

## **APPENDIX B**

### **UNIFORM DRESS CODE**

A. **(R)** The basic components of the traditional blue uniform consist of:

1. Shirts

- a. Long-sleeve, short-sleeve, and turtleneck shirts are provided as authorized.
- b. Uniform shirts will be furnished with appropriate shoulder patches on both sleeves.
- c. The short-sleeve shirt will be worn "open collar" with the uppermost button undone.
- d. **(R)** If an undershirt is worn with the uniform and is visible, it shall be plain white or dark blue in color.
- e. When the long-sleeve shirt is worn, the sleeves will be fully extended and buttoned. If the tie is worn, the collar will be buttoned. If the turtleneck is worn, the collar will be open with the uppermost button undone.

2. Trousers

- a. One (1) style of uniform trousers is issued
- b. Personnel of the rank of lieutenant or higher shall wear trousers that display a blue stripe running the length of the trousers along the outer seam.

3. Leather gear

- a. Standard leather gear issued to law enforcement deputies consists of a gun belt, holster, magazine pouch, two (2) handcuff cases, pepper spray holder, asp holder, belt keepers, key strap, and buckle.
- b. **(R)** Standard leather gear issued to detention deputies consists of two handcuff cases, glove case, and key strap. A duty belt is authorized if requested by the deputy.
- c. All leather gear is of plain black Clarino leather or its equivalent.
- d. Leather will at all times be clean and polished.

- e. Snaps on leather equipment will be kept polished.
- f. Leather gear that is not issued may, under prescribed circumstances, be worn. Examples of such gear are belt keepers, flashlight holders, and stopwatch pouches. These types of items may be worn if they:
  - Are approved by the employee's division commander;
  - Are of a style and quality consistent with that of issued items;
  - Are not offensive and do not detract from a professional image; and
  - Do not interfere with the ability of the employee to perform his/her duties safely and effectively.

#### 4. Web Gear

- a. Web gear worn by authorized deputies will consist of a gun belt, holster, magazine pouch, handcuff case, pepper spray holder, asp holder, key strap and buckle.
- b. All web gear is of plain black woven nylon or other like material approved by the Sheriff's Office.
- c. With the approval of a division commander, web gear not issued may be worn subject to the same restrictions noted in 26-1 Appendix B (A3f).

#### 5. Headgear

- a. The standard uniform headgear for Law Enforcement deputies is a campaign style hat.
- b. Campaign hats may be provided on request.
- c. Acorn straps will be worn on campaign hats.
- d. **(R)** During the prescribed time for wearing of the winter uniform, deputies may wear a "trooper style" fur cap or dark blue or black watch cap which meets specifications in lieu of a campaign hat.

#### 6. Footwear

- a. Standard uniform footwear consists of either plain-toed style boots or low-quarter shoes as specified.
- b. All uniform footwear will be plain black in color and will present a polished/shined appearance.
- c. When low-quarter shoes are worn, they will be worn with black socks.
- d. During times of unusual or inclement weather conditions, the wearing of non-standard foot- wear (such as rubber boots or overshoes), may be authorized by a supervisor. This footwear should match the appearance of standard foot- wear as nearly as practicable and should not unduly detract from a professional image. The period of such authorized wear will be limited to the period during which the unusual conditions exist.

7. Outerwear

- a. **(R)** The Sheriff's Office provides coats to meet the needs of uniformed personnel throughout the year.
  - b. All outerwear except the raincoat will be furnished with appropriate shoulder patches on both sleeves and a cloth deputy badge sewn above the left breast pocket.
8. With the approval of division commander, non issued/non standard equipment/items may be carried by personnel subject to the following restrictions;
- a. Purchased by the employee at their cost.
  - b. Consistent with training of similar issued items
  - c. Are of a style and quality consistent with that of issued items.
  - d. Are not offensive and do not detract from a professional image and
  - e. Do not interfere with the ability of the employee to perform his/her duties safely and effectively.

B. The Class A uniform for all deputies consists of:

- 1. The long sleeve uniform shirt with tie attendant leather gear, and for law enforcement deputies, the optional felt campaign hat. Footwear should be highly shined.

C. Uniform accessories to the standard uniforms listed above are: shirt badge, hat badge, name plate, service tab, collar stars, special operations insignia, medals of commendation, and rank insignia. Placement of these accessories are as follows:

1. Shirt badge:

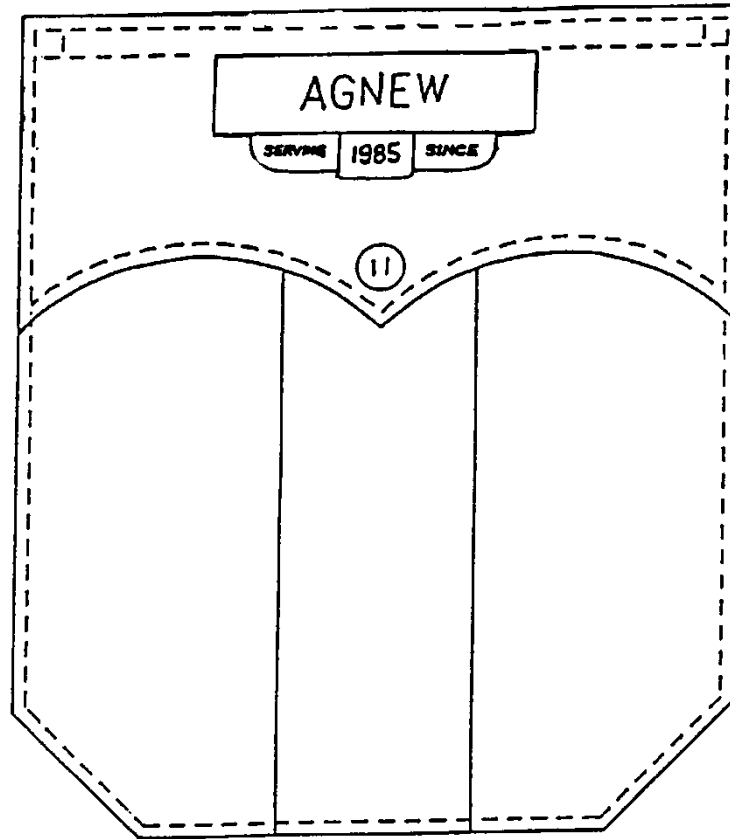
- a. Worn above the left breast pocket, pinned through the reinforced mounting slits or grommets.
- b. In memory of our fallen comrades, deputies shall wear a black band over their badges on the day of the local, annual Fallen Officers Memorial Ceremony as well as on the anniversary dates of fallen Sheriff Deputies. Black bands will be worn from 0001 hours to 2400 hours on the day of the memorial.
- c. A black ribbon pin may be authorized for wear to signify the non-duty related death of an employee.
- d. A Special Order will be issued from sheriff administration in advance of the date when the bands/ribbon pins will be worn.

2. Hat badge:

- a. Centered on the front portion of the crown on campaign hats, through the mounting grommet;
- b. Centered on the turned-up front flap of the "trooper-style" fur cap.

3. Name plate:

- a. Centered on the right breast pocket of the shirt with the top of the name plate even with the bottom seam of the pocket flap.

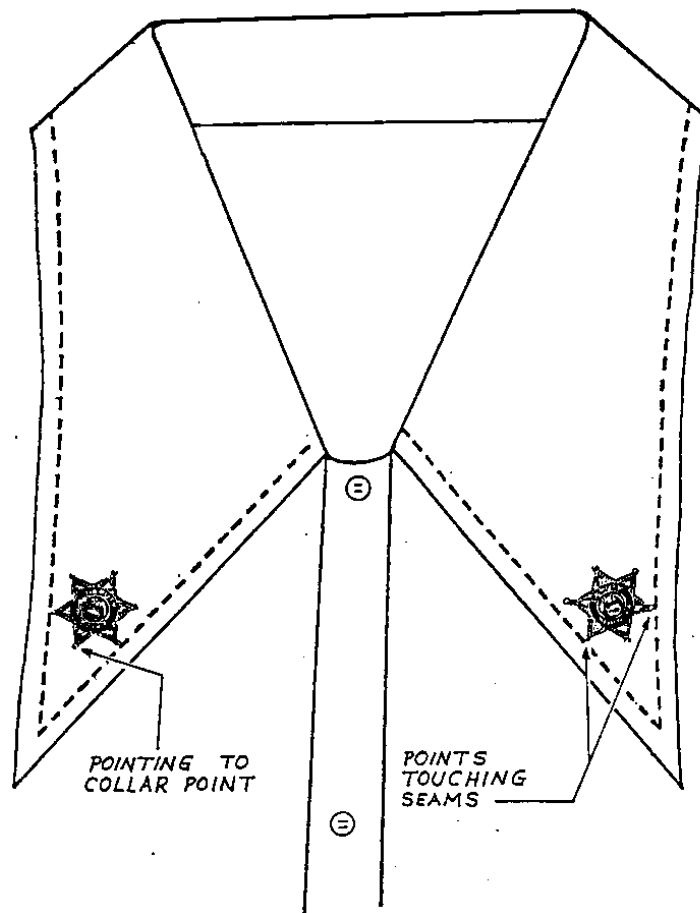


4. Service tab:

- a. Worn attached to mounting pins of the name plate.
- b. The service tab is awarded to deputies having completed three (3) years of service.
- c. **(R)** Silver nameplates will be given to deputies and gold nameplates for sergeants and above.


5. Collar stars:


- a. Worn on each side of the shirt collar by law enforcement deputies below the rank of sergeant.




6. Special operations insignia (enamel ribbons) denote an individual certifications and accomplishments .

- a. The only ribbons authorized for wear are:


-  **Accident Reconstruction** - Authorized for any deputy who has successfully completed a certified accident reconstruction training course

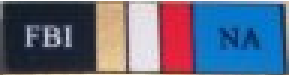
-  **Advanced Command Training -**  
Authorized for any staff member who has successfully completed the Southern Police Institute, Law Enforcement Executive Development Seminar, or Certified Jail Manager training courses, etc)


-  **Commercial Vehicle Safety Alliance (CVSA) Inspector -** Authorized for any deputy who has successfully completed the CVSA course and been certified as an inspector

-  **D.A.R.E Instructor -** Authorized for any deputy who has successfully completed the DARE officer training course and served as a DARE instructor

-  **Drug Recognition Expert (DRE) -**  
Authorized for any deputy who has successfully completed the DRE course and the certification process

-  **(R) External Awards (eg: Wichita Crime Commission Awards, Insurance Women of Wichita Awards, etc.) -** Authorized by the Awards Committee based on the external award nomination or documentation

-  **FBI National Academy -** Authorized for any staff member who has successfully completed the National Academy program

-  **Field Training Deputy -** Authorized for any deputy who has successfully completed FTD training course, and has served as an FTD

-  **Honor Guard** - Authorized for any deputy who has served as a member of the Honor Guard squad
-  **Instructor** - Authorized for any deputy who has successfully completed an Instructor Development Program and has instructed classes for at least two years
-  **K-9** - Authorized for any deputy who has successfully completed K-9 training and served as a member of the K-9 unit
-  **Master Control** - Authorized for any deputy who has successfully completed Master Control training, and was authorized for assignment in Master Control
-  **Michael Reelee Award** - Authorized for any deputy who has been awarded the Michael Reelee Award
-  **Motorcycle** - Authorized for any deputy who has successfully completed a certified law enforcement motor training course
-  **Pilot** - Authorized for deputies who are certified pilots and assigned to operate the county aircraft
-  **SWAT** - Authorized for any deputy who has successfully completed the selection and training process and has served on SWAT team.
-  **Critical Incident Stress Management (CISM)** – Authorized for any employee who has



successfully completed the training and has served on the debriefing team.



- **Entry Team** – Authorized for any deputy who has successfully completed the entry team training and served on the entry team.



- **Reserve Deputy of the Year** – Authorized for any Deputy who has been named a Reserve Deputy of the Year by the Sheriff's Office



- **(R) Southern Police Institute (SPI)** – Authorized for any Deputy who has successfully completed the Administrative Officer Course at the University of Louisville's Southern Police Institute



- **Crisis Intervention Team (CIT) Pin (this is the only non-ribbon insignia authorized)** - Authorized for any deputy who has successfully completed the CIT training course.

b. Deputies wishing to wear special operation insignia will provide the appropriate documentation to the Director of Training who shall determine if the ribbon is authorized for wear. The Training Section will be responsible for maintaining the documentation in the individual training files. Exception: the external awards ribbon will be authorized by the awards committee.

c. Once a deputy has achieved a certification, they are authorized to wear the appropriate ribbon(s) on the uniform. Nothing in this policy will prevent the Sheriff from removing a certification based upon egregious act(s) by a deputy.

d. Special operations insignia shall be worn one-half (1/2) inch above and centered over the nametag. There will be no order of merit for wear of the

special operations insignia, except for the Michael Reeley Award. As a departmental award it shall be worn on the inside of the topmost row of ribbons.

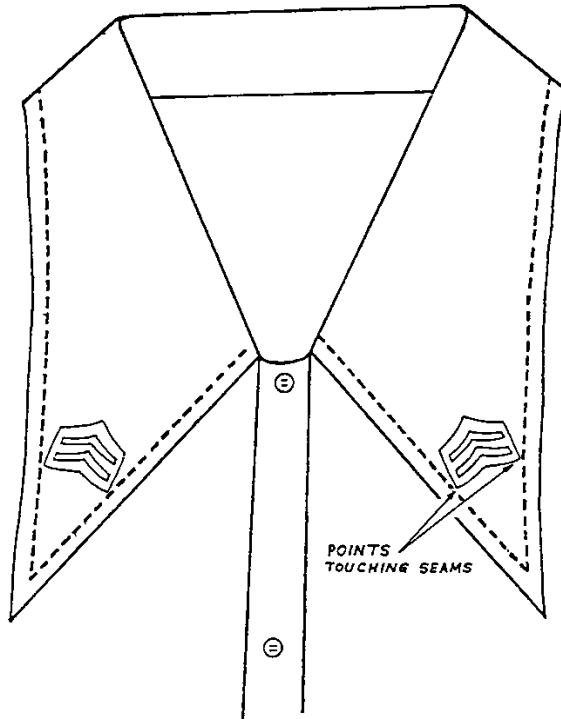
7. Medals of commendation:

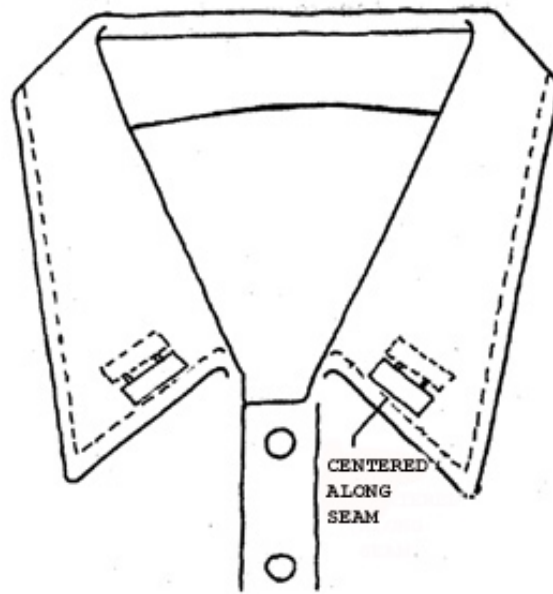
- a. Medals of commendation will be worn centered, one-half (1/2) inch above the name tag. If special operations insignia (ribbons) are worn, medals will be placed one-half (1/2) inch above the ribbons.
- b. If two (2) medals are authorized, the highest award will be worn on the inside and the second medal on the arm side, both one-half (1/2) inch above the name tag or ribbons as appropriate.

8. When multiple insignia are authorized, the ascending order will be: name tag, special operation insignia, medals of commendation. The CIT Pin will be worn above all other insignia because it must be quickly and easily identifiable to someone who may be in a mental crisis, and has been trained to look for that special pin. This tells the person that the officer has been specially trained to help someone experiencing a crisis.

9. Insignias of rank:

- a. Supervisory personnel will wear a miniature insignia of rank on each side of the shirt collar.
- b. Sergeants will additionally have cloth chevrons attached to each sleeve of shirts, jackets, and coats (except the raincoat), one-half (1/2) inch below the shoulder patches.
- c. Lieutenants and above will also display insignia of rank centered on the epaulet, five-eighths (5/8) inch from the outside edge of the shoulder, on jackets and coats (except the raincoat). If the jacket or coat does not have epaulets, then rank insignia shall be displayed on the collar of the coat or jacket.





D. Secondary Uniform:

1. A secondary uniform may be worn by deputies of the Sedgwick County Sheriff's Office only if it is authorized by a division commander.
2. **(R)** Secondary uniforms will consist of a plain or six pocket Khaki or black pant, an oxford style shirt, with the Sheriff's Office badge embroidered on the left breast with SEDGWICK COUNTY SHERIFFS OFFICE rockered above and below it. No printing/embroidery is authorized for the right breast of the shirts. Winter secondary uniforms will be long sleeve version of the oxford shirt. The approved footwear will be worn with the secondary uniform.
3. All shirts must be obtained from the Sheriffs Offices authorized vendor.
4. Blue jeans will not be worn with the secondary uniform unless authorized by a Division Commander or above.
5. Deputies assigned to the Training Section may wear a modified version of the secondary uniform consisting oxford shirts with the academy logo on the left breast.

6. Deputies assigned to the Property, Evidence, and Supply Section as well as the Civil Process Section (civilian) may wear the secondary uniform
7. During cold weather months the current issue uniform coat may be worn with the secondary uniform.
8. Purchasing of the secondary uniform will be the responsibility of the individual deputy, unless assigned to the Training Section, Property, Evidence, and Supply, or the Civil Process Unit.
9. The oxford shirt may be purchased by any employee and worn when business attire is the authorized dress. (detectives, population control, clerical staff, in-service training, etc.) When worn, the shirt will be tucked into the pants or trousers.

E. **(R)** Soft Uniform:

1. **(R)** The soft uniform will consist of the navy colored polo style shirt (long and short sleeves), coyote colored tactical pants, and issued ball cap. The shirt will be embroidered with the Sheriff Office badge on the left chest. The employee's rank abbreviation and last name will be embroidered (gold thread for supervisors and silver for all others) on the right chest. The back of the shirt will include the word SHERIFF imprinted across the shoulder blade area.
2. **(R)** This uniform will be the primary uniform for detention deputies. Employees hired prior to December 2013 will be allowed to wear the traditional blue uniform, but will not be authorized to wear the soft uniform (until such time the blue uniforms need to be replaced, only then may the deputy elect to switch to the soft uniform). Deputies are not authorized to purchase soft uniforms on their own.
3. **(R)** The soft uniform will only be authorized for wear by law enforcement deputies May 1 until October 1 of each year. Deputies assigned to the Interdiction, Canine, Extradition, and Warrants Unit will be authorized to wear the soft uniforms as their primary uniform.

F. Civilian Personnel:

1. Civilian personnel may wear oxford, embroidered shirt. . The Sheriff's Office badge will be embroidered on the left breast rockered with SEDGWICK COUNTY SHERIFF'S OFFICE around it. Unit designation is not authorized to be printed/embroidered on the shirt. Appropriate footwear will be worn as determined by the Division Commander.
2. The shirt must be obtained from the Sheriff's Office authorized vendor.

G. Honor Guard Uniform:

1. Felt (winter) campaign hat, with gold hat badge;
2. Uniform long-sleeve shirt;
3. Uniform trousers with stripe;
4. White ascot;
5. Honor Guard (Ike style) jacket;
6. White lanyard; (Supervisors will wear a gold lanyard)
7. White gloves;
8. Gun belt;
9. Holster; (Law Enforcement Deputies only)
10. Handcuff case; and
11. Clarino low-quarter shoes.

H. The honor guard uniform will only be worn when designated and in the following manner:

1. The felt (winter) campaign hat.
2. The long-sleeve shirt is worn over a white T-shirt.
3. The white ascot is worn around the neck .
4. The Honor Guard jacket will be worn over the uniform shirt.
5. The uniform trousers will be worn with a black leather belt. Suspenders will be optional.
6. The low-quarter shoes are the only footwear authorized.
7. The Sheriff's Office collar star will be worn on the lapels of the Honor Guard jacket. Medals of Commendation and Special Operations Insignia may be worn on the jacket.

8. The lanyard will be worn on the left shoulder with the large braid on the outside and the twin cords under the arm.
  9. White gloves will be worn.
  10. Supervisors will wear the appropriate rank insignia on the jacket.
- I. The designated uniform for detention deputies will consist of the following:
1. Short sleeve shirt; or long sleeve shirt with turtleneck as described in 26.1.1 B(a).
  2. Attendant leather gear and accessories; and
  3. Appropriate footwear and outerwear.
- J. The designated uniform for Sheriff's staff personnel is as follows:
1. Special dress uniforms for the Sheriff and staff will be worn on special occasions. The Lieutenant assigned to the Wichita Sedgwick County Law Enforcement Training Center will also be issued a dress uniform to be worn at graduation ceremonies and other events as authorized by the division commander. Additions and modifications to the Sheriff's staff personnel uniform will be made at the direction of the Sheriff, and will be as follows:
  2. Shirt -- A long sleeve uniform shirt will be worn with the Sheriff's staff personnel uniform; a tie will be required whenever the shirt is worn.
  3. The miniature rank insignia will be worn on each collar wing of the uniform shirt, centered along the seam, and centered between the front edge of the lapel. The rank insignia for the Sheriff's staff personnel is as follows:
    - a. Sheriff -- Five (5) gilt gold stars of regulation size will be worn on each collar of the uniform shirt, centered one (1) inch back of and paralleled to the front edge.
    - b. Undersheriff (colonel) -- Insignia of regulation size gilt gold spread eagle.
    - c. Major -- Insignia of regulation gilt gold oak leaf.
    - d. Captain -- Insignia of regulation gilt gold bars.
    - e. Training Lieutenant Insignia of regulation gilt gold bar.
    - f. Chaplain Insignia of gold chaplain cross.

4. Tie -- A black tie will be worn.
5. Staff Jacket -- The dress, three-quarters length jacket shall be navy blue with a row of five (5) brass buttons, vertically down the front.
6. **(R)** The braid on the jacket of the Sheriff, Colonel, major, captain, and training lieutenant is as follows:
  - a. Sheriff -- A solid gold stripe, three (3) inches in width with a second stripe one-quarter inch above the first stripe will be worn on both sleeves. The first stripe will also start three (3) inches above the bottom of the sleeves.
  - b. **(R)** Colonel -- Four (4), one-half (1/2) inch stripes of gold nylon with one-quarter (1/4) inch of separation. The first stripe will start three (3) inches above the bottom of the sleeves.
  - c. Major -- Three (3), one-half (1/2) inch stripes of gold nylon with one-quarter (1/4) inch of separation, with the first stripe three (3) inches above the bottom of the sleeves.
  - d. Captain -- Two (2), one-half (1/2) inch stripes of gold nylon with one-quarter (1/4) inch separation, with the first stripe three (3) inches above the bottom of the sleeve.
  - e. Training Lieutenant One (1), one-half (1/2) inch stripe of gold nylon placed three inches above the bottom of the sleeves.
  - f. Chaplain One (1), one-half (1/2) inch stripe of gold nylon placed three inches above the bottom of the sleeves.
7. The official name plate will be worn centered on the right pocket flap of the jacket, with the top of the name plate one-half (1/2) inch below the top of the pocket seam on the jacket.
8. The official Sheriff's Office shoulder patch will be worn centered on the outside of both shoulders, one half (1/2) inch below the seam.
9. Medals of Commendation and special operations insignia may be worn on the jacket, centered over the right pocket, one-half (1/2) inch above the name plate. If more than one (1), the highest ranking award will be on the inside. Award medals earned from other law enforcement agencies may be worn in similar positions as awards. .
10. Miniature Sheriff star (gold) insignia -- The top of the star is to be one-half (1/2) inch the top of the lapel.



11. No gun belt will be worn with the Sheriff's staff uniform. All weapons are to be fully concealed.
12. Headgear (optional) -- The official Sheriff campaign hat (felt), with gold hat badge.
13. Shoes -- Only official uniform low quarter shoes will be worn with the Sheriff's staff uniform. All footwear will be shined and polished.
14. Socks -- All Sheriff's staff will wear regulation black ankle-length or higher socks.

M. Recruit/utility uniform:

1. Dark blue trousers;
2. Dark blue short-sleeve shirt;
3. Attendant leather gear and accessories; and
4. Department-issued footwear and outerwear.

N. The recruit/utility uniform is authorized for use as follows:

1. The recruit deputy shall wear the dark blue shirt without a tie.
2. The nameplate of the recruit deputy will be attached to the right pocket flap of the shirt. The deputy recruit identification plate will be worn on the flap of the left shirt pocket. Both plates will be centered with edge parallel to the seam.
3. Deputies assigned to pistol range or property duties may also wear the utility uniform.

O. Jumpsuits -- Wearing of the official Sheriff jumpsuit is authorized under the following conditions only:

1. During any situation in which an alert is called under provisions of the emergency mobilization plan.
2. During periods of severe inclement weather upon authorization of a division commander.
3. By detectives or deputies assigned to Law Enforcement Bureau at the scene of a major crime, as a protective covering for civilian dress or uniforms upon authorization of the ranking deputy at the scene.

4. At any other time deemed appropriate by a division commander.

P. The following regulations apply to all employees when in uniform:

1. When in uniform, an employee will wear the full prescribed uniform. No distinctive part of the official uniform will be worn with civilian attire.
2. **(R)** Issued headgear may be worn with the appropriate uniform as previously specified.
  - a. Riot helmets will be worn only when designated.
3. Trousers -- Regulation style. Trousers will be worn on the outside of any shoe, boot, or overshoe.
4. Leather belt -- For all deputies, the issued leather belt will be worn winter and summer with uniform trousers.
5. Rain gear -- Optional wear for weather conditions. The authorized Sheriff issued rain gear may be worn.
6. Gloves -- All deputies who are authorized may wear black leather gloves when in uniform, optional.
7. Employees shall wear the issued footgear with the appropriate uniform.
8. When shoes are worn instead of boots, only solid black calf-length or higher socks may be worn.
9. While in uniform, employees who would normally be allowed to wear earrings may wear a single pair of matched Post style earrings (one in each ear). The earrings may be worn if they do not extend below the bottom of the earlobe. Earrings may only be worn in the ears and are not authorized for any other body piercing that may reasonably be expected to be visible while in uniform. Male employees, while on duty or in uniform, are prohibited from wearing earrings or visible body piercings.