



**Winchester City Sheriff's Office
Manual of General Orders**

**Administration
108**

Effective Date: May 1, 2014

Accreditation Standards:
ADM .15.04
OPR .01.05
PER .03.04

Original Policy: May 1, 2014

Last Review Date: October 31, 2023

Next Review Date: October 31, 2024

Subject: Equipment & Appearance

By Authority of:

William E Sales, Sheriff

Effective /Review Date	Sections Changed	Changes	Reviewed by	Approved by
05-29-15	VI D	<p>Added section D, "Body Art/Tattoo/Branding/Body Piercing</p> <p>Definition: Any body adornment or alteration implemented through body piercing, tattooing, branding and mutilation.</p> <p>1. In keeping with a high standard of professional appearance, no body art on the head, face, neck, ears, scalp, hands, or fingers is aloud with the sole exception of:</p> <p>a. Wedding ring tattoo on the left ring finger no wider that ½ inch."</p>	EAS	LRT
09-01-15	III F	Added Section III F	EAS	LRT
10-05-16	IV A	<p>Added" A. Equipment list that will be inspected at a minimum is;</p> <ol style="list-style-type: none"> 1. Waist Chains 2. Ammo 3. Flares 4. Shield 5. Spare or unassigned weapons 6. Tasers" 	EAS	LRT
06-11-18	IV A	Changed "Lieutenant" to "Corporal"	EAS	LRT
06-11-18	V A	Removed "Lieutenant"	EAS	LRT
02-28-19	VI A 2-3	<p>Replaced, "2. Sideburns shall be neatly trimmed and rectangular in shape. They may be no more than one inch at the widest point and shall not extend below the middle of the ear. 3. Deputies shall be clean-shaven. Deputies may have mustaches that do not extend beyond the corner of the mouth." With, " 2. Sworn and non-sworn personnel are permitted to</p>	EAS	LRT

		<p>wear goatee or beards that are maintained at a length and pattern so as not to detract from the officer's professional appearance. Permission to wear beards, mustaches and goatees may be withdrawn by the Sheriff, at any time. Facial hair shall be neat, trimmed and maintained at a length not to exceed one-half inch. Beards must be trimmed above and below, and shall not be permitted below the Adam's apple or on the neck. Uniformed officers shall not be permitted to wear facial hair with less than three days growth. Sworn personnel working in undercover assignments, or specialized assignments requiring facial hair not otherwise authorized by this policy, shall be exempt from these restrictions at the discretion of the Chief Deputy, and the Sheriff."</p>		
08-01-19	III B.	Changed, "1 Glock 22 .40 cal pistol (Full time employees only)," to "1 Glock 17, 45, 45 MOS 9mm pistol,"	EAS	LRT
07-15-20	III B	Added " / Biennial for part time employees / \$100 limit"	EAS	LRT
10-30-20	IV A.	<p>Changed, "A. Equipment list that will be inspected at a minimum is;</p> <ol style="list-style-type: none"> 1. Waist Chains 2. Ammo 3. Flares 4. Shield 5. Spare or unassigned weapons 6. Tasers" <p>To, "The equipment that shall be inspected will be per the Winchester City Sheriff's Office Stored Property Inspection Sheet."</p> 	EAS	LRT
01-04-23	B	Changed \$100 to \$150	BWD	WES
01-04-23	F b (1)	Added "Issued	BWD	WES
01-04-23F	F B 6 (a)	Added "deputies shall provide a physician note with dates the vest may be excluded. Deputies may be placed on light duty if they are unable to perform their normal duties. Under no circumstances will deputies work patrol or other enforcement duties while not wearing an issued vest."	BWD	WES
01-04-23	VII	Added "Religious Exemptions. A. The Sheriff may exclude a Deputy from any appearance or	BWD	WES

		grooming standard for an approved religious or cultural exemption.		
03-20-24	IV A	Changed “semi“ to “twice”	MRA	WES
	III A	Removed “Supervisors or his/her designee will inspect the deputies’ vehicles bimonthly to determine if the deputy is maintaining the assigned vehicle and its assigned equipment in good working condition. . The inspecting supervisor will place the vehicle inspection form in the deputy’s file. Major by the”	MRA	WES
03-20-24	III B	Changed “/biennially for part time” to “for full time employees”	MRA	WES

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures to be followed when issuing Sheriff's Office equipment.

II. POLICY

The Winchester City Sheriff's Office maintains an inventory of some new and used equipment. A new employee will be fitted from this inventory of items if the proper sizes are in stock, with the remainder of items purchased at that time from the current vendor. Any current employee who needs an item replaced may at any time trade the item for a new item from stock. New uniforms are ordered as needed. Worn and damaged uniforms turned in by deputies will be destroyed by the Sheriff's Office.

Upon receiving new items, the deputy will inspect the package to ensure that it contains the correct items. The supervisor will be advised promptly of any problems with the order. The uniform vendor may have a representative at the Sheriff's Office periodically to take orders for new uniform items. The uniform vendor may measure any deputy who orders a new uniform. The vendor should keep a record of each deputy's measurements. Investigators/deputies assigned to plain-clothes positions will be provided an annual clothing allowance for the purpose of clothing purchases.

III. ISSUED AGENCY EQUIPMENT

A. VEHICLE/EQUIPMENT-- Deputies shall be provided a Sheriff's Office marked/unmarked vehicle for use in performing their assigned tasks. Each vehicle shall at a minimum contain the following equipment:

1. Emergency Light(s);
2. Siren;
3. Sheriff's Office Radio;
4. Fire Extinguisher;
5. Communicable Disease Kit;
6. First Aid Kit;
7. Flares.
 - a. Deputies will not alter their assigned vehicle in any way without permission from the Sheriff or his designee. Deputies are responsible for obtaining maintenance for their assigned vehicle. Any vehicle malfunctions are to be reported to the Major as soon as possible so the vehicle can be repaired.

Any deputy whose vehicle is damaged or involved in an accident shall notify their supervisor immediately. The involved deputy shall also provide a written memo to their supervisor, with a copy to the Sheriff, explaining the circumstances of the incident/accident.

Deputies are responsible for keeping their assigned vehicle's interior and exterior clean. Any deficiencies in maintenance or equipment will be brought to the attention of the supervisor, so the deficiencies can be corrected as soon as possible.

B. PATROL EQUIPMENT-- Each deputy assigned to a patrol position shall be provided the following items, which shall be kept in a constant state of operational readiness:

- 3 trousers
- 1 handcuff case
- 2 long sleeve shirts
- 1 magazine pouch
- 2 short sleeve shirts
- 4 belt keepers
- 1 coat
- 1 pair handcuffs
- 1 ballistic vest
- 1 portable radio (Full time employees only)
- 1 tie
- 1 pepper spray
- 1 pair shoes- (annually for full time employees)\$150 limit
- 1 pepper spray holder
- 1 identification card
- 1 badge
- 1 traffic vest
- 1 gun belt
- 1 Glock 17, 45, 45 MOS 9mm pistol (Full time employees only)
- 1 holster
- 3 magazines
- 1 ASP baton
- 1 rechargeable flashlight
- 1 baton carrier
- 1 nameplate

a. Deputies may be assigned additional equipment as needed/available.

C. ADDITIONAL EQUIPMENT

1. Camera, tape recorder, fingerprint kit, Alco-sensor, sweater, radio microphone, rifles, shotguns, laptop computers, etc.
2. Administrators, supervisors, investigators, and select employees may be issued cell phones.

D. SPECIAL DUTIES-- Depending upon a deputy's assignment (Bike Patrol), the Sheriff's Office may issue equipment additional to those mentioned above in order for the deputy to be able to perform his/her job properly and safely.

E. RESPONSIBILITY OF ISSUED EQUIPMENT

1. All uniforms and equipment shall be turned in upon termination of employment. They shall be in good condition, except for normal wear. Uniforms shall be clean and pressed. Employees may be required to pay for lost equipment or equipment damaged through abuse or neglect. Their final paycheck may not be issued until the appropriate reimbursement is received from the employee.
2. All leather equipment, including shoes, shall be maintained in a clean, polished, and serviceable condition.
3. Deputy's uniforms are to be clean, pressed, and free of spots, tears, etc., at all times.
4. The Sheriff or his designee shall approve all uniforms and equipment. No modifications may be made to any uniforms or equipment without prior approval from the Sheriff or his designee. No modification to any item shall be made in such a manner that the item does not conform to the original specifications. Non-issue items shall not be worn with the uniform unless specifically authorized by the Sheriff or his designee.

F. BODY ARMOR

a. Issuance of Body Armor

1. The department shall issue protective body armor to each sworn officer.
2. All body armor issued by the department will comply with the current minimum protective standards prescribed by the National Institute of Justice.
3. The department shall replace body armor that is worn or damaged. Deputies may be required to pay for any body armor that must be replaced due to misuse or abuse by the officer.

b. Wearing Body Armor

1. Issued body armor shall be worn by all sworn personnel while on duty and wearing department issue uniform, unless otherwise directed by the Sheriff.
2. Sworn personnel must wear body armor when engaged in any off-duty employment that requires enforcement authority while wearing a uniform.
3. All sworn personnel shall have their body armor in their possession and immediately accessible while on duty.
4. All sworn personnel shall wear their body armor when engaged in preplanned arrests of felony suspects, or when serving any non-administrative search warrant, or when engaged in any other planned Law Enforcement activity which by its nature would indicate an element of danger.
5. Body Armor may be worn in an outer vest carrier approved by the Sheriff. Only gear approved by the Sheriff will be allowed on the outer vest carrier. Outer vest carriers are not approved to be worn with Class A uniform and there may be times when it will not be

allowed with Class B uniforms. If the outer carrier cannot be worn for certain events the supervisors will make notification to the officers.

6. Sworn personnel shall wear body armor while engaged in field activities unless exempted for the following reasons:
 - a. When a physician determines that a deputy has a medical condition that would preclude the use of body armor, deputies shall provide a physician note with dates the vest maybe excluded. Under no circumstances will deputies work patrol or other enforcement duties while not wearing an issued vest, or
 - b. When an officer is involved in an undercover or plainclothes assignment and the use of body armor would compromise the operation. The deputy's supervisor must approve this exemption.
7. Armored plates can be worn in issued outer vest carries on a daily basis or at deputies' discretion. Armored plate in armor plate carriers may be worn during an active shooter type or equivalent event. Once the threat has been eliminated the carriers shall be removed.
8. Care and Maintenance of Body Armor and Outer Carrier.
 - a. Each deputy assigned protective body armor and carrier is responsible for the proper care, maintenance, and storage of his or her equipment in accordance with the manufacturer's instructions, which also includes daily inspection for general cleanliness and signs of damage. If the outer carrier is not kept clean and serviceable it may be removed from service for that deputy.

IV. STORED AGENCY EQUIPMENT/CAPITAL ASSETS

- A. All agency equipment stored by the Winchester City Sheriff's Office will be maintained in good order and in a constant state of operational readiness. The Corporal will conduct twice-annual inspections of all stored equipment. Records of these inspections shall be kept on file in the Major's Office. The equipment that shall be inspected will be per the Winchester City Sheriff's Office Stored Property Inspection Sheet.
- B. Capital assets are all Sheriff's Office items with a value of \$10,000 or more. Capital assets will be inventoried annually. The capital assets records will be kept in a file in the Administrative Services Office.

V. APPEARANCE

- A. Deputies on duty shall wear the uniform in a manner that provides a neat, clean, well fitted, and professional appearance. The uniform shall be worn in a manner consistent with Sheriff's Office practice. The proper care and cleaning of the uniform shall be the responsibility of the deputy. The Sheriff or his designee will determine the date for the change over from summer to winter uniforms and from winter to summer uniforms. The summer uniform shall be a short-sleeved shirt worn with an open collar. A straw hat may be worn as needed. The short-sleeved shirt may have only the top (collar) button unfastened when

worn. If the tee shirt is visible at the neckline, it shall be a clean white or black tee shirt. The tee shirt's sleeves should not protrude past the uniform shirt's sleeves.

The winter uniform shall be a long sleeved shirt. A felt hat or other type of brown hat may be worn as needed.

Shoes and leather gear shall be regularly polished/cleaned to enhance the appearance and preserve the equipment.

The Chief Deputy may grant exceptions as to the wearing of the uniform when presented with a valid written medical excuse for a specified period of time. Deputies shall use Sheriff's Office equipment only for its intended purpose and shall not alter, abuse, or damage the equipment. Any deputy that has their equipment damaged or loses any equipment shall report it to their supervisor.

All sworn patrol deputies will be issued and wear the Sheriff's Office uniform while on duty.

- B. The Command staff has the option of wearing the uniform or civilian attire while on duty.
- C. All sworn personnel will wear a uniform or a shirt, tie, dress pants, and suit coat to court. Female personnel, when not in uniform, will dress in a professional manner consistent with male personnel.
- D. Supervisors may authorize deputies under their command to wear civilian clothing when uniforms are not deemed necessary because of special work assignments or injuries.
- E. The Sheriff or his designee may require the winter uniform, with a tie, be worn for special occasions.

VI. GROOMING STANDARDS

A. Male Deputies

1. The hair may be worn in contemporary styles, but the length may be no longer than to the top of the shirt collar at the back of the neck when standing with the head in a normal posture. The hair must be neat, clean, combed, and must not interfere with the normal wearing of headgear.
2. Sworn and non-sworn personnel are permitted to wear goatee or beards that are maintained at a length and pattern so as not to detract from the officer's professional appearance. Permission to wear beards, mustaches and goatees may be withdrawn by the Sheriff, at any time. Facial hair shall be neat, trimmed and maintained at a length not to exceed one-half inch. Beards must be trimmed above and below, and shall not be permitted below the Adam's apple or on the neck. Uniformed officers shall not be permitted to wear facial hair with less than three days growth. Sworn personnel working in undercover assignments, or specialized assignments requiring facial hair not otherwise authorized by this policy, shall be exempt from these restrictions at the discretion of the Chief Deputy, and the Sheriff."
3. Toupees or hairpieces are permitted if they conform to the above standards.

B. Female Deputies

1. Female deputies shall keep their hair neat, clean, and well groomed, while on duty. For safety reasons, female deputies with long hair, shall style it in an up-swept fashion. Hairstyles are not permitted to interfere with the normal wearing of headgear, and shall look professional at all times.

C. Jewelry

1. No deputy will wear any facial jewelry (to include tongue rings) while on duty. Deputies shall not wear any type of earrings while on duty because of officer safety issues. The Sheriff or his designee may authorize exceptions to this policy for certain positions.

D. Body Art/Tattoo/Branding/Body Piercing

Definition: Any body adornment or alteration implemented through body piercing, tattooing, branding and mutilation.

2. In keeping with a high standard of professional appearance, no body art on the head, face, neck, ears, scalp, hands, or fingers is allowed with the sole exception of:
 - b. Wedding ring tattoo on the left ring finger no wider than ½ inch.

VII. Religious Exemptions

1. The Sheriff may exclude a Deputy from any appearance or grooming standard for an approved religious or cultural exemption.

