
LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# P-030

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SUBJECT: UNIFORM STANDARDS

INDEX AS: UNIFORM: VEST: CLOTHING: APPEARANCE:
PLAINCLOTHES:

EFFECTIVE DATE: 8/9/2005 REVISED DATE:

I. PURPOSE:

To identify equipment, the proper wearing of the Department issued uniform, and the wearing of plainclothes.

II. SCOPE:

Applies to all personnel .

III. POLICY:

The uniform or plainclothes worn by the employees of this Department, shall be worn in such a manner that will project a positive image toward the community. Any personnel wearing a uniform or plainclothes in such a manner other than those expressed in this directive may be subject to disciplinary action.

IV. SPECIAL ASSIGNMENTS AND UNDERCOVER OPERATIONS:

When an officer is assigned to a special assignment or a undercover operation, the clothing attire will be designated as needed for that assignment.

V. ISSUED EQUIPMENT AND CLOTHING:

Uniforms and equipment will be issued as needed to perform duties as authorized by the Sheriff and Chief Deputy.

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VI. UNIFORM STANDARDS

- A. All uniformed Officers are required to report to duty wearing clean and pressed uniforms.
- B. The complete uniform shall be worn at all times while on duty. Black socks are to be worn, except by medical exemption. All buttons on the shirt are to be kept buttoned except for the collar button. The collar button shall be buttoned when a tie is worn. Pencils and pens will be kept in the pocket provided for that purpose; notebooks, letters and other papers shall be kept concealed. Any worn or damaged item of the uniform shall be replaced immediately.
- C. Hats are to be worn on top of the head as level as possible. It shall not be tilted to either side or toward the back of the head. (also see regulation on hair and wearing of the hat) The hat is to be worn while on duty.
- D. No fraternal or other insignia shall be worn on the uniform unless approved by the Sheriff.
- E. Uniformed officer shoes are to be black, plain toed and polished brightly. Plain toed Black boots are permitted if they are polished brightly. Any variations from this policy must be approved by the Sheriff. Styles and brands of shoes will be approved by the Sheriff.
- G. When in uniform, personnel are not permitted to wear or carry any equipment that is not issued by the Department or approved by the Sheriff. (examples: hunting knives, mace, personal batons)
- H. The Department issued bullet proof vest is a mandatory piece of equipment and will be issued to all Deputies that are assigned to outside duties. If a Deputy has a vest issued to him/her, it must be worn.

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VII. UNIFORM STANDARDS- CRIMINAL INVESTIGATIONS

- A. All personnel assigned to Criminal Investigations shall receive a yearly clothing allowance or have their clothing purchased by the Department.
- B. All personnel assigned to the Criminal Investigations Division should wear dress pants, and sport shirts. A sports coat, dress sweater or suit may also be worn. Female investigators are also to wear appropriate attire. Females are not required to wear a tie and are permitted to wear a skirt or dress of appropriate length. Tennis shoes and tee shirts with gaudy printing on them are prohibited.
- C. When an investigator is on call and is called in after their normal work hours, casual clothing may be worn provided they are long slacks and casual type shirts.
- D. When appearing to testify in court, the investigator shall wear a suit or coat and tie. Females should wear appropriate dress clothes.

VIII. UNIFORM STANDARDS-CIVILIANS

- A. Civilian personnel that do not wear a uniform are required to be neat in appearance. Very casual clothing is not permitted except in special circumstances.
- B. Civilian personnel that wear a uniform will conform with the policies of uniformed Deputies except as stated in this policy on civilian uniform standards.
- C. Uniform civilians are permitted to wear black plain toed dress shoes. Females are permitted to wear high heels up to 2.5 inches . Tennis shoes are not permitted .

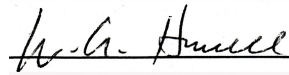
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- D. Female personnel wearing skirts, shall wear them at an appropriate length.



W. A. HARRELL
SHERIFF

8/9/2005

EFFECTIVE DATE: