

MANATEE COUNTY SHERIFF'S OFFICE

GENERAL ORDER NUMBER 1002 - APPEARANCE AND GROOMING

This General Order rescinds General Order 1002 dated May 04, 2022 and all of its addenda and revisions and any other General Order dealing with this issue.

Effective Date: May 31, 2022

To: All Personnel

1.0 PURPOSE

1.1 ESTABLISHMENT OF GUIDELINES - This GO establishes the guidelines for proper grooming and personal appearance of MCSO personnel. MCSO has a tradition which prides itself on presenting a positive image to the public. This tradition is personified by all members of the organization. In order to ensure a continuation of the public's high regard for the integrity and professionalism of MCSO, it is imperative that a high standard of grooming and physical appearance be maintained by all personnel. Public perception and esprit de corps of MCSO personnel is inherent in the performance of the public service function. Any exceptions to the rules in this GO shall be made in accordance with direction from the Sheriff/Chief Deputy or an employee's Bureau Chief/Commander.

2.0 OWNERSHIP AND TITLE - The ownership and title to all uniforms and equipment issued to any personnel shall be vested in the MCSO. ^{<CALEA 41.3.4>}

2.1 Uniformed personnel shall be held strictly accountable for the proper care, use, and maintenance of all issued articles of uniform and equipment.

2.2 No item of uniform or equipment shall be transferred or exchanged by deputies without the approval of a supervisor, and only after Purchasing and Supply (P&S) has been notified of the exchange.

2.3 It shall be the duty of each deputy, upon demand by a supervisor, to produce (a) any article/item of issued uniform or equipment, (b) any other item worn/carried while on-duty, which affects his/her appearance or performance.

2.4 When a deputy resigns, retires, is discharged, is granted an extended leave of absence, or in any way vacates his/her position, he/she shall surrender to P&S all issued items of uniform and equipment. The deputy's vacation/sick accruals shall be held until all items of issued uniform or equipment are accounted for. In case of death of any uniformed personnel, the immediate supervisor involved shall be responsible for the recovery of all property after securing directions for this duty from his/her Commander.

2.5 Deputies shall not wear any portion of the official uniform or carry a firearm while under disciplinary suspension. Upon notification of suspension for disciplinary reasons, they shall immediately surrender their badges, identification cards, and any issued weapons to their supervisor, who gave the notice of the disciplinary suspension.

2.6 A deputy who loses, misplaces, or damages issued property shall immediately report such loss or damage to the Sheriff/Chief Deputy/Bureau Chief, in writing through the chain of command, and shall be held responsible for replacement of the same, when the loss or damage is due to the deputy's negligence.

2.7 Uniform items that become unsuited for continued use due to normal wear or size change may be replaced upon approval of a supervisor.

2.8 The Purchasing Director shall maintain a detailed list of equipment and uniforms to be issued to employees based on assignment.

3.0 RULES AND PROCEDURES

3.1 UNIFORM REGULATIONS – Certified personnel who are required to wear uniforms are issued such at the time they are hired. The amounts and types of these items are described in the P&S Directive regarding uniform issue. All uniformed personnel shall wear the complete uniform, while on duty, unless advised to the contrary by the Sheriff/Chief Deputy/Bureau Chief. Deputies shall follow the guidelines as established by MCSO Purchasing. The guidelines govern the provision of clothing and equipment used by uniformed personnel in performing law enforcement/corrections functions. It specifies those eligible for clothing and equipment issue and allowances, the amount to be provided, and the period for which it will be provided. Issued uniforms shall be worn when the deputy reports for duty and during duty hours, and: <CALEA 22.1.6M> <CALEA 41.3.4>

3.1.1 When in off-duty employment in law enforcement related jobs, which require the wearing of a uniform.

3.1.2 When traveling outside the county, only to perform official duties or when special permission of the Sheriff/Chief Deputy/Bureau Chief is given.

3.1.3 Deputies shall not stand or walk with hands in pockets or otherwise exhibit a posture which detracts from a well-groomed, disciplined, and alert image.

3.1.4 Only uniforms that are clean, well pressed, properly fitted, and in good repair shall be worn.

3.1.5 Deputies and employees shall make no alterations or modifications to any uniform except those required to obtain a proper fit or to return a damaged uniform to proper order.

3.1.5.1 Prior approval shall be obtained from P&S before taking any uniform item for alteration at MCSO expense.

3.1.6 Deputies shall requisition a replacement for any stained or torn uniform.

3.1.7 Uniforms shall be treated respectfully, never degraded, mistreated, or damaged maliciously or through negligence.

3.1.8 Deputies shall wear authorized uniforms and insignia commensurate with their rank.

3.1.8.1 No mixture of civilian outer clothing with the official uniform shall be permitted, on- or off-duty.

3.1.9 White T-shirts shall be V-neck when worn under the short sleeve uniform shirt. Black T-shirts may be either round neck or V-neck. A mock turtleneck black long sleeve may be worn under the short sleeve uniform shirt in cold weather.

3.1.10 Deputies who normally wear a uniform in the performance of their duties may wear civilian clothing when attending depositions. Such wear does not include the wearing of a coat and tie but does mandate that the appearance shall be neat and professional looking.

3.1.11.2 Shoes/boots worn by uniformed personnel and with the dress uniform shall be of a smooth, black material capable of retaining a shine.

3.1.11.2.1 Black athletic shoes are permissible; however, they shall have a solid heel, no shocks, and no distinctive logo. Brand is not an issue. Shoes must be in good condition and clean.

3.1.11.3 High or low-cut shoes shall be optional.

3.1.11.4 Loafers or shoes with ornamental buckles are prohibited.

3.1.11.5 Boots that lace up, have a zipper on the inside, or do not interfere with the restoring of the pants leg position upon standing from a sitting or bending position shall be permissible.

3.1.11.6 Shoes and leather goods shall be kept clean and shined.

3.1.11.7 Deputies assigned to COPs or Anna Maria Island may wear black ankle socks or no-show socks while wearing the issued polo shirt and uniform shorts.

3.1.11.8 Shoes and socks will not be issued to deputies.

3.1.11.9 Only plain crew length black socks shall be worn with the regular duty uniform.

3.2 CLASS A UNIFORM - As a quasi-military organization, the MCSO has a responsibility to the country, the state, the residents of Manatee County, and to the personnel of this agency to participate in certain ceremonial functions honoring various individuals/occurrences. The dress uniform issued to certified personnel by Purchasing and Supply shall be included in the manual captioned the Property and Supply Reference Guide. These uniforms shall be worn at funerals, ceremonies involving military/nationally recognized holidays, award/promotional ceremonies, or any function deemed appropriate by the Sheriff/Chief Deputy/Bureau Chief. ^{<CALEA 41.3.4>}

3.2.1 The Class A uniform consists of: green long sleeve uniform shirt with green epaulets, green uniform trousers, black tie with tie tac, silver/gold MCSO collar brass, silver/gold whistle chain, name tag, US flag pin, silver/gold MCSO badge, silver/gold buttons, duty belt, and black uniform shoes or boots capable of retaining a shine. The campaign hat can be worn with the Class A uniform, if issued.

3.2.1.1 Gold or silver buttons, depending on the rank of the individual, shall be worn on the dress uniform.

3.2.2 Detectives assigned to the Investigative Bureau shall wear the issued silver badge and silver accessories when wearing the Class A Uniform.

3.3 CLASS B UNIFORM

3.3.1 The Class B uniform consists of: green short sleeve uniform shirt with green epaulets, green uniform trousers, name tag, US flag pin, silver/gold MCSO badge, duty belt, and black uniform shoes or boots capable of retaining a shine. The campaign hat can be worn with the Class B uniform, if issued.

3.3.2 Deputies shall wear official shoulder patches. The official patch shall be worn on both shoulders, centered on the shoulder strap of the shirt, and one-half inch below the shoulder seam of the shirt.

3.3.3 A green outer vest carrier with the issued under vest uniform polo shirt is authorized for wear with this uniform.

3.3.4 The designated black outer vest carrier shall not be worn when dressed in this uniform.

3.4 SUMMER UNIFORM

3.4.1 The summer uniform is comprised of a polo shirt and shorts.

3.4.1.1 The shirt will be two-tone forest green over black with an embroidered badge on left breast, and a Velcro name plate on right side. The word "SHERIFF" will be screen printed under the name plate and across the back of the shirt.

3.4.2 MCSO patches are affixed to both sleeves.

3.4.3 The shorts will be black in color with multiple pockets. The summer uniform is to be worn with the assigned duty belt, black ankle socks and solid black tennis shoes.

3.4.4 The summer uniform is to be worn as presented above and not mixed with BDU style pants or any other combination.

3.4.4.1 Exception: Deputies assigned to Anna Maria Island (District 5) are the only personnel permitted to wear black 5.11 Stryke[®] pants in lieu of the black shorts during periods of cold weather.

3.4.5 The designated black outer vest carrier, if chosen by the individual deputy, will be the only outer vest carrier permitted to be worn with the summer uniform.

3.4.5.1 The following pouches are approved for use and may be affixed to the carrier should the issued deputy wish to use, dual magazine pouch, portable radio pouch, flashlight pouch, handcuff pouch and the tourniquet holder. No other pouches will be permitted on the carrier. There will be a Velcro plate on the front with the sheriff star on the left and the word Sheriff to right side of the star. The back plate will also have the word "SHERIFF" across the back.

3.4.5.2 Tactical vest carriers issued through CID or Special Teams assignments that are not in compliance as outlined above are not permitted to be worn with the summer uniform.

3.4.6 There are no seasonal restrictions placed on the wearing of this uniform despite its title designation.

3.4.7 The summer uniform shall not be worn to court appearances.

3.5 UTILITY/OFF DUTY UNIFORM

3.5.1 The issued utility or off duty uniform for deputies shall be black 5.11 Stryke[®] pants with a dark green Corner Stone polo shirt with a Sheriff's star over the left breast and the word "SHERIFF" on the back.

3.5.2 The utility/off duty uniform has been approved for wear while operating an issued MCSO marked patrol vehicle, while on approved special/off duty assignments or special team details, as stated above.

3.5.3 The utility/off duty uniform shall not be worn to court appearances.

3.5.4 Authorized clothing and the utility/off duty uniform are not a substitute for the issued uniform, unless specifically approved by the Chief Deputy.

3.5.5 The utility/off duty uniform shall be worn with the approved gun belt, holster, and footwear.

3.5.6 The designated black outer vest carrier, if chosen by the individual deputy, is permitted to be worn with the utility/off duty uniform.

3.5.6.1 The following pouches are approved for use and may be affixed to the carrier should the issued deputy wish to use, dual magazine pouch, portable radio pouch, flashlight pouch, handcuff pouch and the tourniquet holder. **No** other pouches will be permitted on the carrier. There will be a Velcro plate on the front with the sheriff star on the left and the word Sheriff to right side of the star. The back plate will also have the word "SHERIFF" across the back.

3.6 CORRECTIONS BUREAU ALTERNATE UNIFORM (Certified Deputies)

3.6.1 The Corrections Bureau Alternate Uniform for certified deputies is comprised of a polo shirt and 5.11 Stryke[®] pants.

3.6.1.1 The polo shirt will be black with an embroidered badge on left breast and an embroidered name on the right side. The word "SHERIFF" will be screen printed across the back of the shirt.

3.6.2 The 5.11 Stryke pants[®] will be green in color with multiple pockets. The Corrections Bureau Alternate Uniform is to be worn with the assigned duty belt, plain crew length black socks, and solid black shoes/boots.

3.6.2.1 Any additional accessories (e.g., key ring holder, handcuff case, etc.) shall be as approved by the Corrections Bureau Chief. Corrections Deputies who are issued the 2 ¼ inch basket weave utility belt shall comply with the state regulations.

3.6.3 The Corrections Bureau Alternate Uniform is to be worn as presented above and not mixed with any other combination.

3.6.4 There are no seasonal restrictions placed on the wearing of this uniform.

3.6.5 The Corrections Bureau Alternate Uniform shall not be worn to court appearances.

3.7 SPECIALTY UNIFORMS

3.7.1 Special purpose uniforms for specialized units and Special Teams, i.e., K-9, Marine Patrol, Crime Scene Unit, SWAT, SRT, Emergency Services, Mounted Patrol, Honor Guard or Resident Deputies, may be approved for duty wear by the Chief Deputy.

3.7.2 No specialized unit identifiers will be embroidered or silk screened on any type/style of uniform apparel except for the Crime Scene Unit.

3.7.3 K-9 Deputies are authorized to wear a black BDU jacket while on-duty or while training.

3.8 CASUAL UNIFORM

3.8.1 If a sworn position has been designated as one in which the casual uniform is issued (i.e., CID), the following shall apply:

3.8.2 The Casual Uniform shall consist of black, dark blue, or khaki casual slacks (similar to “Dockers”) and forest green, navy blue, light gray (ash), royal blue, black or white short-sleeve polo type shirts. Purchasing may issue performance apparel as part of the casual uniform to specific components of agency, as approved by Management Team (examples include: 5.11 Stryke[®] pants, Tru-Spec[®] pants, Copperstone, Under Armor Tactical Range Polo).

3.8.2.1 If employees purchase items of clothing similar to the issued Casual Uniform, the wearing of such items while on duty, including the color(s) of shirts and pants shall be governed by the same guidelines as outlined in the above sections. Cargo type pants may be purchased and worn provided they meet the above description(s). BDU and carpenter type pants are not acceptable.

3.8.3 Assigned casual uniform apparel (shirt and pants) may be cleaned at agency expense. NOTE: Performance apparel issued by MCSO as part of the Casual Uniform (examples include 5.11 Stryke[®] pants, Tru-Spec[®] pants, Copperstone polo shirt, CornerStone polo shirt, Under Armor Tactical Range Polo) will not be cleaned at agency expense. Employees issued performance apparel shall follow the manufactures guidelines for cleaning. All rules regarding numbers of uniforms cleaned per week and alterations apply.

3.8.4 The casual uniform may not be worn for court appearances or off-duty employment. Only a coat and tie, or regular duty uniform is to be worn to court.

3.8.5 The casual uniform shirt shall not be worn with jeans or any pants other than those assigned, or personally owned pants of similar appearance.

3.8.6 A black or brown belt shall be worn with the pants. A khaki belt may be worn only with the khaki color pants. No suspenders, sashes, or scarves are to be worn.

3.8.7 Black or brown dress shoes, or black athletic type shoes (no high tops) shall be worn with the casual uniform. Rules regarding open toes and heels and heel height described elsewhere in this order apply.

3.8.7.1 Solid colored socks (navy, black, or tan) shall be worn. Females may wear black nylons (or tan/light color with khaki pants). No white or patterned socks shall be worn.

3.8.8 Sworn personnel may wear an exposed firearm and badge while wearing this uniform. A level 2 security holster that is securely attached to the belt shall be used. No shoulder holsters or slip-on pancake holsters are permitted.

3.8.8.1 The regular duty uniform gun belt shall not be worn with this uniform.

3.8.8.2 Other than the approved firearm and holster, only OC spray may be worn on the belt. No ASPs or other tactical equipment shall be worn.

3.8.9 The designated outer vest carrier is not permitted to be worn with the casual uniform.

3.8.9.1 EXCEPTION: The outer vest carrier is authorized for wear during emergency situations.

3.9 JACKETS

3.9.1 P&S shall issue a medium weight winter jacket with a liner to all certified personnel.

3.9.1.1 The jacket shall have the official shoulder patches placed in similar position as the uniformed shirt patches.

3.9.2 A lightweight wind breaker style jacket may be worn by a certified uniformed deputy while he/she is on-duty. This jacket shall be purchased by the deputy at his/her own expense, and shall follow these guidelines:

3.9.2.1 The jacket shall be of black lined or unlined nylon with elastic sleeve ends and a drawstring at the waist. It shall have black snaps and two lower pockets.

3.9.2.2 A five-point star shall be embroidered and centered on the left side of the front of the jacket. The star shall be 2 ½" by 2 ½".

3.9.2.3 The words "Manatee County" shall be arced downward over the star with the words "Sheriff's Office" arced upward under the star in 3/10" high letters.

3.9.2.4 The jacket shall have the official shoulder patches placed in similar position as the uniformed shirt patches.

3.9.2.5 The words "Deputy Sheriff" shall be embroidered and centered across the back of each jacket, except for the Sheriff's, that shall read "Sheriff".

3.9.2.6 The word "Deputy" shall be printed directly over the word "Sheriff" in 2" by 1 ¾" letters with a 3/8" stroke.

3.10 SWEATER

3.10.1 A black long sleeve "commando" type pull-over sweater may be worn by a certified uniformed deputy while he/she is on-duty.

3.10.2 MCSO shoulder patches shall be attached prior to being worn.

3.10.3 The issued MCSO badge and name tag shall be properly displayed in the appropriate location on the sweater.

3.11 HATS

3.11.1 Uniformed certified personnel are authorized to be issued a green straw campaign style hat for wear as part of their Class A or Class B uniform. Said hat will only be ordered upon request and is considered optional.

3.11.1.2 The campaign hat shall be worn with hat acorns and a hat badge attached. The color of the acorns and hat badge shall be commensurate with rank.

3.11.2 MCSO issued baseball caps are authorized to be worn during inclement weather and in prolonged periods of sun exposure.

3.12 AUXILIARY MEMBER UNIFORM

3.12.1 Auxiliary members of the Reserves shall wear a white uniform shirt. Shoulder patches shall be worn as specified in 3.1.13.

3.12.2 Auxiliary members shall have the word "Auxiliary" on the first line of their nametag, followed by their last name on the second line.

3.13 DUTY BELT AND ACCESSORIES

3.13.1 Deputies shall wear the 2 ¼ inch basket weave utility belt, either in the snap buckle or Velcro type configuration. Captains and above may wear the buckle type configuration. Corrections Deputies shall wear the 2-inch black street belt as issued.

3.13.1.1 Any additional accessories (key ring holder, handcuff case, etc.) shall be as approved by the Corrections Bureau Chief. Corrections Deputies who are issued the 2 ¼ inch basket weave utility belt shall comply with the stated regulations.

3.13.2 Deputies shall wear the firearm on his/her strong side. He/she shall wear an issued level 3 security I holster.

3.13.2.1 The procedures for the carrying of weapons shall be found in the General Order 1021 [Firearms and Less Lethal].

3.13.3 Deputies shall wear a basket weave handcuff case containing issued or approved handcuffs.

3.13.3.1 Deputies may wear a maximum of two pairs of handcuffs, either in two cases or in one double case. Handcuff cases shall be enclosed and snap shut. Additional or double cases shall be at individual expense.

3.13.4 Deputies shall wear a basket weave double magazine pouch, or a basket weave speed loader case, not to exceed three (3), containing issued or approved ammunition.

3.13.5 Deputies shall wear the ASP baton and open basket weave holder, if trained and approved.

3.13.6 Deputies shall wear the OC spray and closed basket weave holder, if trained and approved.

3.13.7 Deputies approved to carry a Conducted Energy Weapon (CEW) are authorized to temporarily set aside the ASP or OC spray in order to make room on the duty belt for the CEW, if necessary. The deputy will retain the OC spray and ASP and replace it on the belt if the CEW is being repaired, replaced, or not carried (Refer to General Order 1021 [Firearms and Less Lethal] for further information on the CEW).

3.13.8 A minimum of two keepers, with covered snaps, are needed with the basket weave utility belt. If a deputy desires, up to four keepers may be worn. Keepers are permitted to be single or doublewide, however, the agency provides only single.

3.14 INSIGNIA

3.14.1 Insignia placed on the collar of a long-sleeved shirt shall be worn centered between the top and bottom edge of the collar parallel to the top edge. The front edge of the insignia shall be one-half inch behind the edge of the collar closest to the tie.

3.14.2 Deputies holding the rank of Lieutenant or above shall wear the officially designated insignia of their rank on each shoulder strap of the uniform shirt and the uniform jacket. On the dress uniform,

these insignia shall be the pin-on type. All deputies holding the rank of Lieutenant or above shall wear gold finish rank insignia.

3.14.2.1 Rank insignia shall be centered between the front and rear edges and over the cross-stitching of the shoulder strap of the uniform shirt or jacket.

3.14.2.2 Uniformed deputies holding the rank of Lieutenant, or those above that rank, shall have gold colored embroidery on their jackets and shall wear their insignia sewn on the collar of the jacket.

3.14.3 Deputies holding the rank of Sergeant shall wear officially designated chevrons on both sleeves of the spruce green uniform shirt and issued jacket.

3.14.3.1 The top point of the chevrons shall be one-half inch below the shoulder patch and centered thereon.

3.14.3.2 Uniformed deputies holding the rank of Sergeant, and those below that rank, shall have silver colored embroidery on their jackets.

3.14.3.3 Uniformed deputies holding the rank of Sergeant shall wear their officially designated chevrons on both sleeves of the jacket.

3.14.3.3.1 The top point of the chevron shall be ½” below the shoulder patch and centered thereon.

3.14.4 Deputies attaining the rank of Deputy First Class shall wear the officially designated Deputy First Class sleeve insignia on both sleeves of the uniform shirt and jacket. These insignia shall be sewn as described above.

3.14.5 There is no uniform designation for the rank of Deputy Second Class.

3.14.6 Field Training Officers (FTO) with at least one year as a training officer shall wear officially designated single stripe insignia on both sleeves of the uniform shirt and jacket. These insignia shall be sewn as described above.

3.14.6.1 FTOs that have also attained the rank of Deputy First Class will be issued the officially designated “Field Training Officer” pin to be worn above the nametag in lieu of the single stripe insignia.

3.14.6.2 The single stripe sleeve insignia for Field Training Officer replaces the FTO tag for those deputies that have not attained the rank of Deputy First Class.

3.14.7 Uniformed deputies shall wear a nametag as part of the uniform. The nametag shall be centered immediately above the right pocket flap on the uniform shirt. The nametag shall display the last name only. <CALEA 22.1.8M>

3.14.7.1 One additional tag may be displayed above the nametag (SWAT, SRT, Military Branch of Service tag, etc.).

3.14.7.2 A recipient of the Distinguished Service Award, the Meritorious Service Award and the Life Saving Award may wear that tag and one additional above the nametag.

3.14.8 Aviation Unit personnel are permitted to wear the unit’s flight insignia above the name tag and under the United States Flag pin.

3.14.9 The United States Flag pin shall be displayed above the name tag. If an additional tag is worn above the name tag, the flag pin shall be worn above it. The active military family service pin may be worn by personnel who have family members serving in the armed forces. This pin shall be worn above the flag pin. Unless authorized, no other pins or insignia shall be worn on the uniform.

3.14.10 The regular shirt buttons shall be worn on short sleeve shirts.

3.14.11 The wearing of a thin blue line pin is authorized for wear by certified uniformed personnel. The pin shall be worn immediately above the left pocket flap and below the badge.

3.14.12 The thin blue line pin authorized for wear can only be purchased through the Cop Shop.

3.15 BALLISTIC VESTS/BODY ARMOR - Ballistic Vests/Body Armor shall be issued to all certified law enforcement officers within the agency. It shall be mandatory that, when a deputy is on duty it shall be immediately available, if not worn. <CALEA 41.3.5M>

3.15.1 Corrections Deputies are not provided ballistic vests as part of their initial uniform issue. Corrections Deputies shall be issued and wear ballistic or puncture resistant vests based on assignment or as part of special operations unit such as SRT or in a planned response to special incident. <CALEA 41.3.5M>

3.15.1.1 All personnel engaging in pre-planned, high-risk situations (such as, but not limited to, service of high-risk search/arrest warrants, tactical operations, narcotic/vice reverse operations, raids, etc.), shall wear their issued protective vests. <CALEA 41.3.5M>

3.15.1.2 MCSO issued body armor may be worn in the original ballistic vest carrier under the duty uniform or the ballistic panels may be worn in the issued spruce green, outer ballistic vest carrier if wearing the official spruce green duty uniform. If wearing the outer spruce green ballistic vest, no pins shall be worn on the vest (i.e., Flag pin, Deputy First Class pin, Special Team/Unit pin, etc.). The spruce green outer ballistic vest shall have the Deputy's name embroidered above the right breast pocket and the Sheriff's Star embroidered above the left breast pocket. The vest must be in the original ballistic cover when used with the outer spruce green carrier. If not worn in the original cover the vest is no longer under warranty.

3.15.1.3 Sworn members will ensure their issued body armor remains in compliance with the expiration date and will seek a replacement prior to their body armor expiring. <CFA 14.10M (b)>

4.0 CIVILIAN DRESS RULES - For those personnel whose on-duty positions require civilian attire, the following applies:

4.1 Deputies/civilians shall wear clothing approved by the Sheriff/Chief Deputy/Bureau Chief.

4.2 Male members of the Sheriff's Office shall wear dress or casual slacks and shirts (button down or "polo" type shirts). T-type shirts shall not be worn. Ties are optional. Denim jeans, regardless of color, shall not be worn. All clothing shall be conservative, subtle, and coordinated in style and color.

4.3 Female members of the Sheriff's Office shall wear proper generally accepted business attire. They shall not wear skirts or dresses with hemlines extending more than three (3) inches above the middle of the kneecap (front and back), in keeping with good taste. Pantsuits and slacks are permitted.

4.3.1 Examples of clothing items not considered as appropriate include, but are not limited to, shorts and culottes, Capri pants, spandex, sun dresses, mini-skirts, halter tops, tank tops, t-shirts with souvenir type logos (advertising logos, product names, or novelty type shirts), undershirt type t-shirts, low cut blouses, leggings, denim jeans, regardless of color, and sweatpants. Appropriate undergarments shall be worn. All clothing shall be conservative, subtle, and coordinated in style and color.

4.4 This policy is modified for "casual day", the third Friday of each month, designated "dress down months" for charity fundraisers, and weekends (Saturday and Sunday). At those times, clean jeans (without holes) and clean tennis shoes may be worn. Neat, clean, non-advertising logo polo shirts, collared shirts, or a top/shirt/blouse that are causal in design but appropriate for professional business environment shall be worn. T-shirts may not be worn. All other rules in this section apply. Supervisors shall retain discretion and authority regarding specific assignments and attire that meets the intent of the agency guidelines.

4.4.1 For "casual day(s)" or "dress down months" jeans shall not be worn with any MCSO star logo shirt or top.

4.4.2 "Victim's First" star logo shirts or tops may be worn with jeans for "casual day(s)" and "dress down months".

4.5 CIVILIAN EMPLOYEE FOOTWEAR - Appropriate footwear, including socks shall be worn. Professional style/business appropriate open toe or open heel shoes may be worn. Tennis shoes, unless in a coordinating color are not appropriate.

4.5.1 Employees whose job descriptions do not require them to perform official MSO field duties or investigations outside the office may wear open heel shoes. Socks or hose are not mandatory.

4.5.2 Examples of personnel who would be allowed to wear open back shoes include Records, Court Process Support, Communications, Information Technology, Clerical, Human Resources, and Fiscal. This list is not all inclusive.

4.5.2.1 Examples of personnel who would not be allowed to wear open back shoes are CPS, Detectives, Lab, Certified Deputies, employees wearing the official uniform. This list is not all inclusive.

4.5.3 Flip flops or any type of shoe that has a strap between the toes are not permitted to be worn.

4.5.4 Civilians are not required to wear shoes with laces.

4.5.5 Socks worn on the outside of the pants leg are not appropriate.

4.5.6 This policy applies to both male and female members.

4.5.7 The Sheriff, Chief Deputy, Bureau Chief, Division Commander, or Section Director has the authority to require the employee to modify their appearance when an employee's dress or grooming would create a potential safety hazard or does not comply with generally accepted standards.

5.0 CIVILIAN UNIFORM

5.1 If the civilian position has been designated as one in which the civilian uniform is issued, the following shall apply:

5.1.1 The Civilian Uniform shall consist of black, dark blue, or khaki casual slacks (similar to "Dockers") and white, royal blue, navy blue, forest green, or light gray (ash) short sleeve polo type shirts. Purchasing may issue performance apparel as part of the civilian uniform to specific components of agency, as approved by Management Team (examples include: 5.11 Stryke[®] pants, Tru-Spec[®] pants, Copperstone, Under Armor Tactical Range Polo).

5.1.2 The shirt shall have the standard agency logo, Gold in color, on the left side.

5.1.2.1 Supervisory personnel may have their title and name embroidered on the right side.

5.1.2.2 The shirt shall be worn inside the trousers.

5.1.2.2.1 If a T-shirt is worn under the polo shirt, it shall be white in color and shall be a V-neck. Black T-shirts may be either round neck or V-neck.

5.1.3 Shoes or boots and socks or nylons shall be worn with the Civilian Uniform. These are not issued items.

5.1.3.1 Black or brown dress shoes, or black athletic type shoes (no high tops) shall be worn with the civilian uniform.

5.1.3.2 Heels shall be no higher than 2 ½ inches. Open toe or open heel shoes or similar type shoes (ex. Crocs) are not appropriate to be worn with the civilian uniform.

5.1.3.3 Solid color socks (navy, black, or tan) shall be worn. Females may wear black nylons (or tan/light color with khaki pants). No white or patterned socks shall be worn.

5.1.4 Belts are not issued items. Belts shall not have any logo or name showing. Belts shall be solid in color and coordinate with the uniform colors. Belts shall be made of leather or leather type material and shall have a buckle or clasp and shall fit properly in the belt loops. Sashes or scarves are not permitted.

5.1.4.1 Belts shall be worn with all slacks/pants equipped with belt loops.

5.1.5 If desired, a lightweight jacket with agency identifiers may be worn by a civilian while he/she is on-duty. This jacket shall be purchased by the employee at his/her own expense and shall follow these guidelines:

5.1.5.1 The jacket shall be of black lined or unlined nylon with elastic sleeve ends and a drawstring at the waist. It shall have black snaps and two lower pockets.

5.1.5.2 A five-point star shall be embroidered and centered on the left side of the front of the jacket. The star shall be 2 ½" by 2 ½" and embroidered in silver.

5.1.5.3 The words "Manatee County" shall be arced downward over the star with the words "Sheriff's Office" arced upward under the star in 3/10" high letters and shall be silver in color.

5.1.5.4 The jacket shall have no shoulder patches.

5.1.5.5 Civilian employees shall not display any type of embroidery on the back of the jacket.

5.1.5.6 The last name, first and last name, or last name and first initial may be embroidered on the right side in the same color as the star logo.

5.1.5.7 No other jacket with any type of agency identifier shall be worn while on duty or wearing the Civilian Uniform.

5.1.6 Other personal jackets and sweaters may be worn with the Civilian Uniform, keeping a professional image in mind.

5.1.6.1 A plain white long sleeve turtleneck, V-neck, or crew neck type sweater/sweatshirt (not issued) may be worn under the shirt if additional warmth is needed.

5.2 The Civilian Uniform shirt and trousers shall be worn as a whole unit. No deletions or substitutions shall be permitted.

5.2.1 If employees purchase items of clothing similar to the issued Civilian Uniform, the wearing of such items while on duty, including the color(s) of shirts and pants shall be governed by the same guidelines as outlined in the above sections. Cargo type pants may be purchased and worn provided they meet the above description(s). BDU and carpenter type pants are not acceptable.

5.2.2 The wearing of any article, while on duty, bearing the name, logo, or close approximation of the name and/or logo of the Manatee County Sheriff's Office, whether purchased or issued, shall be governed by these rules and regulations.

5.3 The Civilian Uniform, if issued, will be replaced by the agency as needed.

5.3.1 If issued, the Civilian Uniform should be worn while on duty.

5.4 In an effort to properly identify a civilian member of the agency, a picture nametag identification badge shall be issued, which must be prominently displayed on the collar, lapel, or on the belt while in agency facilities.

6.0 FINGERNAILS/POLISH AND JEWELRY – this section of the General Order applies to all MCSO personnel.

6.1 Employees shall not wear any jewelry visible to the public which would detract from the professional appearance of the uniform, or the image of law enforcement/corrections authority.

6.1.1 Neck jewelry - uniform personnel shall not wear neck jewelry in a visible manner with the uniform.

6.1.2 Male employees of the Manatee County Sheriff's Office shall not wear earrings in their ears, upon their face, head, tongue, or neck, while on duty. Female employees of the Manatee County Sheriff's Office shall not wear earrings upon their face, head, neck, or tongue while on duty.

6.1.3 Female employees of the Manatee County Sheriff's Office may wear no more than two earrings in each lower earlobe while on duty.

6.1.4 The wearing of any style, type, or color of ear gauge(s) by employees is not permitted in any assignment.

6.1.5 Undercover/SID assignments are the only exception to the above.

6.1.6 Jewelry worn on the hands, wrists, and fingers shall be limited to a wristwatch, wedding/engagement ring (or set), and one other ring, e.g., class, school, organization.

6.1.7 Jewelry worn by any employee shall not detract from the professional image of the Manatee County Sheriff's Office.

6.1.8 Fingernail polish, if worn while in uniform, should be clear or a muted color that blends with the uniform.

6.1.8.1 For sworn members and uniformed civilian members, fingernails may not extend more than ¼ inch from the tip of the finger.

6.1.8.2 For non-uniformed civilian members, fingernails may not detract from the member's professional appearance and the ability to perform job duties. Fingernail polish or decorations, if worn, shall not detract from the member's professional appearance.

6.1.8.3 Exceptionally long fingernails patterned or exceptionally bright fingernail polish is prohibited.

6.1.9 The Director/Division Commander/Bureau Chief shall have the final determination in such cases. Employees may be sent home to change or ordered to remove items deemed offensive or detracting.

7.0 HAIRSTYLES, SIDEBURNS, AND FACIAL HAIR – this section of the General Order applies to all MCSO personnel.

7.1 All employees shall keep and style their hair so that it does not detract from the professional image of the Sheriff's Office. Hair shall, at all times while on duty, be neat, combed, and clean. Hair color shall be conservative shade and have no unnatural fluorescent tones or be dyed an unnatural color (e.g., pink, blue, etc.). Wigs, hair extensions, braids, and other hairpieces shall be considered part of the employees' natural hair for the purposes of this section.

7.2 Sworn Male Deputies, Uniformed Male Civilians, Non-Uniformed Male Civilians:

7.2.1 Hair shall be no longer than the top of the shirt collar at the back of the neck.

7.2.2 Sideburns shall be neatly trimmed; rectangular in shape, and not excessively heavy or bushy. Sideburns shall not extend lower than one-half inch above the bottom of the lower ear lobe.

7.2.3 Mustaches shall not protrude over the upper lip or below corners of the mouth.

7.2.4 Beards and goatees, if desired, shall be conservative in appearance; designer/faddish beard styles (thin lines, odd designs, or "chin strap") are strictly prohibited. No beard or goatee shall be longer than 1 inch in length, be grown on the neck (below jawline), and shall match hair color.

7.2.5 Mustaches, beards, and goatees shall appear full in appearance, neatly trimmed, and not excessively heavy or bushy. Employees who choose to grow facial hair must do so while on an off-duty period to avoid an "unshaven or scraggly" appearance while on-duty.

7.3 Sworn Female Deputies and Uniformed Female Civilians:

7.3.1 Hairstyles shall be worn neatly. Hair shall be neat, combed, clean, and not extend more than six

inches (6") below the bottom of the shirt collar. The bulk and length of the hair shall not interfere with the normal wearing of MCSO headgear.

7.3.2 Hair clasps, barrettes, or fasteners shall correspond with hair color.

7.4 EXCEPTIONS:

7.4.1 Deputies working in an undercover capacity or within certain specialty units or departments designated by the Sheriff shall be exempt from the requirements of section 7.0 of this general order. Specialty units or departments may be made exempt from section 7.0 only after consideration as to whether proposed exemption would be consistent with the intent of this general order. Appearance and grooming standards for undercover deputies shall be established by applicable division captain in accordance with the needs and circumstances of the special duties to be performed; for specialty units or departments made exempt, appropriate standards shall be set by the Sheriff, or designee.

7.4.2 Civilian Employees that do not have contact with the public during the course of their duties, as determined by the Sheriff, or designee, may have hair highlights, tones, or dyed hair of any color.

7.4.3 Uniformed Female Civilians that do not have contact with inmates during the course of their duties, may have hair which extends below the bottom of the shirt collar.

8.0 AGENCY IDENTIFICATION CARDS

8.1 Agency identification cards shall be worn on the collar, lapel or on the belt at all times while on duty.
<CALEA 22.1.8M (b)>

8.2 The MCSO provides each employee and volunteer with a picture I.D. card, stating name, I.D. number, and powers granted. This card shall be carried at all times while engaging in official activities and shall be shown upon request, when safe to do so.

8.3 Non-uniform personnel should display the I.D. card on the belt, shirt pocket, lapel, or other easily seen area when dealing with the public. Undercover assignments are exempt from this provision.

9.0 MISCELLANEOUS UNIFORM INFORMATION:

9.1 Maternity type uniforms are not issued items. Employees requiring maternity apparel shall wear appropriate civilian attire.

10.0 PHYSICAL APPEARANCE AND FITNESS - Deputies shall maintain their individual physical fitness and shall not allow themselves to become physically unfit to perform official duties through personal neglect or lack of self-discipline.

10.1 Tattoos that shall be considered to be in violation of this General Order are those that are deemed to detract from the professional appearance of the employee or the uniform/work attire and/or are deemed racist, sexist, offensive, or obscene. Examples of prohibited tattoos include, but are not limited to, the following: tattoos which depict nudity or sexual acts; tattoos which display obscene, racist, sexist, or vulgar words or illustrations; tattoos that promote, support, or identify gangs, gang activity, or gang affiliation.

10.1.1 Effective July 1, 2015 - MCSO employees shall be prohibited from having tattoos in a visible location on the neck, face, scalp, or on the hands. Exemptions to this policy shall be reviewed and

considered by the Sheriff or Chief Deputy and approved at his/her discretion on a case-by-case basis.

12.0 OFF-DUTY - Issued polo and other similar logo shirts and issued khaki and similar type pants shall not be worn while off-duty, except while traveling to and from duty stations or while on official business.

Approved For Issue

A handwritten signature in black ink that reads "Charles R. Wells". The signature is written in a cursive style with a large initial "C" and "W".

**Charles R. Wells, Sheriff
Manatee County Florida**