

PERSONAL EQUIPMENT AND APPAREL

STANDARD NO(S):

NYSLEAP# 14.2, 41.3, 47.3

DATE:

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REFER TO:

Timothy Thompson

I. OBJECTIVE:

To specify SCSO issued equipment, apparel, personal equipment and grooming standards applicable to members of all SCSO Divisions and to provide a procedure for its acquisition.

II. POLICY:

All members and employees of the SCSO are required to be properly equipped and attired to enable them to carry out their responsibilities. The proper equipment, apparel and grooming standards project a professional business-like appearance and where appropriate, one which is readily identifiable with the SCSO. A standardized method of procuring and issuing equipment and uniforms is essential for accurate control and inventory.

III. DETAILS:

- A. The Law Enforcement Division Quartermaster is responsible for procuring and issuing all equipment, uniforms and accessories with the exception of firearms and related equipment, which is issued only by the SCSO Armorer and chemical spray which will be issued only by the Chemical Munitions Officer. Upon being initially assigned, transferred or promoted, the Law Enforcement Division Lieutenant will ensure the Quartermaster provides the member whatever equipment is needed and required to perform their duties.
- B. The Corrections Division Quartermaster is responsible for procuring and issuing all equipment, uniforms and accessories with the exception of firearms (See **“Facility Firearms”** located in the CMOI) and chemical spray (See **“Chemical Agents”** located in the CMOI). Upon being initially assigned, transferred or promoted, the Corrections Division Lieutenant will ensure the Quartermaster provides the member whatever equipment is needed and required to perform their duties (See **“Equipment & Apparel”** located in the CMOI).
- C. All members, regardless of assignment, are issued an official identification card, signed by the Sheriff.

1. Uniform personnel - All uniformed members of the SCSO Corrections and Law Enforcement Divisions receive everything required in sufficient

quantity to permit them to present a neat and clean appearance for the performance of their work and to adapt to weather conditions.

2. Non-uniformed personnel – SCSO Law Enforcement Division members assigned to the Criminal Investigation and Civil Divisions to work in a plain clothes capacity receive all SCSO equipment required in sufficient quantity to permit them to present a neat clean appearance for the performance of their work and to adapt to weather conditions.

- a. Members assigned to plain clothed assignments will dress in attire to present a professional business image. Members may wear an approved training uniform for training and special circumstances as approved by the CID Lieutenant.

- b. Personnel assigned to the Criminal Investigation Division and the Civil Division Deputy, receive an annual clothing allowance, which is set by the current employee contract, to be used for business-like clothing for example but not limited to dry-cleaning, suits, sport jacket, slacks, and outer wear.

- c. Male personnel assigned to these Divisions unless otherwise directed by the CID Lieutenant will wear a:

- i. Suit, sports coat or sweaters

- ii. long or short sleeve dress shirt

- iii. A tie or bow tie. The tie or bow tie will be color coordinated with the jacket and trousers worn.

- iv. Trousers or dress slacks only. No blue or any other colored jeans will be worn.

- v. Shoes will be a dress shoe, cleaned and polished with socks to match color of attire.

- d. Female personnel assigned to these Divisions will wear a:

- i. Suit, or

- ii. Blouse or sweater

- iii. Skirt or pants,

- iv. Dress shoes.

- e. When a non-uniformed member of the Criminal Investigation or Civil Division works in a uniform assignment, they will follow the uniform guide lines for wearing and displaying the uniform.
 - f. NARCO investigators will dress in accordance with CID attire guide lines unless on a specific assignment.
 - g. While on duty, CID, Civil Division and NARCO officers will wear their authorized handgun and have immediate access to two extra ammunition magazines, badge, identification and holder, and handcuffs with key.
3. Members of the SCSO Law Enforcement Division may also be issued optional equipment to include:
- a. Spare weapon magazines
 - b. Handcuffs
 - c. Handcuff key
 - d. Baton
 - e. Flashlight

Any uniform or item of equipment which does not reflect a member's current assignment should be surrendered to the Division lieutenant.

4. Clerks, typist and all others assigned to clerical positions – will project a professional business image. These employees will be governed by the same dress code as above, which may be modified in special circumstance by the Sheriff.
5. Seminar and school attire and dress-code when attending a seminar or school will be as follows:
- a. If a uniform is required, the rules for the uniform dress will be adhered to.
 - b. Civilian dress or attire:
 - i. Males – sports coat, dress shirt, dress slacks with a matching tie, and shoes. Optional sweater or a suit.
 - ii. Females – a dress, dress blouse/sweater, slacks or skirt with proper shoes. Cardigan optional.

6. Traveling to and from a seminar or school while operating a marked Seneca County Sheriff's vehicle or county vehicle, the officers may dress casual on long trips. On every day to and from, the officers will comply with section a & b of this section. Sneakers, dungarees, shorts, pullovers and sandals will not be worn.
7. Other clothing and accessories when worn with the official prescribed uniform will conform to the following, unless otherwise issued:
 - a. Socks – black when wearing dress shoes, may be other than black when wearing boots.
 - b. Scarves – black
 - c. Gloves – black
 - d. Sweaters or vests – black
 - e. Neckties – black
 - f. Shoes, boots or sneakers – black, clean and shined
 - g. Sunglasses will be black or gold frames and not reflective type
 - h. Brass – all brass will be shined. This includes the badge, chevrons, collar brass, brass on gun belts and tie tack.
 - i. Leather equipment – trouser belt, gun belt, holster, any leather worn on the duty belt, and shoes will be black in color, cleaned and shined.
8. Employees shall not sell, give, trade or exchange Sheriff's uniforms and/or equipment.

D. Replacement of uniforms and/or equipment –

1. Members shall be held accountable for the proper use, care and maintenance of their uniforms and equipment and shall be held accountable for all equipment from time to time.
2. Items which become damaged or are rendered otherwise unusable as a result of wear and tear during normal course of duty shall be replaced with the authority of the Division Lieutenant. The item damaged will be given to the Division Lieutenant with a copy of the SJS report(s) indicating what SCSO property was damaged and how the damage occurred for possible restitution purposes.

3. Any member who losses or damages any equipment or property belonging to the SCSO shall immediately report the loss to the Sheriff in writing. The member may be required to replace the property or its value, if such loss is determined by the Sheriff to be caused by the member's lack of due care.
4. Uniforms and/or equipment obtained under the provisions of this directive are listed on a form entitled "Uniform and Equipment Inventory" which shows the dates of issue and return and provides for the acknowledgement of receipt by the member or issuer. Execution of this form is the responsibility of the Quartermaster. The completed forms are to be maintained in the custody of the Quartermaster.
5. Except for items which are obviously of a personal nature, such as writing instruments, wristwatches, etc., no unauthorized equipment and/or apparel is to be carried or worn while on duty.
 - a. In accordance with the employee contract, personal items which are lost or damaged in the performance of a member's duty are reimbursable by the County, provided such loss or damage is not due to misuse or inattention on the part of the member.
6. All full time members, except for cooks and clerical, receive annual uniform, equipment and replacement clothing allowance set by the employee's contract.

E. General Appearance – Cleanliness

1. Hair Grooming:
 - a. Males:
 - i. Hair shall be neatly groomed, and tapered so it does not fall over your eyebrows, your ears or touch your shirt collar except for the closely cut hair at the back of your neck. The bulk or length of hair must not interfere with the wearing of any uniform headgear, including emergency equipment.
 - ii. Hair shall not be dyed or cut/worn so as to appear outstanding from the general population or to present a non-professional image.
 - iii. Keep sideburns neatly trimmed. Mutton chops or flared sideburns are not permitted. The base of your sideburns must be clean shaven on a horizontal line. The base may not extend below the lowest part of your exterior ear opening.

- iv. Your face must be clean shaven. There shall be no beards. When a mustache is worn, keep it trimmed and not extending beyond the corner of your mouth and not falling below the center line of your lips.
- v. Fingernails – Uniform personnel shall maintain no more than a ¼ inch nail length beyond the fingertip. Fingernails shall be clean from dirt build up.

b. Females:

- i. Keep your hair neatly groomed. Females working in corrections or road patrol will arrange their hair so that it does not extend below the top of their shirt collar. The hair in bulk or length must not interfere with the wearing of uniform and emergency headgear.
- ii. Hair shall not be dyed or cut/worn so as to appear outstanding from the general population or to present a non-professional image.
- iii. Fingernails – Uniform personnel shall maintain no more than a ¼ inch nail length beyond the fingertip. Nail polish shall be a conservative color. Fingernails shall be clean from dirt build up.

2. Uniforms and insignia –

- a. Uniformity of dress while in uniform – Except upon specific orders of the Sheriff or Detail Supervisor, all uniformed members shall wear their issued uniform on-duty. When members of any number are assembled for police duty or special assignment, the member who issues the order for such assemblage shall prescribe the uniform to be worn. A supervisor must insure uniformity of dress for uniform members assigned to the detail.
- b. Unauthorized display – no member in uniform shall visibly wear any decorative jewelry or other similar items not specifically authorized by these regulations, except that he/she may wear a wristwatch or a ring or both, provided that neither item denotes membership or affiliation with any fraternal, political benevolent or religious society. Any member requesting to wear unauthorized items will direct a memo to the Sheriff for permission to wear the item.

- i. Key rings, packages of tobacco or cigarettes, small pocket knives, pen and pencil holders, eyeglass cases, and the like, if carried, shall not be visible while a member is in uniform.
 - ii. The carrying of large, folding or sheath-type knives by members while on-duty is prohibited, unless authorized by the Sheriff. Exceptions to this will be scuba, evidence and tactical team when on details.
 - iii. Stetsons will be worn when the officer is outside of their vehicle except in the department parking lot area. The Stetson will be worn two fingers above the bridge of the nose.
- c. Chevrons when issued to a non-commissioned officer will be standard sized chevrons and worn on both sleeves of the SCSO uniform shirt and outer garments
- d. All leather uniform equipment shall be polished and clean.
- e. Members in uniform shall wear polished black shoes.
- f. Wearing of the black tie – the length of the tie will not be longer than the uniform pants belt or gun belt. It will not be shorter than two (2) inches above the belt line. Ties will be clean. The tie tack will be worn level with the top of the breast pocket and the tie tack chain will be secured in the third button hole.
- g. Any member while in the performance of their duty receives blood pathogens on their uniform or civilian attire may have their clothing dry cleaned at no cost to the member. Dry cleaning will kill any blood pathogens.
- h. A member of the Seneca County Sheriff's Office is known by the public. We are judged not only on duty but also off duty. Your attire and actions will be observed by the public, so present yourself accordingly.
- i. Uniforms will be cleaned, pressed and properly worn with all buttons buttoned. Sleeves will not be rolled up.
- j. The uniform windbreaker or winter coat shall be worn during the winter months. No decorations, medals or pins shall be worn on the winter coat except issued name plates, badge and rank insignia.

- k. All members while directing traffic, or conducting a police operation on, in or near any roadway will wear an issued High Visibility safety vest while on the detail.
- l. Short sleeve uniform shirts may be worn as prescribed by the Sheriff with appropriate consideration given to weather condition.
- m. Name plates issued to members shall be worn as follows:
 - i. On the outermost garment, centered horizontally on the above flap of the right breast pocket of the long sleeve uniform shirt.
 - ii. A member shall wear his duty badge on his/her windbreaker, jacket, winter coat, and on rain coat.
- n. Insignia of rank for uniformed commissioned officers and noncommissioned officers shall be worn on the uniform and are described as follows:
 - i. Sheriff – 3 Gold Stars
 - ii. Undersheriff – 2 Gold Stars
 - iii. Chief Deputy – 1 Gold Star
 - iv. Correction Lieutenant – 1 Silver Bar
 - v. Road Patrol Lieutenant – 1 Gold Bar
 - vi. Noncommissioned Officer – Chevron insignia brass/cloth.

F. Proper wearing of uniform and accessories –

- 1. Road Patrol –
 - a. Stetsons shall be worn squarely on the head with the brim width of two (2) fingers above the bridge of the nose. Hat straps shall be positioned with the buckle centered at the front of the hat. A member shall identify their hat by writing their name on the sweatband or on a gummed label affixed to the inside of the sweatband. The commissioned officer's round hat shall have a gold hat cord.
 - b. Collar ornaments shall be positioned on the collar tabs of the long-sleeve and short-sleeve uniform shirt. All brass will be shined.

- c. The tie and tie tack shall be positioned and worn on the uniform shirt, both ends of the tie hanging free below the tie tack and the tie tack positioned on a horizontal line with the top seam of the breast pockets.
- d. The sleeves of the uniform shall be pressed. The crease will run from the shoulder to the cuff. The sleeves will end at the wrist and the beginning of the palm. Uniform slacks shall hang straight, not breaking at the instep, and the edge of the hem will not be less than 2 ½ inches from the bottom of the heel, nor higher than 3 inches.
- f. Military decorations and military service ribbons – No member shall wear any medal, service bar or ribbon denoting a decoration or participation in any war, battle, theater of operation, engagement or any federal or state decoration unless he is entitled to wear it and has received the approval of the Sheriff after presenting proper proof. Such approved decorations or military service ribbons may be worn on the uniform shirt, attached by bar.
- e. Seneca County Sheriff's office specialist assignment identification– This identification is to provide for public recognition by tangible evidence of the attainment of high degree of skill, proficiency and excellence in the performance of specified duties or the successful completion of prescribed courses of training. Such identification shall be issued and worn as prescribed by the Sheriff. Identification shall differ in design for each specialist category and such identification will cease to be worn when a member entitled there to is no longer performing such specialized duties, or fails to maintain their qualification as a specialist. A member issued more than one (1) specialist assignment identification may wear only one (1) at any one time. This will be worn on the collar.
 - i. Scuba Diver Bar – This bar will be issued by the Sheriff to a member that is certified and has been assigned as a scuba diver. The bar shall be worn on the uniform shirt or blouse only, centered horizontally immediately above the shooter bar.
 - ii. Field Training Officer insignia – Will be issued by the Sheriff to a member who has successfully completed FTO training and is actively participating in the field of probationary deputies. The FTO insignia will be worn on the uniform shirt or blouse only.

- iii. Years of service pin – Will be worn on the uniform shirt or blouse only, affixed to the name plate posts so that the lettering appears directly below the name plate.
- g. Firearms Proficiency Bars – When a member has previously earned a bar from the pistol course, the member may continue to wear that award. Any one (1) firearm proficiency bar, when worn, shall be worn on the uniform shirt or blouse only, centered horizontally above the right breast pocket, immediately above the name tag.
- h. Uniform Decorations – When worn shall be positioned on the uniform shirt, jacket or blouse only, and centered over the right breast pocket above the name plate or firearms bar just above the top seam of the pocket flap. The highest awarded bar will be worn above the left breast pocket and below the badge.
- i. Other SCSO Award Ribbons – See (“Awards and Recognition”) this manual.

2. Court Appearances –

- a. Officers appearing in local criminal court or county court will dress in uniform according to regulations set forth in the uniform dress code. The uniform will be clean, with leather cleaned and polished. The uniform officer will abide by the courts ruling on wearing of a side arm. Some courts do not want the officer on the witness stand with a weapon.
- b. If the officer wears civilian attire, they will follow the regulation dress code of CID.