

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER: MULTI-BUREAU	DATE OF ISSUE: October 14, 2024	EFFECTIVE DATE October 14, 2024	No: 026-24
SUBJECT: Uniforms, Equipment and Soft Body Armor		DISTRIBUTION: All Personnel	AMENDS:
REFERENCE: NYSLEAP 14.1, 20.5, 41.1, 41.3, 55.3 NYSSA JAIL 37, 59, 76			RESCINDS: MBGO 083-09 MBGO 026-20

Purpose: To define acceptable standards of appearance when wearing the uniform and carrying equipment issued by the Monroe County Sheriff's Office (MCSO).

Policy: Only those items of clothing and equipment authorized and issued by the MCSO will be worn or carried by members and employees. Purchasing or otherwise obtaining additional or duplicate items of clothing/equipment, without authorization from the MCSO, is strictly prohibited. Only the Sheriff and/or Undersheriff will authorize additions or deletions to the standard issue of clothing and equipment which will be maintained by the Quartermaster.

The Quartermaster maintains a listing of authorized clothing (uniforms) and equipment for each bureau, assignment, unit, or specialized team. Any change to the wearing of a uniform will be researched by the Quartermaster before being forwarded through the chain of command and approved by the Sheriff.

I. Wearing of Uniforms and Accessories

A. CLASS A:

Deputy, Corporal, and Sergeant: The Class A Uniform consists of the regular duty navy blue uniform pant and long sleeve navy blue shirt, black crew neck t-shirt, and tie with tie bar. Awards, decorations, and service pins will be displayed on the Class A Uniform utilizing a slide bar in the position as listed in the appendix of this order and **MBGO-043 Sheriff's Office Awards Program**. Footwear will consist of a black boot capable of being highly polished. The Class A Uniform may be worn at the discretion of the Sheriff.

- * Members wishing to wear medals/ribbons awarded to them from other agencies will make the request by submitting an MB-003 Intra-Departmental Correspondence through their chain-of-command and ultimately to the Sheriff and/or designee for approval. If MCSO has an equivalent and/or similar style ribbon, the Quartermaster will issue the approved member the ribbon
- * Headgear (Hats): The wearing of headgear is authorized for all sworn members regardless of bureau, but is not mandatory for wear unless the Sheriff deems it appropriate. Headgear must be readily accessible, serviceable, and when worn placed squarely on the head. Headgear for Corporals and Sergeants will include a metal gold band installed above the visor.
- * Collar brass for the Deputy rank will be placed the same for both long and short sleeve shirts, even if wearing a tie. The bottom edge of the collar brass will be in line and touching

the front collar stitching line. The collar brass will be centered on the shirt collar. (See Appendix 1 Photo's 1- 5).

- * Command Officers: The Class A Uniform will consist of the navy blue pants, white t-shirt, white long sleeve shirt, and tie with tie bar. Command Officers will wear the blouse coat for all formal events. When wearing the blouse coat, the full Sam Browne belt accessories, and shoulder strap (Suicide Strap) to include "D" ring keepers. The front shoulder strap will point towards the duty weapon. Footwear will consist of a black boot capable of being highly polished. Awards, decorations and service pins will be displayed on the Class A Uniform utilizing a slide bar in the position as listed in the appendix of this order and **MBGO-043 Sheriff's Office Awards Program**.

The blouse coat will include piping on the sleeves denoting rank:

1. Lieutenant: 1 each ½" gold.
2. Captain: 1 each 1" gold.
3. Major: 1 each ½" over 1 each 1" gold.
4. Commander or Chief: 2 each 1" gold.
5. Undersheriff: 3 each ½" gold
6. Sheriff: 4 each ½" gold.

Headgear (Hats): Worn by Command Officers holding the rank of Lieutenant or Captain will include a cloth gold band installed above the visor.

Headgear (Hats): Worn by Command Officers holding the rank of Major or above will include gold bullion ("scrambled eggs") on the hat visor as well as the gold cloth hatband.

- * B. CLASS B:

The Class B Uniform will be considered the regular duty uniform for the duties/position or post assigned to include civilian uniformed positions. Depending upon bureau/assignment, the Class B Uniform will consist of either the regular duty navy blue uniform pant or the six pocket navy blue uniform pant, with either the long/short sleeve navy blue uniform shirt.

- * Note: BDU 5-11 Tactical pants may not be worn at special events.
- * The Class B uniform shirt for the Jail Bureau will consist of the approved patrol style polo with embroidery. The following items will be embroidered on the patrol style polo shirt to eliminate any safety risk associated with wearing metal inside of security: collar brass, badge and name tag. In addition, the Police Bureau may opt to receive one (1) patrol style polo shirt to be worn during summer months. A Uniform Request Form must be filled out, signed by a Sergeant or above, and submitted to the QM for processing.
 1. Transition into any newly approved garment will take place through attrition.
 - * 2. Footwear shall be designed to provide a combination of grip, ankle stability and foot protection suitable for a law enforcement environment. Footwear must also be:
 - a. Purchased at member's expense.
 - b. Consist of a black boot capable of being highly polished.
 - c. A tread/sole with rubber material and non-slip ability.
 - d. Laced.

- e. Plain in design with a soft toe.

Note: Examples of unacceptable footwear are sneakers, cowboy boots and steel toes.

- 3. Long sleeved shirts will be worn with the sleeves down and buttoned.

- * C. CLASS C: The Class C Uniform will be considered the tactical/training uniform for tactical units, specialized teams, in-service training and assignments to include; SWAT, SRT, HRT, HDS, DRT, Instructors, K-9 Training, and others as authorized by the member's bureau chief.

The tactical/training uniform may include the Battle Dress Uniform (BDU), and MCSO issued polo shirt. Beginning in 2023, all new/current members will receive one training uniform as part of their standard issue from the QM.

- * D. Sheriff's Ceremonial Uniform:

For members of the Sheriff's Honor Guard and Authorized Sheriff's Personnel; the ceremonial uniform shall be worn for special events and ceremonies as directed by the Sheriff or Undersheriff. Such events and ceremonies include, but are not limited to; Funerals, Award Ceremonies, Change of Command Ceremonies, VIP Arrivals, Events and Departures, and/or Formal Celebratory Events.

The ceremonial uniform shall consist of a fitted blouse coat with four (4) hooks, anodized buttons, MCSO shoulder patch on both sleeves (Honor Guard will wear an HONOR GUARD rocker over each shoulder patch) with the appropriate sleeve piping (rank specific) and hash marks (service strips), fitted uniform trousers (Note; 1" Gold Stripe on each pant leg seam for Honor Guard Only), white uniform long sleeve shirt and tie with tie bar; full Sam Browne Belt and accessories, shoulder strap (Suicide Strap) to include "D" ring keepers. All "Brass" shall be gold color and of a high shine. Honor Guard members with the rank of Deputy shall wear their collar brass on the outermost lapel of their fitted blouse coat. The rank of corporal and above will not wear collar brass on their blouse coat. If the coat will be removed during an on-going event, then collar brass will be worn on the dress shirt collar (in addition to the blouse coat).

Headgear shall consist of the Stratton Felt Trooper Style Hat in Seville Blue. Senior Command (Major and above) personnel will also wear the hat with metallic gold acorns. The hat shall also include the three (3) piece cap strap system. Authorized ear bands will be allowed during cold weather details.

Footwear shall be either black boots or black low quarters of a high shine (Patent leather or similar). Socks shall be black. White gloves are also to be worn. A mourning band shall be worn across the star badge when authorized. When authorized full size medals awarded by the MCSO may be worn on the blouse coat and are worn centered over the nameplate. Other decorations/pins approved for application and wear on the blouse coat are listed in Section II of this order.

- * E. Formal Civilian Business Attire: For men this includes a suit or sport coat with tie. For women this includes a skirt, dress, or pants suit.

- * Casual Civilian Business Attire: dress pants, oxford short sleeve or long sleeve shirt, belt and dress shoes for men. Skirt, dress or pants suit for women. Blouse, Pullover or sweater is also approved.

- * F. MCSO Polo Shirts:

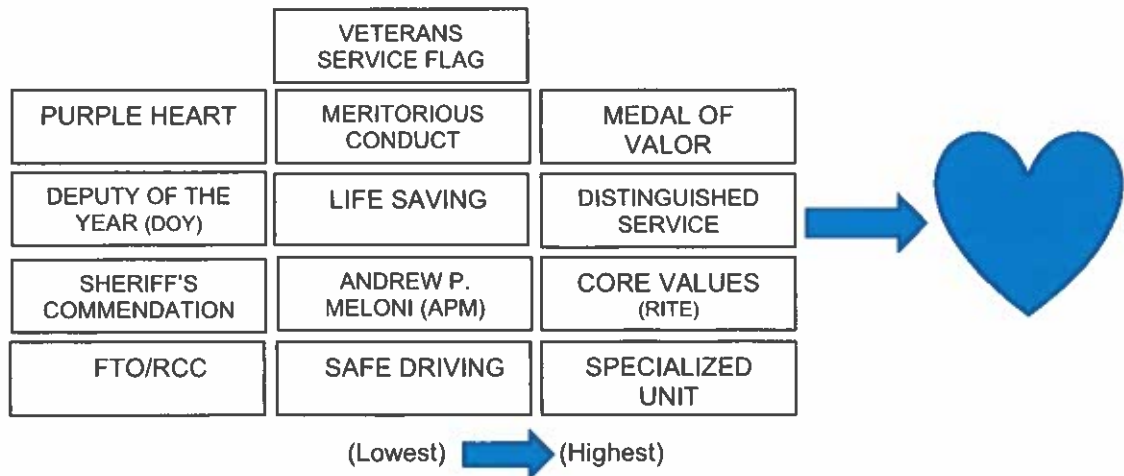
Plain clothes assignments, Special Teams, and civilian personnel are authorized to wear a polo shirt with the appropriate unit designation at the discretion of their Bureau Chief. The Quartermaster will provide Special Teams (Sheriff's star logo with specialized unit designation) with two polo shirts and civilian personnel with three (3) polo shirts (Sheriff's blue line logo for civilian personnel only) screen printed on the left chest. Personnel names can be embroidered on the right chest. Plain clothes assignments shall purchase polo shirts utilizing uniform stipend funds via the MCSO online store - (Sheriff's star logo for all sworn staff only) screen printed direct upon the left chest. Personnel names should be embroidered on the right chest. Approved shirt colors are limited to the following; black, white, and LAPD blue. Light Blue for Trainee & Institutional Helper's only. Employees wearing MCSO polo shirts are reminded to dress business casual only. Blue jeans, shorts, sneakers, flip flops, etc. are not authorized to wear with this uniform. Sworn personnel are not to wear polo shirts in an official capacity outside the duties of their specialized assignment unless otherwise approved by their bureau chief.
- * G. Personnel orders will define the type of dress code authorized for members (Uniform of the day, civilian business attire or training uniform) attending training or conferences.
- H. Uniforms will be clean, pressed, and properly fitted. Leather equipment, including shoes or boots, will be black in color, properly maintained and polished. Sworn Staff - Sneakers or athletic shoes of any kind are not authorized to be worn with Class A or B Uniform. Badges, buckles, buttons, and other metallic items will be polished.
- * Note: Black rubber boots may only be worn during periods of inclement weather or when extenuating circumstances exist.
- * I. Socks must be free of design and black or navy blue in color. Stockings will be neutral in color.
- * J. Service stripes(s) are authorized for wear on previously issued MCSO long sleeve shirts and coats, at the employee's expense. If worn, the stripe(s) will be placed on the left arm only, one (1) stripe per five (5) years of completed service. Good service credit is considered full time service/employment as a sworn member, with any US Law Enforcement Agency; when good service credit is carried over to MCSO. Placement of the service stripe(s) will begin 2" up from the top edge of the arm cuff, and centered on the arm seam. Members may request to add service stripe(s) to new orders of long sleeve shirts and/or coats at the time of ordering with the Quartermaster.
- * K. Jackets/Coats or shirt collars will not be worn in an upturned position. However, the collar on the winter uniform coat may be upturned during cold weather, while Deputies are on an investigation or at an accident scene, while exposed to the elements for extended periods.
- * Note: High Visibility Traffic Vests are to be worn at all times when deployed at traffic posts or accident scenes/investigations or any other circumstance that the member may be exposed to vehicle traffic. In instances where the wearing of a high visibility vest is not practical, when so equipped, the member will deploy the high visibility pull-downs on the winter jacket.
- * L. Police ear bands may be worn when exposed to cold weather conditions for prolonged periods. Ear bands will be navy blue or black in color. Wearing the MCSO knit cap is authorized when the member is exposed to cold weather conditions for extended periods of time.
- * M. Gloves must be black in color, serviceable, free of holes, rips, and tears. Motorcycle gloves will only be worn while assigned to motorcycle duties.

- * N. Baseball caps may be worn when authorized by the Bureau Chief and only in accordance with a specialized assignment.
- * O. Knit hats may be worn when exposed to cold weather conditions for prolonged periods of time.

II. Awards and Service Pins

- * A. Awards and service pins will be worn in the following order (from left to right) lowest to highest. Highest being worn closest to the heart in ascending order of importance (see diagram on page 5 or Photo 1 in Appendix).
 1. Name Plate, Gold w/Serving Since attachment.
 2. FTO or RCC Bar.
 3. Safe Driving Award Bar (Police Bureau Only).
 4. Specialized Unit Bar (See note below).
 - * 5. Any additional ribbon(s) authorized by the Sheriff are worn in order of precedence as determined by the Sheriff.
 6. Sheriff's Commendation Ribbon
 - * 7. Andrew P. Meloni (APM)
 - * 8. Core Values
 - * 9. Deputy of the Year (DOY)
 10. Life Saving Ribbon
 11. Distinguished Service Ribbon
 12. Purple Heart Ribbon
 13. Meritorious Conduct Ribbon
 14. Medal of Valor Ribbon
 - * 15. Specialized Unit Device (Optional as approved by the Sheriff and at the members cost) (See note below)
 16. United States Flag Bar (Veteran's Flag Bar) or U.S. Flag Pin
 - * 17. The Sheriff's RITE Pin shall be worn above the star on the left side

Note: When wearing the Specialized Unit Bar, the Specialized Unit Device is not worn and vice versa.



- * B. The "Slide Bar" is worn on the left side of the uniform shirt or blouse coat, above the pocket top seam and above the Name Plate and Serving Since Plate.

- * C. The HIGHEST Award is always closest to the heart (extreme right on rack) and located on the uppermost rack row.
- * D. As shown above, the awards are in ascending order of importance.
- * E. As the Veterans Service Pin is an American Flag, and as no decoration shall be mounted above the flag, it shall always be displayed alone in its placement on the rack.
- * F. Command Officers shall wear their rank on the epaulets of the blouse coat consistent with this General Order. The cloth rank insignia may be worn when authorized, if appropriate.
- * G. Specialized unit pins may only be worn by members of that specialized unit. Members who leave the specialized unit in "good standing" may continue to wear their unit pin with the approval of the Sheriff or his/her designee.
- * H. The issued R.I.T.E pin is authorized for uniform wear. It is to be worn on the uniform shirt above the Star Badge and centered. It is also authorized to be worn on the issued blouse coat, again over the Star Badge and centered. Uniformed civilians are authorized to wear the R.I.T.E pin as well above the embroidered emblem on the uniform shirt. When in civilian attire, wear is optional but when worn on a Sport/Suit Coat or Blazer, it is to be affixed to the left lapel.

III. Uniform and Equipment Maintenance:

- * A. Care and maintenance of uniforms and equipment is the responsibility of the individual member/employee. Badly worn or damaged articles may be exchanged (one for one) at the Quartermaster's Office. Uniform item turned in during the route out process or after completion of an academy must be thoroughly washed and neatly folded upon return to the Quartermaster. All other requests for uniforms and/or equipment must be submitted in writing utilizing MB-084-Clothing Request Form. This form must be signed by the member/employee's supervisor (Sergeant and above) then submitted to the Quartermaster for review, final approval, and processing.
- B. Members and employees will be responsible for lost, stolen, misplaced, altered, or damaged items. Whenever such loss is attributed to employee neglect or carelessness, such members and/or employees may be subject to disciplinary action.
- C. Size tags are not to be removed from the uniform.
- D. Clothing and equipment are subject to monthly inspection at the discretion of supervisors and command officers. To ensure issued uniforms and equipment are in the highest state of readiness, the Quartermaster may conduct an Individual Readiness Assessment (IRA) exercise as needed. Members and employees will be required to provide information through the IRA to include the quantity, size, serial number(s), etc. of issued items. Members and employees are to report on only serviceable items, returning unserviceable items for disposal in accordance with this order.
- * E. All clothing and equipment issued by the MCSO will remain the property of the MCSO. Personnel will not destroy, alter and/or otherwise dispose of any issued article of uniform or equipment but instead will return same to the Quartermaster. Any deficiencies found by the Quartermaster will be reported to the respective Bureau Chief.

IV. Mandatory Equipment:

- A. Members will, (dependent upon assignment), carry or possess the following additional items during their tour-of-duty:

1. Pen(s) with black ink.
2. Valid driver's license.
Note: A member is not required to physically carry their driver's license with them while on-duty, unless they are required to drive a department vehicle.
3. Department ID card.
4. Pocket-type notebook.
5. A functional watch or timepiece.
6. Department-issued weapon and ammunition.
7. Department-issued handcuffs and key (unless otherwise directed by Bureau order).
8. An operating flashlight.
9. Expandable Straight Baton.
10. Raincoat.
11. Vehicle and Traffic Law Manual, Penal and Criminal Procedure Law Manuals or the NYS Handbook of Consolidated Laws provided annually by the Quartermaster's Office.
12. Department-issued Aerosol Subject Restraint (ASR) and holder.
13. Portable radio.
14. Issued body armor.

* Note: Additional equipment not provided by the quartermaster will be subject to the Sheriff's approval.

- * B. Traffic whistles may be carried or worn on a lanyard when a member is assigned to traffic duties.

* **V. Motorcycle and Mounted Additional Uniform / Equipment**

In addition to the above stated regulations, Deputies assigned to motorcycle or mounted duties will:

1. Wear the department-issued helmet with the chin-strap fastened at all times.
- * 2. Wear the leather motorcycle jacket during cool weather. Motorcycle boots will only be worn during periods that the Deputy is actually assigned to motorcycle duties. Deputies assigned to motorcycle unit, K-9, Mounted Unit, or any sworn personnel who have (at their own expense), purchased the authorized style leather jacket may wear the leather jacket at their option. Sworn members seeking to purchase the leather jacket are to coordinate their purchase with the Quartermaster. Only the authorized style leather jacket is approved for wear.

* **VI. Soft Body Armor**

A. It is the policy of the Monroe County Sheriff's Office to enhance member safety through mandatory wearing of soft body armor in conjunction with the practice of established safety procedures. The Monroe County Sheriff's Office will provide protective vests for all sworn members of the Police Bureau. In addition, the Monroe County Sheriff's Office will provide protective vests for all Court Security Deputies and Jail Bureau members assigned to the Transport Unit, Community Work Program, and Hospital Security Details.

B. All members involved in assignments requiring the wearing of soft body armor as defined in this order must wear approved departmentally issued soft body armor at all times. Exceptions include the following:

1. Members involved in administrative assignments.

2. When the wearing of soft body armor would compromise an investigation as authorized by a command officer.
3. When the Sheriff's physician determines that the member has a medical condition that would temporarily preclude the wearing of soft body armor.
4. When the Sheriff or his designee determine that certain assignments make it inappropriate to mandate the wearing of soft body armor.

C. Assignments Requiring Soft Body Armor include any duty that exposes the members to a heightened risk of physical assault or injury. These include the following assignments:

1. Uniform Field assignments.
2. Warrant service.
3. Responding to scenes involving actual or potential violence,
4. Transporting incarcerated individuals outside the facility security.
5. Supervising incarcerated individuals outside facility security.
6. Execution of "Break In" order.
7. Any specialized assignment or activity deemed high risk by the Sheriff or authorized designee.
8. Administrative assignment in which the member's primary function requires them to work in a non-threatening, non-hostile environment. Administrative assignments include all non-field activities as those performed by CIS, Zone Lieutenants, Training, Community Services, or those assignments deemed as administrative by the Sheriff or his designee.

Note: Members assigned to an administrative assignment are not required to wear body armor, but are strongly encouraged to do so.

D. Soft Body Armor Issuance and Replacement

It is the responsibility of the Quartermaster to ensure the proper fitting of soft body armor and maintain records of the date of issue and type of vest assigned to each member. Each member will sign a receipt and acknowledgement form for their soft body armor upon issuance. The Quartermaster will establish a system for replacement of unserviceable vests.

E. Training for Soft Body Armor

It is the responsibility of the Training Unit to educate members on the following areas:

1. Proper wearing of body armor, including the use of functions of the trauma plate.
2. Proper maintenance and care of soft body armor including the projected life of vest.
3. Information on vest limitations and the protection provided with proper use.
4. Document the training that members have received on the use of body armor.

F. It is the responsibility of the Sergeant or the member's immediate supervisor to conduct continuous inspections to ensure that the use of soft body armor is being conducted in accordance with the departmental policy. Failure to comply with the provisions of this order may result in disciplinary action.

* G. Exterior Vest Carrier

* 1. Exterior Vest Carriers are part of the standard issue soft body armor kit for all bureaus.

* 2. Members should maintain the exterior vest carrier as outlined by the manufacturer. Carriers should be clean and in good working order at all times. If replacement is needed due to wear and tear, a Uniform request form must be submitted to the Quartermaster for processing. Only authorized versions of the Exterior Vest Carrier are permitted to be worn based on assignment.

VII. General Procedures

A. No part of the distinguishable police uniform will be worn on the street or other public place in conjunction with civilian clothing.

B. Command personnel may wear special issued items with the uniform when appropriate, as approved by the Sheriff or his/her designee.

C. Members and employees will not wear or use their badge, equipment, uniform, or any part thereof, while engaged in any occupation for hire by any private or commercial enterprise without the permission of the Sheriff or his/her designee.

D. Items of non-issued apparel and/or identification (i.e., baseball caps, shirts, jackets, badges, etc.) bearing the full or partial name or insignia of the MCSO are prohibited, unless expressly authorized by the Sheriff or his/her designee.

E. Sworn Members will not use their issued badge as a wallet badge. Sworn members who wish to purchase a wallet badge must complete FTO, submit an MB-151 Wallet Badge Purchase Request, and be granted approval, through the proper chain-of-command. Once these requirements have been satisfied, sworn members may upon authorization by the Undersheriff, purchase a wallet badge at their own cost. However, the badge will remain the property of the MCSO, and will be surrendered upon order by a command officer, or by competent authority.

1. Member obtains and completes MB-151 Wallet Badge Purchase Request Form, forwarding the completed form to the attention of the Undersheriff's Assistant.

2. Upon approval by the Undersheriff, the member will receive a copy of signed MB-151 Wallet Badge Purchase Request Form.

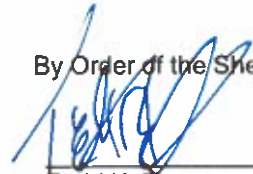
3. The Undersheriff's Assistant will scan and email the signed MB-151 Wallet Badge Purchase Request Form to the Quartermaster's office.

4. The member will take the signed MB-151 Wallet Badge Purchase Request Form and their Sheriff's Photo Identification Card to the Sheriff's Authorized Supplier (See Quartermaster), presenting the signed MB-151 Wallet Badge Purchase Request Form and payment for the badge.

5. The member will be notified by the Sheriff's Authorized Supplier when their wallet badge is ready to be picked up. This usually takes between six (6) to eight (8) weeks.

6. The member must present their Sheriff's Photo Identification Card when picking up their wallet badge. The Sheriff's Authorized Supplier will make a copy of same and forward it with the member's signature to the Quartermaster.

By Order of the Sheriff,



Todd K. Baxter

*Indicates changes from the original and previous versions of this General Order.

APPENDIX

Awards and Service Pin Placement
Photo 1

Deputy Sheriff Class A Uniform:

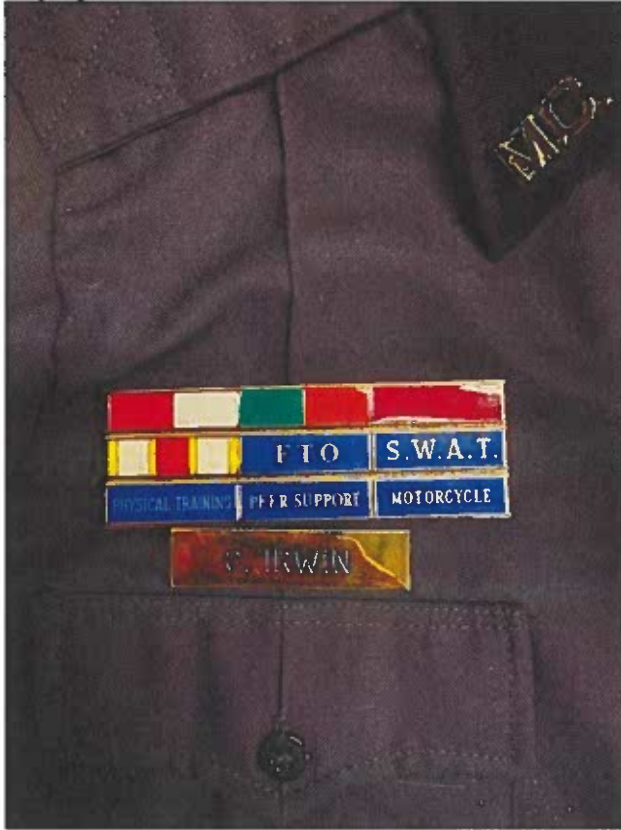


Photo 2



Long sleeve shirt with tie. The collar brass will be placed on the bottom edge and in line with the front collar stitching. The collar brass will be centered on the shirt collar.

Deputy Sheriff Class A Uniform close-up:

Photo 3



Deputy Sheriff collar brass on long sleeve shirt with tie (Class A).

Deputy Sheriff Class B Uniform (long sleeve open collar):
Photo 4



Deputy Sheriff collar brass orientation on long sleeve shirt with open collar (Class B).

Deputy Sheriff Class B Uniform (Short Sleeve):
Photo 5



Deputy Sheriff collar brass orientation on short sleeve shirt with open collar (Class B).

Name Plate and award positioning all Ranks: Photo6



Name plate will be centered on the right shirt pocket while wearing the uniform. This photo shows the proper positioning of awards and Service Pin with 1/8th spacing. Refer to page 3 in this general order for the correct precedence of awards.

Corporal collar brass placement:

Photo 7

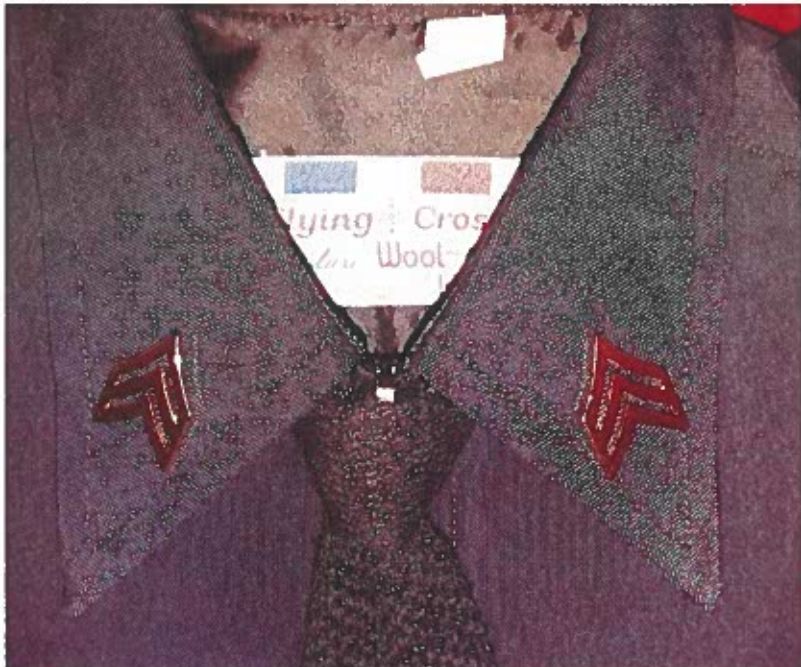


Bottom points of
chevron touch
collar stitching line.

Corporal collar brass remains in the same location for all uniform combinations.

Sergeant collar brass placement:

Photo 8



Sergeant collar brass remains in the same location for all uniform combinations.

Lieutenant collar brass placement:

Photo 9



The collar brass will be placed parallel, centered & .75" from bottom edge on both long and short sleeve shirts.

Captain collar brass placement:

Photo 10



The collar brass will be placed parallel, centered & .75" from bottom edge on both long and short sleeve shirts.

Major collar brass placement:

Photo 11



Oak leaf is centered on the collar with the stem facing towards collar tip on both long and short sleeve shirts.

Commander collar brass placement:

Photo 12



The eagles face each other, centered on the collar with the bottom edge touching the stitch line. The location of collar brass remains the same for both long and short sleeve shirts.

Top six collar brass placement:

Sheriff = 4 stars

Undersheriff = 3 stars

Chief Deputy = 2 stars

Jail Superintendent = 2 stars

Civil Bureau Chief = 1 star

Court Bureau Chief = 1 star

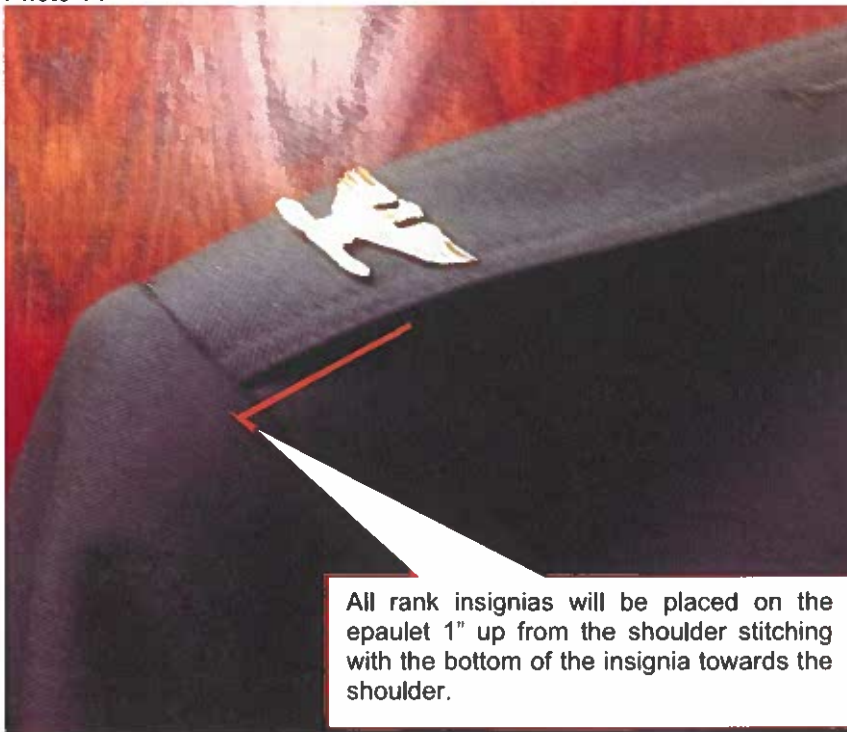
Photo 13



The star(s) for both the long and short sleeve shirts will be centered on the collar vertically, .75" from bottom edge with the single point facing towards the neck.

Rank Insignia Placement on the Epaulet:

Photo 14



All rank insignias will be placed on the epaulet 1" up from the shoulder stitching with the bottom of the insignia towards the shoulder.