GREENVILLE COUNTY
SHERIFF'S OFFICE

GO - 124

GENERAL ORDERS

DRESS CODE

PURPOSE: The Sheriff's Office consists of a uniform element with remaining personnel in plainclothes. Both elements are to present a sharp, professional image before the public.

SHERIFF'S OFFICE IDENTIFICATION: All sworn and non-sworn personnel, in uniform or plainclothes, are to carry with them issued Sheriff's Office identification card with photograph attached. The only exception applies to deputies assigned missions requiring them to "blend in" to a particular environment (drug investigations or other undercover assignments). This identification is to be produced if requested; see also Rules & Regulations 70.08 & 30.16.

PLAINCLOTHES: Personnel in positions requiring civilian clothing are to report for duty in appropriate clothing. Business casual attire or uniform of the day is acceptable for normal day-to-day activity. Coat and tie attire are required for court and public appearances. Females are to wear a blouse and skirt, dress, pantsuit, or an appropriate combination thereof can be worn with a blazer jacket.

While on official business, plainclothes deputies are to maintain a professional appearance and adhere to the dress code. The only exception to this policy applies to deputies assigned missions requiring them to "blend in" to a particular environment (such as drug work or other undercover assignments). Captains and above, unless on a specific undercover assignment, are to maintain an exceptionally sharp appearance in plainclothes including the wearing of a tie for male deputies.

Some investigative work can require manual labor and appropriate work attire or Sheriff's Office utilities can be worn. Offensive or inappropriate attire that detracts from the workplace environment is unacceptable.

Sworn personnel assigned full-time to a plain clothes function may be entitled to receive a clothing allowance. The amount will be set by Greenville County Council and will cover the budget year. Those who are entitled to the allowance and are assigned after the allowance has been issued will be given a prorated amount.

UNIFORMS:

Uniformed deputies are the largest and most visible element in the Sheriff's Office. The image they project reflects on the entire Sheriff's Office.

CLASS A UNIFORM – Issued for formal events at any time during the year and consists of:

1. Long sleeve shirt with cuffs down and buttoned.
2. Black clip-on tie.
3. Blue uniform trousers.

CLASS B UNIFORM – Issued for routine patrol and consists of:

1. Short or Long sleeve blue polyester shirt w/black t-shirt
2. Polyester uniform trousers.
3. Blue base shirt (vest carrier must be worn)

INSIGNIA:

SHOULDER PATCHES – Worn centered on both sleeves, one-quarter inch down from the edge of the shoulder seam. The placement is the same on the winter jacket.

HASHMARKS – Earned in five-year increments including civilian law enforcement experience from other South Carolina agencies only.

STRIPES (CLASS A and LONG SLEEVE B) – Sewn in place with the top tip one-quarter inch below the bottom of the Sheriff's Office insignia and centered on the sleeve.

CHEVRONS (SHORT SLEEVE CLASS B) – Worn on collar. Pinned on axis of center line between point of collar. Bottom tips of chevron placed one half inch from outside edge of collar.

Stripes/Chevrons are issued as follows:

- Deputy I – No rank insignia
- Deputy II – A single stripe earned after one year from date of hire with rocker added after five years in this position.
- Master Deputy/Investigator – Two stripes with rocker added after five years in this position
- Sergeant – Three stripes with rocker added after five years in this position.
- Lieutenant – One bar
- Captain – Two bars
- Major – Oak leaf
- Chief Deputy – Three stars

MAJOR/CAPTAIN/LIEUTENANT RANK INSIGNIA (CLASSA & B) – Worn on the collar of long sleeve and short sleeve shirts. Placed one half inch from front edge of collar to front edge of bar. Centered on long axis between top and bottom edge of collar. Worn on epaulets of winter jackets. Placed on horizontal line with shoulder seam. Centered between front and back with outboard edge of bar placed one half inch inboard from shoulder seam.

White uniform shirts both short sleeve and long sleeve can be worn by Command Staff members, a white under shirt is to be worn under the white uniform shirt.

UNIFORM ACCESSORIES:

BADGE – Uniform Deputies wear the Sheriff's seven-point star on the left chest above the pocket. Deputies in plainclothes wear their badge on a belt or neck chain.

NAMETAGS – Worn on the chest above right shirt pocket, with bottom of tag touching top of seam running across top of pocket.

ISSUED DUTY BELTS – Black leather belt is worn over the smaller, inner belt. Duty belt is held in place against inner belt with four belt keepers. Duty belts are issued with accessories for magazines, Tasers, handcuffs, walkie-talkies, latex gloves, and ASP baton.

OPTIONAL DUTY BELT- Deputies may purchase and wear the following black High-Speed Gear belt/accessories in lieu of the issued black leather belt:

1) Duty Grip Padded Belt
2) Cobra Rigger Belt 1.75" w/Interior Velcro-No D-ring
3) Duty Double Pistol Magazine TACO Pouch-Covered (with/without rifle magazine pouch)
4) Duty Double Pistol Magazine TACO Pouch-Non-Covered (with/without rifle magazine pouch)
5) Duty Multi-Access Communication TACO Pouch-Covered
6) Duty Handcuff TACO Pouch-Covered
7) Duty Double Handcuff TACO Pouch-Covered

The Center for Advanced Training has only approved products made by High Speed Gear; **no** other optional belt/accessories are approved to be worn.

NOTE: Only the issued black leather may be worn with a Class A uniform.

HEADWEAR – For the purposes of maintaining uniformity, as well as order and discipline, only GCSO issued headwear is permitted to be worn while on-duty. There are two options, which may only be worn while in a Class B uniform: (1) an issued lightweight cap, with an embroidered Sheriff's star centered on its front, the sides of the bill must be slightly curled inwards; or issued campaign hat (2) during cold weather months, an issued toboggan, with embroidered Sheriff's star. No other type of cap, toboggan, or any other kind of head or face covering of may be worn while in uniform**.**

FOOTWEAR – While in uniform, footwear will consist of moderately shined black round-toed shoes, quarter shoes, or boots that are leather or a leather-like material in the toe area. Footwear that contains a mesh or similar material at the toe area is prohibited.

Exceptions are for special teams in performance of their duties.

Socks are black or dark blue in color.

VALOR/MARKSMAN/DISTINGUISHED SERVICE AWARDS
Worn on the chest centered on left shirt pocket with top edge just above top edge of pocket seam. Valor award is same as marksman award.
When worn together, valor award is placed inboard, nearest heart, with marksman award on outboard side. Color blue on valor award is senior to marksman award, and therefore placed on inboard side.

SPECIAL PURPOSE UNIFORM- Issued for personnel when required for specialized assignment and consists of:

- Polo shirt with embroidered badge.
- Blue uniform
- BDU shirt/pants.
- Bicycle shorts.
- Helmet, gloves, and eye protection.
- Motorcycle breeches and boots.
  NOTE: Division Commanders may approve exceptions to the Uniform/Plainclothes policy on an as-needed basis due to a particular job function.

UNIFORM TAILORING:

All uniforms are tailored at time of issue to conform to following specifications:

1. Long sleeve shirt cuff covers wrist bone and extends to one (1) inch below wrist.

2. Trousers length reaches top of rear shoe heel. A variation of one half (½) inch above the top of the heel is acceptable. Hemmed trouser legs are seven-eighths (7/8) inch shorter in front than in back in order to present a slight break at lower front above shoe top. Finished hem is three inches. Trousers shall be finished with a three (3) inch hem. Trousers are loose enough around hips and buttocks to prevent gapping of pockets and visible horizontal wrinkles across front. Trouser fly hangs in a vertical line without gapping when unzipped. Right edge of shirt is centered on line with right edge of belt buckle and fly front.

NON-ISSUED EQUIPMENT AND APPAREL:

Any equipment and/or apparel not issued by the Sheriff's Office is prohibited for duty use unless approved by the Sheriff or his designee. Non-issued equipment/apparel approved for duty use must be comparable in quality to that issued by the Sheriff's Office.

PERSONAL APPEARANCE:

All personal appearance and grooming presents a professional image for this agency. It is important that all personnel be well groomed and exercise good personal hygiene.

ALL PERSONNEL:

Exposed Body Piercings: Personnel are not permitted to wear ear accessories known as Gauges, Tunnels, Tapers or any similar accessories while on duty. Personnel who have these types of piercings are required to wear solid skin-toned hider plugs during their tour of duty. Visible body-piercing studs or simulated body-piercing studs, other than ear studs, are prohibited.

JEWELRY - Excessive jewelry is not worn exposed in uniform or plainclothes assignments. Only exception involves undercover duty where such dress is necessary.

TATTOOS – No visible profane or obscene tattoos will be permitted when on-duty. Tattoos of a profane or obscene nature must be concealed beneath uniform or clothing. Tattoos above the neckline are strictly prohibited.

SWORN MALE DEPUTIES:

HAIR – Must be of natural color, neatly trimmed and must be kept above the edge of the shirt collar.

FACIAL HAIR:

Mustache/Sideburns– Personnel who have a mustache only, must keep it neatly trimmed and it cannot extend below lip edge. Mustaches known as Dali, English, Fu Manchu, Handlebar, Horseshoe, Imperial or Walrus are not permitted.
Sideburns should not extend below bottom of ear lobe.

Facial Hair for all personnel, sworn and non-sworn, shall conform to the following standards:

1. Beards and classic style goatees are permitted and will always be neatly trimmed. They will be naturally colored and will not exceed ½ inch in length and or thickness. Patchy, spotty or clumps of facial hair are not permitted. Waxed, twisted, chin and designer beards are not allowed. Facial hair will not be groomed, shaped or styled in any manner that is eccentric.

2. Facial hair will be worn in such a manner as to represent an overall neat, polished and professional appearance.

3. Facial hair will not extend beyond the laryngeal prominence (i.e., Adams Apple).

4. Facial hair must not interfere with the proper fit of agency issued gas masks or Self-Contained Breathing Apparatus (SCBA), which are worn/used by any applicable personnel.

5. The Sheriff or his designee reserves the right to direct members to shave for formal occasions or events.

6. The Sheriff or his designee will have the final authority in determining the professional appearance of facial hair worn by agency personnel.

Supervisors are directed to inspect employees with facial hair and strictly enforce this policy. Personnel who are found to be in violation of this policy will be given a written warning for the first offense. If the employee, at any time, violates this policy a second time, they will receive a written reprimand and will lose the privilege to wear facial hair for one year.

The purpose of this policy is **not** to allow employees to simply not shave. Employees who are not in the process of growing a beard or goatee are expected to be clean shaven.

AREAS WHERE FACIAL HAIR IS NOT PERMITTED MUST BE KEPT CLEANLY SHAVEN.

EARRINGS – Prohibited for male Deputies**.**

FINGERNAILS – Must be kept clean and well groomed. Colored nail polish will not be worn while on duty.

SWORN FEMALE DEPUTIES:

HAIR – While in uniform, hair may not extend below the bottom line of the back yoke or 3 inches below the bottom of the shirt collar while standing for shirts without a yoke. Hair must be of a natural color, neat, and shall not be styled so that it hangs below the eyebrows. Hair may be short or worn in a bun/ ponytail. Pigtails are not permitted.

FINGERNAILS – Fingernails must be kept cleaned and well groomed. Nail polish may be worn.

EARRINGS –Stud earrings and hoop style earrings of no more than a half inch in diameter are allowed to be worn while on duty. No more than 3 earrings per ear are allowed. Industrial style earrings (bars) are prohibited.

NON SWORN PERSONNEL:

CLOTHING: All non-sworn personnel are expected to dress in clothing that is neat, clean and suitable for a business office. Jeans may be worn by communications personnel ***only***. Jeans cannot be patchwork jeans, tie-dyed, have ragged hems or worn such as faded knees/seats. Open-toed shoes for civilians are permitted. Shoes must be worn at all times; bare feet are never proper.

INAPPROPRIATE CLOTHING: Inappropriate dress includes clothing with stains or holes; sweat suits or exercise clothing (except when going to or returning from exercise); spandex, lycra or other form-fitting clothing without appropriate coverage; revealing clothing such as tank tops, short shorts or miniskirts, tube or halter tops, tee shirts, midriff shirts, and flip flops.

NON-SWORN MALE:

HAIR - Must be of natural color, neatly trimmed and must be kept above the edge of the shirt collar.

EARRINGS – Prohibited while on duty.

NON-SWORN FEMALE:

HAIR – Must be of a natural color, neat, and may be worn down however hair shall not be styled so that it hangs below the eyebrows. Pigtails are not permitted.

EARRINGS – Female personnel are allowed to wear stud earrings and hoop style earrings of no more than a half inch in diameter are allowed to be worn while on duty. No more than 3 earrings per ear are allowed. Industrial style earrings (bars) are prohibited.

FINGERNAILS – Fingernails must be kept cleaned and well groomed. Nail polish may be worn.

NOTE: It is not possible to name all types of clothing, hairstyles and facial hair that would not reflect a positive image of an employee of this agency. Division Commanders and Lieutenants are responsible for assuring that employees follow this policy and address any other issues that would cause a distraction, officer safety issue or less than positive image for this agency.

Hobart Lewis, Sheriff