

MADISON COUNTY SHERIFF'S OFFICE GENERAL ORDER



SUBJECT: Uniforms & Appearance

GENERAL ORDER: 5.2.001

PAGES: 9

PROCEDURE: P & PM

EFFECTIVE DATE: December 15, 2023

Christopher F. Wisner - Sheriff

AUTHORIZED SIGNATURE ()NEW (X)AMENDED

Policy:

All employees of the Madison County Sheriff's Office, sworn and civilian, will present a neat and clean personal appearance and image to the general public.

Purpose:

To establish standards governing personal appearance and grooming for sworn Officers/Civilian employees while on-duty, when representing the MCSO in an official capacity, or when engaged in law enforcement secondary employment. Personal appearance and grooming shall reflect a professional and favorable image upon the MCSO and shall instill confidence in the agency and its Officers by the public.

Procedures:

A. PERSONAL APPEARANCE STANDARDS

I. FACIAL HAIR

- A. Beards must be neatly trimmed and above the neckline. The length cannot exceed ½ inch and must contour to the face. Beads or other decorative items shall not be braided into the hair.
- B. Goatees must be neatly trimmed and above the neckline. The hair cannot extend more than 1 inch from the corner of the mouth on each side or more than 1.5 inches below the chin. It cannot exceed ½ inch in length and must contour to the face. Beads or other decorative items shall not be braided into the hair.
- C. If a measurement is required, it must be done in a private location and the Officer will measure their own hair in several locations in front of their supervisor.

- D. Mustaches worn without a beard shall be neat and closely trimmed and shall not extend over the lip line of the upper lip or beyond or below the corner of the mouth. The ends of the mustache shall not be twisted or waxed.
- E. Lower lip patches, grown between the lower lip and chin that are not part of a beard or goatee, are not permitted.
- F. Sideburns are allowed to the bottom of the ear opening. Sideburns should not be so full as to hide the ears from the front.
- G. Facial hair shall be of natural color and present a professional appearance without special design or custom exaggerated trims.
- H. Officers must ensure facial hair does not interfere with OSHA standards regarding the proper fit and seal of a self-contained breathing apparatus (SCBA) or gas mask. Officers will trim any facial hair in the event they are required to utilize a SCBA or gas mask and cannot create a proper seal with their facial hair.
- I. Basic Police Academy Recruits shall be required to remain clean shaven for the duration of the academy and field training.
- J. If any officer believes they need a reasonable accommodation due to a medical condition, they will inform their supervisor who will coordinate with Human Resources to facilitate the process.

II. HAIR STYLES

Hairstyles should not distract from a professional appearance in uniform with emphasis on officer safety.

- A. Hair color, if used, must appear natural.
- B. When the officer is standing erect, the length and/or arrangement of their hair shall not extend below the bottom of the shirt collar or cover the outer edge of the ear. Hair on the forehead shall not obstruct vision. The unique quality and texture of curled, waved, and straight hair are recognized. Natural hairstyles are permissible if the officer's vision is not obstructed and the length and/or arrangement is compliant. Braids, cultivated locs (individual sections of hair that are intertwined from the root tip, which creates a uniform ringlet or cordlike appearance requiring maintenance/upkeep and are uniform in appearance), or cornrows, if neat and styled close to the head, are permissible. Beads or other decorative items shall not be braided into the hair. All officers must be able to wear department issued headgear, including gas mask/air purifying respirator, correctly. Civilian personnel hairstyles can be longer in length; however, must meet other criteria set forth in this policy.
- C. Hairpieces for sworn personnel are authorized to cover natural baldness or physical disfigurements. When worn, they shall conform to standard hairstyle criteria.

III. TATTOOS AND BRANDINGS

- A. A tattoo is any design, letter, scroll, figure, symbol, or any other mark made under the skin or upon any person with ink or any other substances, resulting in a permanent or temporary discoloration of the skin.
- B. A branding is type of scarification, a body modification that permanently transforms the skin by causing a visible scar, often made by burning.
- C. Tattoos and brandings on the hands, scalp, face (front of a person's head from the forehead to chin), and the front of the neck shall be prohibited.
- D. Cosmetic tattoos such as eyeliner, eyebrows, and lips are permitted so long as they are natural in appearance.
- E. Tattoos and brandings that detract from the mission of law enforcement shall be prohibited. Prohibited tattoos and brandings include, but are not limited to, those which incorporate profanity; promote racism; discrimination; indecency; obscenity; lawlessness; violence; illegal drug use; hatred or intolerance; and depict sexually explicit or anatomically correct nude images.
- F. The Sheriff, Chief Deputy, or Deputy Chief, has the authority to order personnel to cover tattoos deemed to be inconsistent with the mission of law enforcement. Officers shall cover such tattoos with department issued clothing or by utilizing commercially available cosmetics or fabric covers made for the purpose of covering tattoos. If commercial products are used, they must be of a skin-tone color and be neutral in appearance. This policy shall apply while the Officer is on-duty (including training or outside events), representing the MCSO in an official capacity, or when engaged in law enforcement secondary employment; regardless of whether the Officer is in uniform or otherwise attired.

IV. BODY ORNAMENTATION

- A. Officers shall not wear any item of ornamentation or jewelry on their hands, ears, head, face, nose, eyebrow, tongue, or any other body part that is visible when clothed, except as authorized in this policy. Prohibited ornamentation includes, but is not limited to, body-piercing jewelry.
- B. Officers are permitted to wear the following jewelry:
 - 1. Up to three rings on the ring finger of one hand and one ring on the other hand;
 - 2. One wristwatch;
 - 3. Medical alert bracelet;
 - 4. No more than two earrings per ear. Earrings must be ball or stud type earrings having a diameter of no more than ¼ inch; and
 - 5. Necklaces that are not visible when in uniform.
- C. This policy shall apply while the Officer is on-duty (including training or outside events), representing the MCSO in an official capacity, or when engaged in law enforcement secondary employment, regardless of whether the Officer is in uniform or otherwise attired.

V. DENTAL ORNAMENTATION

The use of gold, platinum, or any other unnatural-looking veneer or cap on a tooth or teeth for ornamental purposes is prohibited. No tooth, whether natural, capped, or veneered, may be ornamented with any designs, marks, jewels, or initials.

VI. BODY MUTILATION

Intentional mutilation of the hands, ears, head, face, nose, eyebrows, tongue, or any other body part that is visible when clothed is prohibited. Examples of prohibited mutilation include, but are not limited to: split or forked tongues, piercing(s) (other than ear piercing), foreign objects inserted under the skin to create a design or pattern or for purely cosmetic reasons unrelated to any reconstructive surgical or prosthetic treatment and enlarged or stretched holes in ears or earlobes.

VII. CONTACT LENSES

- A. Contact lenses shall be of a natural eye color. Lenses which are red, orange, silver, or any other unnatural-looking color which when worn creates an unnatural appearance to the eye, or any lenses with a visible graphic design or marking, are prohibited.
- B. This policy shall apply while the Officer is on-duty (including training or outside events), representing the MCSO in an official capacity, or when engaged in law enforcement secondary employment, regardless of whether the Officer is in uniform or otherwise attired.

VIII. SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for ensuring compliance with the guidelines of this directive and shall be held accountable for the enforcement of all its requirements. Supervisors shall regularly inspect their personnel to determine compliance.

IX. EXCEPTIONS

- A. Personnel whose current assignment may require deviation from the standards set forth in this directive may make a written request to the Sheriff for an exception. Any approval for an exception shall automatically expire upon change of assignment.
- B. The original approved request shall be forwarded to the Personnel Unit for inclusion in the requesting Officer's file and a copy forwarded to the requesting Officer.

B. Uniform Standards

1. Wearing the Uniform: Uniformed personnel shall keep their uniform neat, clean and well pressed at all times. The shirt will be tucked into the trousers neatly at the waist. Boots/Shoes must be clean and shined. Metal appointments must be clean and polished.
2. Manner of Dress: Uniformed personnel will wear the duty uniform on their tour of duty. However, the Shift Supervisor may prescribe other clothing as required by the nature of the duty to which a

particular member is assigned. MCSO personnel will not wear on their uniform any pins or insignia(s) not authorized by the Sheriff.

3. Manner of Dress for Court: Personnel appearing in court representing the MCSO shall wear the duty uniform or a dress shirt, dress slacks, and a tie for male Deputies. Female Deputies will wear appropriate business attire. In all court appearances, Deputies shall be neat, clean and well groomed.

C. General Requirements

1. Certified Deputies of the MCSO shall wear the issued uniform as is consistent with the content of this Order. All Deputies on the same assignment shall wear the same uniform.
2. Deputies shall be neat and clean in appearance when in public, whether in or out of uniform, when on duty or engaged in any activity which relates to the MCSO.
3. The MCSO will provide each uniformed Deputy with a suitable number of uniforms, all required duty equipment and will provide repair/replacement for the same.
4. All certified Deputies with the MCSO shall be issued a ballistic vest.

D. Regulation Uniforms

Deputies with the MCSO will be authorized to wear three (3) types of uniforms based on their job description, assignment or scheduled event. The authorized uniforms are the Class A, Class B or the Class C.

All uniforms, including coats and jackets will have the MCSO patch affixed to each sleeve. Special Units may substitute the MCSO patch on the right sleeve for their unit patch at the discretion of the Sheriff. All Unit patches worn on the Regulation Uniforms will be of the same size and color scheme as the MCSO patch. Sergeants will wear the issued "Sergeant Chevrons" on each sleeve of the shirt, on all Regulation Uniforms as directed.

1. Regulation "Class A" Uniform

All Deputies with the MCSO will be issued a regulation "Class A" uniform that will be kept in serviceable condition. The "Class A" uniform will be worn for special events, inspections or when ordered by the Sheriff or his designee. The "Class A" uniform will consist of the following:

- a. Shirt - Long Sleeve Dress Shirt with issued tie;
- b. Trousers - Trousers to match the shirt;
- c. Shoes/Boots- Black shoes/boots that are smooth finish, plain toe with standard heels and soles;
- d. Socks - Only black socks will be visible beneath the trouser leg;
- e. Collar insignias - Rank insignia for Supervisors or MCSO insignia for Deputies/
Investigators will be worn on each collar according to the directions titled "Insignia Placement" on the last page of this General Order;
- f. Badge/Name Tag-The badge will be worn above the left breast pocket. The name tag will be worn above the right breast pocket, centered and ¼ inch above the top of the pocket;

- g. Duty Belt- Duty belt with approved gear will be worn. (See section on "Duty Equipment")

2. Regulation "Class B" Uniform

All Deputies with the MCSO, Lieutenants and below, assigned to Patrol, Warrants, School Resource Officers, Court Security and Transport will be issued a "Class B" uniform. The "Class B" uniform will be recognized as the uniform of the day unless another uniform is authorized. The "Class B" uniform will consist of the following:

- a. Shirt- Long sleeve or short sleeve base shirt;
- b. Trousers -Trousers to match the shirt;
- c. Vest -Outer vest carrier containing issued ballistic panels;
- d. Boots - Issued boots only, unless authorized by the Chief Deputy or Deputy Chief;
- e. Socks -Only black socks will be visible beneath trouser leg;
- f. "T Shirt" - Only black "T Shirts" will be visible under the base shirt;
- g. Collar insignias - Rank insignia for Supervisors will be the only required collar insignia on the Class B uniform;
- h. Badge/Name Tag - The badge will be worn above the left breast pocket. The name tag will be worn above the right breast pocket, centered and ¼ inch above the top of the pocket;
- i. Duty Belt- Duty belt with approved gear will be worn. (See section on "Duty Equipment")

3. Regulation "Class C" Uniform

The Regulation "Class C" uniform is identical to the "Class A" with the exception of the tie, and a short or long sleeve shirt may be worn. Personnel wearing the Class C uniform will be authorized by the Chief Deputy or Deputy Chief. The "Class C" uniform will consist of the following:

- a. Shirt - Long Sleeve or Short Sleeve Shirt;
- b. Trousers - Trousers to match the shirt;
- c. Shoes/Boots - Black shoes/boots that are smooth finish, plain toe with standard heels and soles;
- d. Socks - Only black socks will be visible beneath the trouser leg;
- e. "T Shirt" - Only black "T Shirts" will be visible under the uniform shirt;
- f. Collar insignias - Rank insignia for Supervisors or MCSO insignia for Deputies/Investigators will be worn on each collar according to the directions titled "Insignia Placement" on the last page of this General Order.
- g. Badge/Name Tag - The badge will be worn above the left breast pocket. The name tag will be worn above the right breast pocket, centered and ¼ inch above the top of the pocket;
- h. Duty Belt - Duty belt with approved gear will be worn. (See paragraph 8 in this section, "Duty Equipment/Leather Gear")

4. Body Armor

All personnel will wear the issued Body Armor while in uniform. Only those personnel assigned primarily to administrative duties and authorized by the Sheriff will be exempt. While working a plain clothes or investigative assignment, the Body Armor will be readily available for use if needed.

5. Cap

Uniformed Deputies may be issued an approved ball cap and a winter knit cap with the MCSO logo embroidered on the front. These caps will be authorized for wear during the deputy's normal tour of duty. The winter knit cap will only be worn during the winter months. No other caps or hats will be worn while in uniform without the Sheriff's authorization. Caps are not to be worn with class "A" uniforms or in court.

6. Coats/Light Jackets

Coats acceptable for use by Deputies when wearing the Regulation Uniform are only those that are issued by the MCSO. The uniform coat is black in color, water resistant and includes a winter lining which may be removed. The lining itself may be worn as a light weight jacket. The coat and liner will have MCSO patches affixed to each sleeve.

7. Raincoats & Traffic Safety Vests

Issued Rain Coats and Traffic Safety Vests are authorized for wear with the Regulation Uniform when appropriate and/or required.

8. Duty Equipment/Leather Gear

- a. **Required Duty Equipment** - All uniformed Deputies must carry the following issued or approved equipment when on duty:
 - Duty belt
 - Issued magazine pouch
 - Handcuff case
 - Issued holster
 - Issued handgun, magazines and ammunition
 - At least one (1) less-lethal weapon (ECD, Chemical Spray, Baton)
 - Handcuffs with key
 - Portable Radio
 - Writing pen
 - Flashlight

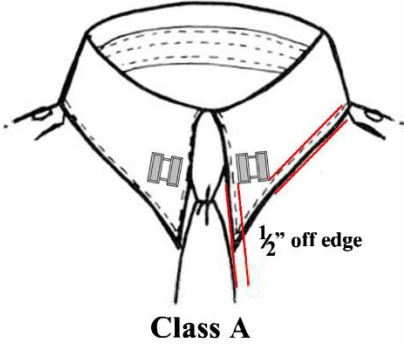
- b. **Optional Duty Equipment** - Any other equipment that has been approved by the Sheriff.

- c. **General Requirements** - Deputies and employees are responsible for the proper use and care of the MCSO property and equipment assigned to them. Damaged or lost property may subject the individual to reimbursement charges and/or appropriate disciplinary action. Deputies shall utilize Sheriff's office equipment and property only for its intended purpose in accordance with established Sheriff's Office Policies and Procedures. **Damaged or Inoperative Property or Equipment** - Deputies and employees shall immediately report to the on-duty shift supervisor any loss or damage to Sheriff's Office property assigned to them or used by them. The shift supervisor must immediately be notified of any defects or hazardous conditions existing in any Sheriff's Office equipment or property. Deputies and employees shall not intentionally abuse, deface, alter or damage any Sheriff's Office equipment or property.

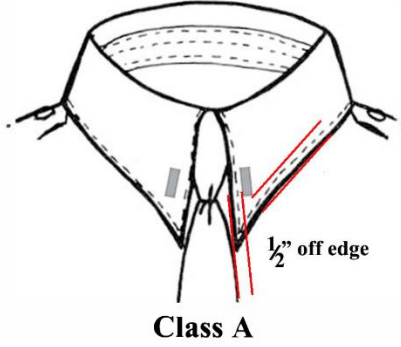
- d. **Civilian Attire** – Civilian employees are to dress appropriately based on their job position. Maintenance personnel, for example, may have different considerations based on work performed. Office personnel should be business casual; however, can alter their style based on permission of the Sheriff to wear items such as t-shirts and blue jeans. Tight fitting leggings or revealing clothing items should be accompanied by appropriate covering as to maintain a professional decorum.

MCSO Shirt Collar Insignia Placement

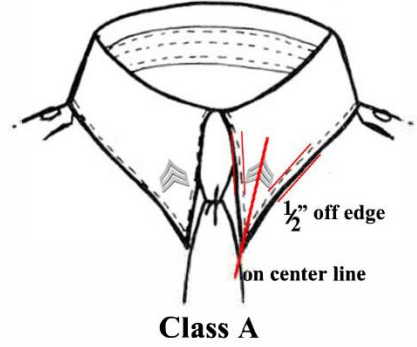
**CAPTAIN
Officer's Shirt Collar**



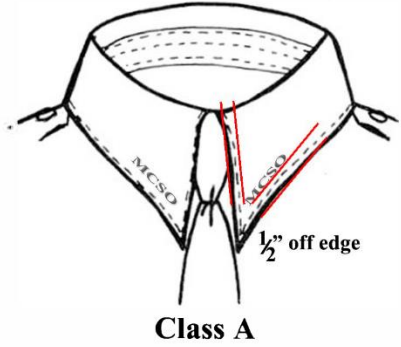
**LIEUTENANT
Officer's Shirt Collar**



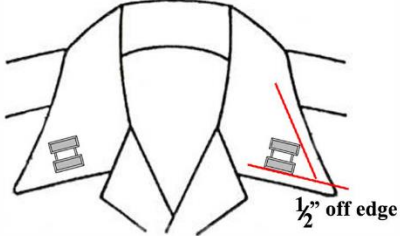
**SERGEANT
Officer's Shirt Collar**



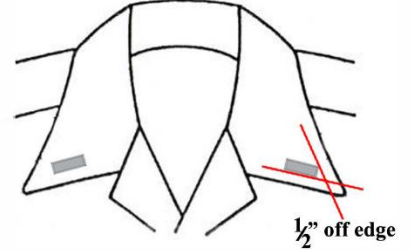
**DEPUTY
Officer's Shirt Collar**



**CAPTAIN
CLASS B SHIRT**



**LIEUTENANT
CLASS B SHIRT**



**SERGEANT
CLASS B SHIRT**

