

# SHERIFF OF GARFIELD COUNTY

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### GARFIELD COUNTY SHERIFF'S OFFICE POLICY / PROCEDURE GENERAL

#### **SUBJECT: UNIFORMS, EQUIPMENT AND APPEARANCE**

**EFFECTIVE DATE:** January 01, 2024

**POLICY:** To ensure consistency and professionalism in our appearance, all personnel of the Garfield County Sheriff's Office shall adhere to specific regulations regarding the appropriate attire and appearance while on duty or performing functions related to the Sheriff's Office. All personnel shall also adhere to the proper usage and carrying of specific equipment necessary for their job function.

**PURPOSE:** The purpose of this policy is to provide employees with guidelines outlining the appropriate and professional wear of the Sheriff's Office uniform, proper dress attire required for non-uniformed employees, and appropriate wear of specific equipment.

#### **METHOD:**

**Basic Uniform:** Duty gear and handguns will be provided by employees and will meet specifications set forth by the Sheriff's Office. Unauthorized equipment, alterations or modifications to the uniform or equipment are not authorized. A clean, pressed uniform or civilian attire is essential to the professional image of the Sheriff's Office.

**Administration (Non-sworn):** Authorized and issued uniform or business attire shall be worn at all times while on duty.

**Civil:** All Civil Deputies will wear the uniform as issued, or provided by the employee, consisting of: shirt, pants, footwear, collar brass, badge, nametag, body armor and required duty gear and equipment.

**Detention Specialist:** All Detention Specialists will wear the uniform as issued, or provided by the employee, consisting of shirt, pants, footwear and required duty gear and equipment.

**Detention:** All detention deputies will wear the uniform as issued, or provided by the employee, consisting of: carrier, shirt, pants, footwear, collar brass, badge, nametag, body armor and required duty gear and equipment.

- **Carriers:** Carriers shall be issued to all sworn personnel (Detention Specialists excluded) and shall be silver-tan in color.
- **Shirts:** 4 long sleeve and/or short sleeve shirts shall be issued. Long sleeve shirts shall be worn with a black t-shirt or black turtleneck, either mock or full. Long sleeve shirts shall not be rolled up. Short sleeve shirts shall only be worn with a black t-shirt.  
*Uniform carriers and/or shirts shall not be worn to and from work. Personnel will change into uniform carrier/shirts upon arrival of duty.*
- **Pants:** Issued pants shall *not* be bloused.
- **Hats:** Wearing of department issued hats is optional. No other hats are authorized.
- **Footwear:** Either a boot or soft shoe may be worn provided it is black and/or polishable.
- **Duty Belt:** Belt will be a black nylon material. Firearms certified deputies may wear a black drop-leg/adjustable holster with optional black nylon leg strap.
- **Equipment:** Only authorized and issued equipment pouches will be worn on the carrier. Material and colors shall be nylon silver-tan or desert-tan, unless otherwise authorized. Equipment worn on the carrier will consist of: 2 handcuffs, duress alarm, radio, OC spray, Taser, tourniquet, 2 handgun magazines (if firearms certified) and one spare pouch. Variations of the issued pouches are possible as long as they meet the material and color standards. Any variations will be at the deputy's expense. The Sheriff or designee will approve any variations.
- **Additional items:** Additional uniform items including, but not limited to: coat, windbreaker and sweater may be worn as issued, or approved for personal purchase, by the Sheriff.

**Patrol:** All Patrol Deputies will wear the uniform as issued, or provided by the employee, consisting of carrier shirt, pants, footwear, collar brass, badge, nametag, body armor and required duty gear and equipment.

- **Carriers:** Carriers shall be issued to all sworn personnel and shall be silver-tan in color.
- **Shirts:** 4 long sleeve/short sleeve shirts shall be issued. Long sleeve shirts shall be worn with a black t-shirt or black turtleneck, either mock or full. Long sleeve shirts shall not be rolled up. Short sleeve shirts shall only be worn with a black t-shirt.
- **Pants:** Issued pants shall not be bloused.
- **Hats:** Wearing of department issued hats is optional. No other hats are authorized.
- **Footwear:** Either a boot or soft shoe may be worn provided it is black and/or polishable.
- **Duty Belt:** Belt will be a black nylon material. Deputies may wear a black drop-leg/adjustable holster with optional black nylon leg strap.
- **Equipment:** Only authorized and issued equipment pouches will be worn on the carrier. Material and colors shall be nylon silver-tan or desert-tan, unless otherwise authorized. Equipment worn on the carrier will consist of: 2 handcuffs, radio, OC spray (optional), Taser, tourniquet, 2 handgun magazines and one spare pouch. Variations of the issued pouches are possible as long as they meet the material and color standards. Any variations will be at the deputy's expense. The Sheriff or designee will approve any variations.
- **Additional items:** Additional uniform items including, but not limited to: coat, windbreaker, sweater and foul weather gear may be worn as issued, or approved for personal purchase, by the Sheriff.
- **Extreme Weather:** Exceptions to the basic uniform will be allowed for extreme weather conditions.

**Investigations:** All Deputies assigned to investigations shall wear acceptable business attire while in the Sheriff's Office or in contact with the public. Attire for special assignments shall be permissible wear as needed.

- **Equipment:** Investigators shall wear, at a minimum, handgun and holster, handcuffs, radio and magazine pouch. Additional equipment or items worn for special assignments shall be worn as needed.

**Personal Appearance:** While in Uniform or on Duty, all members of the Sheriff's Office will present a professional appearance consistent with accepted social norms. Only specialized assignments with the approval of a supervisor are exempt from the following:

- All personnel will ensure that their uniform or attire is neat, clean and will present themselves as to reflect credit upon themselves and the Sheriff's Office, at all times.
- All uniformed personnel will have shirts tucked in and will not roll or push up long sleeves.
- No personnel will wear nose rings, visible body piercing or rings, or tongue rings/studs.
- Hair for male personnel will be neatly trimmed. Hair will not touch the collar of the uniform shirt.
- Facial hair will be neat and trimmed.
- Hair for female personnel will be neat and shall not be worn longer than six inches from the bottom collar. If the hair is longer it will be secured to the back of the head (not required for administration personnel).
- Wearing of jewelry while in uniform is limited to the following exceptions: wristwatch, bracelet, a maximum of two rings, a necklace (not visible) and a medical identification bracelet if applicable. Male personnel shall not wear earrings or posts of any kind. Female personnel may wear two pair of stud type earrings in the lobe area. *Administrative personnel may wear additional jewelry provided that they maintain a professional appearance.*
- Tattoos shall be covered if they display obscene, subversive or lewd material.
- All personnel will ensure good personal hygiene habits to be maintained at all times.

**Court Attire:** While appearing or testifying in any hearing, court or administrative procedure, all personnel shall wear either the issued uniform or business attire consisting of:

- **Males:** Coat, tie, slacks and appropriate shoes.
- **Females:** Slacks, shirt, suit, dress or skirt with appropriate shoes.

If not in uniform, ALL weapons will be carried concealed.

#### **Class A Uniform:**

Some members of the department may be required to wear a Class A uniforms consistent with their job functions and/or for special events including, but not limited to: funerals, awards ceremonies, speaking engagements. The determination to wear the Class A uniform for any particular event shall be made by either the Detention or Patrol Commander, Undersheriff or Sheriff. The Class A uniform shall consist of:

- Duty Boot or Shoes
- Duty Trousers
- Long-Sleeve Duty Shirt
- Black Tie
- Brass nameplate, collar brass and all recognition awards and service pins
- Basket weave black leather duty belt with required equipment

#### **Service and Performance Recognition Awards:**

Deputies who receive Performance Recognition Awards and/or Service pins for years of service shall wear the respective pins / collar brass representing these honors on the Class A uniform when worn. No other unauthorized pins, badges or objects shall be worn on or about the uniform without the consent of the Sheriff.

**Separation from Employment:** Upon an employee's separation from employment with the Garfield County Sheriff's Office, ALL issued equipment shall be immediately returned. Failure to comply may result in a delay in the issuance of a final paycheck and may also result in the filing of criminal charges.