



DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: Uniforms and Equipment	Effective Date: August 15, 2017	Policy Number: 8.01
Accreditation Reference: 1.5.5, 1.5.11, 1.6.3	Review Date: August 15, 2020	Supercedes: February 2, 2017
Attachments:	L. Shane Nelson, Sheriff	

I. PURPOSE

The purpose of this policy is to set guidelines for the issuance, maintenance and return of Sheriff's Office-owned property.

II. POLICY

Uniform and equipment items present a visual representation of who and what we are as a Sheriff's Office. Deputies in uniform are one of the most visible symbols of the Sheriff's Office. All members of the Sheriff's Office must be aware that while in uniform they carry the weight of authority of the Sheriff's Office in the perception of the public, and the public will view conduct and statements of members in uniform as being approved by the Sheriff's Office.

The care taken in how these items are used or worn will make a difference in the opinions of citizens who have limited contact with us as to whether or not we are a professional organization. Uniforms and equipment also constitute a significant cost to the agency. It is, therefore, the policy of the Deschutes County Sheriff's Office that all equipment and uniforms be well cared for, properly issued or replaced, and tracked for the purposes of accountability.

Uniforms shall only be worn while performing official duties of the Sheriff's Office. While in uniform, members shall not engage in personal business.

III. ISSUE AND CONTROL OF UNIFORMS AND EQUIPMENT

Employees will be issued all equipment required to complete their duties in accordance with the current collective bargaining agreement.

A. Guidelines for Equipment and Clothing

Guidelines for equipment and clothing issuance are authorized by the Sheriff and maintained by the appropriate personnel:

- Uniforms: Human Resources
- Firearms, weapons, equipment: Training Sergeant
- Vehicle and related supplies: Automotive Supervisor

B. Regulations for Uniform Wear

Specific items of uniform and standards for wear are listed in Policy 8.02 Uniforms: Regulations and Standards.

C. General

1. Agency-owned property will be issued or re-issued to the appropriate personnel according to pre-authorized guidelines of equipment and clothing issuance.
2. Personnel will not exchange equipment of any type without prior approval of and notification to the appropriate personnel as outlined in III, A. above.
3. Personnel shall use only those items of uniform and equipment issued or authorized by the Sheriff's Office.
4. Members shall use Sheriff's Office equipment for its intended purpose and shall not intentionally, carelessly, or negligently abuse, damage, or lose assigned equipment.
5. Members of the Sheriff's Office shall not wear and/or use issued uniforms or equipment unless in an official capacity.
6. Deputies may, but are not required to, carry an authorized firearm while off duty.
7. Sheriff's Office uniforms and patches shall be covered when driving a personal vehicle to and from work or training.

D. Additional Equipment Requirements

1. *Firearms:* Agency issued firearms will be carried at all times by sworn and reserve personnel while performing field duties. Any exceptions to this are included in Policy [8.20 Firearms](#).
2. *Identification Card:* The Sheriff's Office identification card shall be carried at all times.
3. *Flashlight:* On-duty sworn employees working operational duties shall have a flashlight accessible at all times.
4. *Name Tags:* Only the Sheriff's Office authorized name tag shall be worn.
5. *Business Cards:* Deputies, technicians, and any personnel specifically approved by the Sheriff will be issued pre-printed business cards.

IV. NON-ISSUE EQUIPMENT

A. Approved For Use

All items of non-issue equipment or apparel must conform to current Sheriff's Office specifications to be carried or worn by uniformed employees while on duty.

B. Authorization of Non-Issue Equipment

All items of non-issue equipment or apparel carried or worn by uniformed employees while on duty shall be of a high standard in quality and of a design, size, color, and configuration as to not be conspicuous in nature or function. Items of personal apparel specifically controlled for uniformed employees include, but may not be limited to:

1. Footwear, black in color, uniform in appearance and offering adequate protection for patrol and/or corrections use.
2. Socks, solid black if visible.
3. Undershirts, black in color.
4. Black turtlenecks under uniform shirts are authorized during inclement weather in winter.
5. Gloves, leather or fabric, black in color.
6. Glasses, frames and lenses will be of a design and color as to not be conspicuous or bizarre. Sunglasses may not be mirrored or reflective.

C. Approval and Use of Non-issue Equipment

The Division Commander shall have the authority to approve or disapprove non-issue equipment or apparel. The team supervisors shall, during pre-shift briefings, confirm that deputies conform to this directive.

V. UNIFORM EQUIPMENT MAINTENANCE AND REPLACEMENT

Uniform equipment issued to personnel will be in a clean and serviceable condition. All equipment used on duty or owned by the agency shall conform to agency specifications.

A. Sheriff's Office Responsibilities

1. Supervisors shall periodically inspect uniform equipment and direct employees to replace items no longer serviceable.
2. The appropriate personnel shall replace uniform items deemed no longer serviceable by replacing the item immediately if it is a critical or non-duplicated item, such as a jacket during the winter season.
3. Alterations to uniforms must be approved by a Lieutenant or Captain and will be paid for by the Agency.

B. Member Responsibilities

1. Personnel are responsible to notify the appropriate supervisor of uniform items which are no longer serviceable.
2. Personnel are required to turn in old uniform items unless otherwise authorized.

VI. LOST, STOLEN, OR DAMAGED AGENCY-OWNED PROPERTY

The member first having knowledge of agency owned property being lost, stolen, or damaged will notify the Division Commander, in writing, through the chain of command.

A. Reporting Damage/Loss of Sheriff's Office Property

Members shall immediately report to their supervisor, in writing, any loss or damage of Sheriff's Office property assigned to or used by them.

1. The supervisor will, if possible, correct the deficiency and document any action taken.
2. All county and state vehicle accident/damage reports required shall be completed by the end of the duty period in which the damage or loss occurred.
3. Any damage that is unreported shall be the responsibility of the employee having control of the equipment immediately prior to the discovery.

B. Restitution for Damaged Property

When damage or loss of a deputy's personal or Sheriff's Office issued property is caused by a suspect being arrested, the loss will be documented in the case report with a specific request for restitution through court action. A dollar amount equal to the loss must be included in the report. Contact Sheriff's Office Human Resources for estimated replacement or repair costs.

1. Should the deputy be required to appear in court, he shall reiterate the agency's request for restitution to the prosecuting attorney.
2. In restitution matters involving personally owned equipment, court ordered restitution is to be made to the deputy sustaining the loss.

3. In restitution matters involving Sheriff's Office issued equipment, the deputy will submit a request through the chain of command for replacement. A copy of the case report must accompany this request.

VII. TURN-IN OR SURRENDER OF SHERIFF'S OFFICE PROPERTY

Members are required to surrender all issued Sheriff's Office property when directed to do so by the Sheriff or his designee.

Employees are advised to have no expectation of privacy for the storage of personal items on or within Sheriff's Office property. The use of Sheriff's Office equipment is allowed with the member's recognition that all property belonging to the County or Sheriff's Office is subject to search and confiscation without consent or search warrant. Such property may include desks, lockers, vehicles, and offices. Locked personal containers within County or Sheriff's Office owned property shall not be subject to search without consent of the employee or court order.

When it becomes necessary for personnel to turn in serviceable equipment, it will be the responsibility of the person turning in the equipment to have it cleaned and ready for reissue.