



# DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: <b>Uniforms: Standards and Classes</b>	Effective Date: June 28, 2016	Policy Number: <b>8.02</b>
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Attachments:	L. Shane Nelson, Sheriff	

## I. PURPOSE

The purpose of this policy is to establish clear and complete standards in order to avoid confusion and inconsistencies in the wearing of the uniform and authorized accouterments.

## II. POLICY

The uniform is a symbol of the Deschutes County Sheriff's Office and is not subject to personal interpretation or whim. Therefore, it is the policy of this agency to achieve a consistent and professional uniform appearance.

Uniforms are standardized by function and shall be described by a "class" designation. Accoutrements including, but not limited to, badges, name tags, service stripes, awards, and achievements that are authorized by the Sheriff are listed with each class of uniform.

Members on-duty who are permitted to wear civilian clothing may wear that which conforms to standards normally worn by office personnel in private business firms, unless otherwise directed by their supervisor.

## III. DEFINITIONS

*Dress Uniform* shall be authorized by the Sheriff or his designee. The dress uniform is worn on formal occasions and at ceremonial events including, but not limited to, funerals, weddings, formal receptions for dignitaries and honor guards.

*Class "A" Uniform* is worn on formal occasions and at ceremonial events including, but not limited to, court, funerals, weddings, formal receptions for dignitaries, and honor guards.

*Class "B" Uniform* is the working uniform of the Sheriff's Office which is worn during normal assignments where the uniform is worn.

*Court Attire* is attire worn during testimony at trial or for other proceedings inside the court room and testimony at Grand Jury or DMV hearings.

*Service and Support Function* are Administrative Assistants and Office Assistants.

*Tactical/Utility Uniform* may be worn on training assignments where uniforms are worn and strenuous physical activities which may damage the Class "B" Uniform will be occurring, and during tactical deployments including, but not limited to, canine deputy deployments, fire scene duty, civil unrest or disaster, search warrants, hazardous materials incidents, searches and hazardous suspect apprehensions.

*Uniform Function* consists of the Patrol Division, Corrections Division, School Resource Deputies, Investigations while in uniform, Administration while in uniform, Community Events Coordinator, Technicians and Reserve Deputies.

*Volunteer Function* consists of all sections of the Auxiliary Program.

## IV. UNIFORM FUNCTION

### A. Class "A" Uniform

1. *Hat:* Issued Campaign hat is black straw with a leather strap. A black felt hat with a leather strap is issued to honor guard members. Members shall wear the hat with noticeable tilt to the front and hat brim level from side to side. By placing the middle and index finger along the bridge of the nose, the hat brim should touch the upper finger.

The black leather strap is worn so the buckle is fastened and centered at the back of wearer's head. The running end of the strap is worn to the wearer's left

Accoutrements shall consist of:

- a. Sheriff's Office hat badge, centered and level on the front of hat with badge post going through front eyelet;
  - b. Cord with acorns, silver in color for deputies and gold for sergeants and above. The cord will not be twisted or braided. Once the cord is trimmed for the acorn placement, the tip of the acorns will rest one inch from the edge of the brim.
  - c. A plastic rain cover is provided for inclement weather conditions.
2. *Shirt:* The uniform shirt shall be standard issue, long sleeves, khaki in color.

Accoutrements shall consist of:

- a. *Patches:* A Sheriff's Office patch will be displayed on each shoulder, centered and 5/8 of an inch below the shoulder seam.
  - b. *Name tab:* Worn centered above the right pocket.
  - c. *Rank:* Sergeant chevrons will be worn centered below the Sheriff's Office shoulder patch on both sleeves. Lieutenant, Captain and Sheriff insignia shall be worn 5/8 of an inch from both points of the collar.
  - d. *Tie:* Black in color with Sheriff's Office gold tie tack.
  - e. *Service Stripes:* Service stripes will be worn on the left sleeve, centered and beginning 5/8 of an inch above the cuff. Each service stripe shall represent the completion of four years of service as a full-time deputy or peace officer.
  - f. A maximum of two pins/badges of achievement as authorized by the Sheriff may be worn on the uniform. The Oregon Accreditation Alliance pin is mandated to be worn centered above the name tab on all uniforms.
3. *Trousers:* The trousers shall be standard issue Sheriff's Office clothing, forest green in color with a black stripe down each leg.

### B. Class "B" Uniform

1. *Head gear:* Campaign hat – refer to IV, A, 1 above. Baseball and watch caps/stocking hats are authorized when working for long periods of time in the sun, rain or winter weather. The Sheriff's Office issues both baseball type caps and watch caps/stocking hats, black in color with the Sheriff's Office badge patch centered above the brim. Baseball caps and watch caps/stocking hats are not to be worn on a daily basis.
2. *Jacket:* The winter coat is issued and is black in color. The lining can be used as a light weight jacket and is also black in color.

Accoutrements for the jacket and winter coat shall consist of:

- a. *Patches:* Sheriff's Office patch shall be displayed on each shoulder, centered and 5/8 of an inch below seam.
  - b. *Rank:* Sergeant chevrons will be worn centered below the Sheriff's Office shoulder patch on both sleeves. Lieutenant, Captain and Sheriff insignia shall be worn on the shoulder epaulets.
  - c. *Badge:* As approved by the Sheriff's Office, a gold star worn in the badge mount above the left pocket.
  - d. *Name Tab:* Worn centered above right pocket.
3. *Shirt:* The shirt shall be standard issue Sheriff's Office clothing, both short-sleeved and long-sleeved, khaki in color. Accoutrements shall consist of:
- a. *Patches:* A Sheriff's Office patch will be displayed on each shoulder, centered and just below the shoulder seam.
  - b. *Rank:* Sergeant chevrons will be worn centered below the Sheriff's Office shoulder patch on both sleeves. Lieutenant, Captain and Sheriff insignia shall be worn 5/8 of an inch from both points of the collar.
  - c. *Badge:* As approved for the Sheriff's Office, silver for deputies and gold for sergeants and above. Worn in the badge mount over the left pocket.
  - d. *Name Tab:* As prescribed in this section, worn centered above the right pocket.
4. *Trousers:* The trousers shall be standard issue Sheriff's Office clothing, forest green in color with black stripe on each leg. There are no trouser accoutrements.

### C. Tactical/Utility Uniform

The tactical uniform will be determined by the individual team commanders. For Special Operations Team see [Policy 3.43](#) and for the Central Oregon Emergency Response Team see [Policy 4.40](#).

The utility uniform shall only consist of Sheriff's Office issue "BDU" pants and shirt (both short- and long-sleeved). The shirt shall have a Deschutes County Sheriff's Office patch on each shoulder. Sergeants will wear either sergeant chevrons or collar insignia. Sergeant chevrons will be worn centered below the Sheriff's Office shoulder patch on both sleeves. Collar insignia will be worn 5/8 of an inch from both points of the collar. Service stripes shall be worn on the left sleeve of long-sleeved shirts, centered, and beginning 5/8 of an inch above the cuff. Badge or badge patch shall be worn in or over the badge mount above the left pocket. A name tag shall be worn centered above the right pocket.

### D. Court Attire

- 1) Uniformed members shall testify in either a Class "A" uniform or business attire. The Class "A" uniform consists of polished boots, excluding hat. Uniformed members may be directed to wear either a Class "A" uniform or business attire by a supervisor or a deputy district attorney. Example: Deputy District Attorney would prefer business attire described above rather than uniform or vice-versa.

#### **Civilian Dress Court Attire:**

For male members this shall consist of a button-down shirt, tie, sport coat or suit jacket, slacks and dress shoes. For female members, attire shall consist of business, professional clothing which may include slacks or a skirt with a length that shall not be more than three (3) inches above the knee when seated, blouse which is not sleeveless unless worn with a suit jacket or sweater and dress shoes. Socks or hosiery shall be worn with a skirt and shall be skin-toned or solid black in color.

- 2) Detectives, including Street Crimes and CODE detectives, and non-uniformed members will wear civilian dress court attire.
- 3) Testimony at Grand Jury or DMV Hearings exceptions:

On-duty uniformed members may wear the Class "B" uniform for limited testimony during a normal workday. If lengthy testimony is expected, e.g., for a major investigation, either a Class "A" uniform is required or civilian dress court attire.

Street Crimes and CODE detectives are required to wear business casual clothing for Grand Jury appearances. (See E. Training Attire)

Off-duty members subpoenaed to testify at Grand Jury shall conform to requirements listed in 1 and 2 of this section.

Rare exceptions to clothing and grooming requirements may be allowed in cases where insufficient notice has been given for Grand Jury.

#### **E. Training Attire**

1. Requirements for clothing during training is business casual.

##### **Business Casual:**

Members shall wear slacks, Dockers or jeans in good repair with a tucked in button-style or Polo-style shirt, with business casual footwear (tennis shoes are allowed). Members shall conform to all grooming standards set forth in [Policy 1.02 Sheriff's Office Standards](#) relating to shaving, hair requirements and jewelry.

2. Exceptions to this requirement may be made for any training that will require active participation in scenario-based or tactical training. In such cases, the Training Unit will provide clothing and equipment requirements for the training in an email to staff prior to training and/or post such requirements on the yearly training calendar. Grooming standards shall still apply in these cases.

### **V. VOLUNTEER FUNCTION**

Uniform clothing issued for the volunteer functions shall be determined by individual units where the volunteer is assigned.

### **VI. SERVICE AND SUPPORT FUNCTION**

The professional image of the Deschutes County Sheriff's Office is maintained, in part, by the appearance that our employees present to the public. It is also the responsibility of the Sheriff's Office to provide a safe and secure facility with readily identifiable employees.

The wearing of an agency-issued uniform shall be mandatory for the support staff. Any exceptions will be at the discretion of the Sheriff or his designee.

Uniform clothing issued for the support staff shall consist of a blazer, vest, blouse/shirt, skirt and/or slacks. Individual styles and colors of the uniforms are subject to the approval of the Sheriff or his designee.

All support staff will be issued the following:

- Five blouses/shirts
- Four bottoms (any combination of skirts or pants)
- Two vests
- Two sweaters
- One blazer

Three additional blouses/shirts and one bottom may be added after 6 to 12 months of employment.

New employees will be fitted for uniforms just prior to, or immediately after, their official begin date. This fitting and the ordering of the uniforms will be completed by Sheriff's Office Human Resources personnel. The issuance of new uniforms may include pieces from the agency's "Returned Uniform Line."

Every attempt will be made to reissue uniform pieces from the Returned Uniform Line prior to purchasing new uniforms.

Support staff uniforms shall conform to the following standards:

- Length of skirt shall not be more than three inches above the knee.
- Name bar or Sheriff's Office identification tag shall be visible at all times. Name bars shall be worn on upper left side of blouse/ shirt, vest, or blazer.
- Socks or hosiery shall be worn at all times, skin toned or solid black in color.
- Shoes, black in color and closed toe, (unless prohibited due to a medical condition documented by a physician).
- Belt, black in color

All items of non-issue apparel, such as shoes, socks, hosiery and belts, worn while on duty shall be in good repair and of a design, size, color, and configuration so as not to be conspicuous in nature or function. Members will be responsible for proper care and maintenance of their uniform apparel. Expenses incurred in the routine cleaning or repair of agency issued uniforms shall be the responsibility of the Sheriff's Office. No alterations may be made without prior approval from the employee's supervisor.

#### **A. Replacement Reasons**

- Damaged or worn uniforms that cannot be repaired.
- Significant weight loss or weight gain (to include medical conditions).

#### **B. Replacement Procedures**

All requests for uniform replacements shall be made through the Human Resources Specialist. Damaged or worn uniforms will need to be shown to the Human Resources Specialist in order to determine if repair is feasible. All uniform pieces that are being replaced must be turned in to Human Resources directly.

Human Resources will approve or deny requests prior to submission to the Division Captain for approval. The Captain will then approve or deny the uniform request. Denied requests will be returned to the Supervisor. Approved requests will be submitted to Human Resources.

Human Resources will fit members with a uniform piece from the Returned Uniform Line. If there are no pieces on the Returned Uniform Line that fit, Human Resources will order a new piece or as many pieces as needed to achieve the desired result.

#### **C. Dry Cleaning**

Dry cleaning will be provided for agency-issued clothing only.

#### **F. Medical Conditions**

A medical release is required for any condition that would limit certain types of clothing or fabric from being worn. A suitable replacement will be decided upon by the member's supervisor that will meet the needs of the specific condition.

#### **G. Casual Day Attire**

Casual day is defined as Fridays and office closure days. Casual Day attire shall consist of clothing that is clean, safe and in good repair. Clothing considered provocative, draws undue attention to one's self or is offensive to others is prohibited. All skirts must be no more than three (3) inches above the knee when seated. All items of clothing must have finished edges.

Sandals with dress heel will be allowed on Casual Day.

Hats are prohibited, unless worn for religious purposes.

#### **H. Examples of Clothing Items That Are Not Permitted For Casual Days**

- sweats
- jeans showing a lot of wear
- shorts of any kind
- worn sneakers
- flip flops
- tank tops (unless under other clothing)
- midriff-baring tops
- halter tops
- tops with bare shoulders

If you are concerned about a certain item of clothing, you may bring it in and check with your supervisor prior to wearing.

All members should practice common sense rules of neatness, good taste and comfort. The Sheriff or his designee reserves the right to determine appropriate dress at all times and in all circumstances to determine whether any particular dress does not conform to this policy and may send members home to change clothes should the Sheriff or his designee determine their dress is not appropriate.

## **VII. SAFETY AND TACTICAL UNIFORM ITEMS**

The Sheriff's Office shall issue and/or authorize such items of safety and tactical clothing as may be required to safely conduct the agency's mission, or which may be required under the current collective bargaining agreement. These items are worn when the requirements exist, irrespective of other uniform standards and classes. Examples include, but are not limited to:

### **A. Body Armor**

Refer to [Policy 8.03](#) for requirements in reference to the wearing of Body Armor.

### **B. Traffic Safety Vests**

Reflective traffic safety vests shall be worn when deputies or technicians are exposed to traffic hazards for extended periods of time. Member-issued vests will be kept in the marked patrol units for use.