graduation ceremonies and other events as authorized by the division commander. Additions and modifications to the sheriff's staff personnel uniform will be made at the direction of the sheriff, and will be as follows:
2. Shirt -- A long sleeve uniform shirt will be worn with the sheriff's staff personnel uniform; a tie will be required whenever the shirt is worn.
3. The miniature rank insignia will be worn on each collar wing of the uniform shirt, centered along the seam, and centered between the front edges of the lapel. The rank insignia for the sheriff's staff personnel is as follows:
 - a. Sheriff -- Five (5) gilt gold stars of regulation size will be worn on each collar of the uniform shirt, centered one (1) inch back of and paralleled to the front edge.
 - b. Undersheriff and jail administrator (colonel) -- Insignia of regulation size gilt gold spread eagle.
 - c. Captain -- Insignia of regulation gilt gold bars.
 - d. Training lieutenant insignia of regulation gilt gold bar.
 - e. Chaplain insignia of gold chaplain cross.
4. Tie -- A black tie will be worn.
5. Staff Jacket -- The dress, three-quarters length jacket shall be navy blue with a row of five (5) brass buttons, vertically down the front.
6. The braid on the jacket of the sheriff, colonel, captain, and training lieutenant is as follows:
 - a. Sheriff -- A solid gold stripe, three (3) inches in width with a second stripe one-quarter inch above the first stripe will be worn on both sleeves. The first stripe will also start three (3) inches above the bottom of the sleeves.
 - b. Colonel -- Four (4), one-half (1/2) inch stripes of gold nylon with one-quarter (1/4) inch of separation. The first stripe will start three (3) inches above the bottom of the sleeves.

- c. Captain -- Two (2), one-half (1/2) inch stripes of gold nylon with one-quarter (1/4) inch separation, with the first stripe three (3) inches above the bottom of the sleeve.
 - d. Training lieutenant - One (1), one-half (1/2) inch stripe of gold nylon placed three inches above the bottom of the sleeves.
 - e. Chaplain - One (1), one-half (1/2) inch stripe of gold nylon placed three inches above the bottom of the sleeves.
7. The official name plate will be worn centered on the right pocket flap of the jacket, with the top of the name plate one-half (1/2) inch below the top of the pocket seam on the jacket.
 8. The official sheriff's office shoulder patch will be worn centered on the outside of both shoulders, one half (1/2) inch below the seam.
 9. Medals of commendation and special operations insignia may be worn on the jacket, centered over the right pocket, one-half (1/2) inch above the name plate. If more than one (1), the highest-ranking award will be on the inside. Award medals earned from other law enforcement agencies may be worn in similar positions as awards.
 10. Miniature sheriff star (gold) insignia -- The top of the star is to be one-half (1/2) inch the top of the lapel.
 11. No gun belt will be worn with the sheriff's staff uniform. All weapons are to be fully concealed.
 12. Headgear (optional) -- The official sheriff campaign hat (felt), with gold hat badge.
 13. Footwear – Shoes or boots shall be highly shined in appearance.
 14. Socks -- All sheriff's staff will wear regulation black ankle-length or higher socks.

H. Recruit Uniform:

1. Tan agency issued pants.
2. Dark blue agency issued polo.
3. Agency issued footwear, belt and associated equipment.