

	Department of Public Safety	
	Standard Operating Guidelines	
	Subject:	Personally Purchased Shift Attire
	Section:	Administration
	Guideline Number:	209.1
	Effective Date:	May 27, 2025
	Revised Date:	
	Signature of Approval:	Charles R. Pruitt Director 

PURPOSE

The specific purpose of this guideline is to ensure a professional, uniformed appearance of the personnel in the organization, while providing the opportunity to wear, employee purchased, shift specific attire.

PROGRAM GOAL

This program allows the opportunity for personnel to purchase approved shift attire that is not furnished by Accomack County Department of Public Safety (ACDPS). The Employee Shift Attire Purchase Program is sanctioned by the Director of Public Safety and will be governed by the Battalion Chiefs.

PROGRAM GUIDELINES

Only attire approved and listed by the Director shall be permissible. The program shall start with limited items, but the list may become larger or smaller at any time.

The specific guidelines are as follows:

1. The Battalion Chiefs shall approve the attire for the employee purchase program, subject to the approval of the Director, if appropriate. The attire list will be reviewed and updated, if necessary, on an annual basis.
2. The approved attire will be allowed to be worn on and off duty as long as the employee does not violate SOG's ADM 202 and ADM 203 as well as County policies 204.0 and 205.0.
3. Attire purchased shall be of specific model, color, style and design as authorized by the Director. Variances from the approved attire shall not be permitted.
4. The attire shall be treated as part of the county uniform, must be maintained, and is subject to inspection pursuant to policy.
5. Attire failing to pass inspection shall be removed from service immediately and the employee's county issued uniform shall be worn until the item can be replaced at the expense and choice of the employee.
6. A list of authorized employee-purchased attire shall be available within SOG 209.1.
7. All costs associated with the purchase and maintenance of said attire shall be the responsibility of the employee.

8. Items may be removed from the list by the Director or his designees if departmental standards change, or if safety issues with the specific attire are identified. Such removals may be temporary or permanent, based on the circumstances.
9. Attire must be replaced if torn, stained or otherwise found in unacceptable condition, at the employee's expense.

AGREEMENT FORM PROCESSING

1. Upon selecting and purchasing authorized attire, the employee must contact the shift Battalion Chief to request an attire inspection.
2. No attire shall be worn prior to the approval of the employee's Battalion Chief.
3. The Battalion Chiefs and Captains shall have the ability to remove any item in this policy from service if it is found to be:
 - a. Defective;
 - b. No longer in acceptable condition;
 - c. No longer included in this policy.

APPROVED ATTIRE:

The following apparel items are approved for purchase under the conditions set forth. They must meet the uniform appearance standard as it relates to acceptable condition and as stated in this SOG.

Beanies and hats with ACFR embroidered scramble or straight lettering as shown below:

1. Port & Company CP90 Knit Cap – Navy
2. 511 Tactical Watch Cap Style # 89250 - Dark Navy (724)
3. Richardson 112FP or 113 Foamie (flat brim) - solid Navy
4. Flexfit - Dark Navy



Jackets:

1. Game The Bravest Style 1221-J, color Navy. Approved patches may be sewn onto the sleeves and/or the scramble on the left breast of the jacket as shown.



2. MAGCOMSEN style YCADL-2-Navy. Approved patches may be worn on the shoulders. See below for approved patches.



Job Shirt/Hoodie:

1. Carhartt Rain Defender Loose Fit Heavy Weight Quarter Zip Hoodie. Style #100617 color New Navy. Approved patches may be sewn onto the sleeves and/or the scramble on the left breast of the jacket as shown.



The following patches are approved for use. Please see your Battalion Chief for the images to be used for embroidering or patches.

