

Charleston County Coroner's Office Policy #18	
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18.1 POLICY

The Charleston County Coroner's Office policy regarding personal appearance and dress code promotes the professional integrity of the office and encourages a productive work environment. Employees will dress and personally groom in a manner that reflects pride and professionalism. The dress code applies to full and part-time employees. The Coroner may make written exemptions if an individual's religious practice and/or disability requires an exception to this policy. Uniforms are provided to identify Deputy Coroner's while engaged in duties in public.

18.2 OFFICE DRESS CODE

1. The dress code for the office is business casual or business professional. Recommended pants styles include slacks, dress pants, and khakis. No leggings, yoga pants athletic wear, or shorts. Skirt must be knee length and dressy capris are acceptable if no tattoos are revealed.
2. Examples of shirts include: Blouses, "Polo" style shirts, shirts with a collar, shirts without a collar which are not 'undershirts' or t-shirts. Shirts/tops should not be too tight, low cut, sheer, reveal midriff or cleavage, or tattoos on the torso. No tank tops are authorized. Shirts should not have any writing on them.

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3. Shoes should be in good condition with no holes or tears in material and have a heel height of no greater than 2". If open-toed shoes are worn, employees are required to bring a pair of closed-toed shoes to change into if needed. No flip-flops.

18.3 UNIFORMS

1. Deputy Coroner's or other employees at the discretion of the Coroner, will be issued uniform clothing in a quantity and type congruent with their specific job assignment. All employees will be issued a "Community Engagement T-shirt" (T-shirt) and this shirt is considered a uniform article for the purposes of this policy.
2. The uniforms and T-shirts remain the property of Charleston County and must be returned to the Coroner's Office upon demand or termination of employment with the Coroner's Office. If all issued uniforms and T-shirts are not returned upon termination of employment, the Coroner's Office may seek to deduct the cost of the uniforms from the employee's final paycheck. See also Charleston County Coroner's Office Policy #1 Assigned County Property.
3. The Office may issue new uniforms or T-shirts periodically or require those articles to be returned for special purposes (e.g., logo change, replacement/update). Employees will be notified of the exchange, and the Office will provide suitable replacement uniforms/T-shirts.
4. Upon issue, uniforms and T-shirts become the responsibility of the employee for maintenance and care. If a uniform or T-shirt needs repair or replacement, employees will be required to return those articles in exchange for a replacement. While normal wear and tear are expected, excessive damage or loss of uniforms and T-shirts may result in disciplinary action.
5. The issued uniform is the only authorized attire for the 'on shift' Deputy Coroner. This uniform includes the issued pants, shirt, boots, and belt. Deputies should have a spare uniform available.

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6. While on or off duty while wearing the issued uniform or the issued T-shirt, deputies will not carry a concealed weapon.

7. While engaged in a Community Events, employees will wear their issued "Community Engagement T-shirt" with issued duty work pants and/or blue jeans (no holes) or kakis pants only. No shorts or athletic wear are to be worn at community events unless it is a specific physical activity such as a 5k run or walk.