Chapter 3 - Uniform and Safety Equipment

• 3-03/000.00 - Departmental Authority

[Title Only]

• 3-03/000.05 - Authority of the Sheriff - Uniform and Safety Equipment

The Sheriff has final authority on matters pertaining to official uniforms, safety equipment, and identification items.

• 3-03/000.10 - Uniform and Safety Equipment Committee

The Sheriff has established a Uniform and Safety Equipment Committee to formulate standards and approve proposed changes for official uniforms, safety equipment, and identification items. The Sheriff has the final authority on matters pertaining to uniform and safety equipment items. The committee is comprised of the following members:

Voting Members

- One representative from each division, as selected by the respective division chief or division director. A commander from the Personnel Command, or a commander from another division, as designated by the assistant sheriff over Countywide Operations, shall serve as the chairman of the committee;
- One representative from ALADS, who shall serve in accordance with the Memoranda of Understanding for Peace Officers;
- One representative from PPOA, who shall serve in accordance with the Memoranda of Understanding for Supervisory Peace Officers; and
- One female representative, selected by female command-level personnel, who will represent the Department at-large.

Advisory Members

The chairman of the Uniform and Safety Equipment Committee may appoint advisory members as needed. The following members shall always be included:

- The captain of Training Bureau; and
- The captain or director of Personnel Administration Bureau.

• 3-03/000.15 - Official Records of the Uniform and Safety Equipment Committee

The commander of Personnel Command, or a commander from another division, as designated by the assistant sheriff of Countywide Operations, shall serve as the chairman of the Uniform and Safety Equipment Committee, and shall be responsible for maintaining the official records of all committee actions.

The Central Supply/Logistics section of the Administrative Services Division shall:

- Maintain a file of specifications for approved uniform apparel, safety equipment, and uniform identification items;
- Establish purchasing and issuing procedures; and
- Maintain records of members who have received Department-issued uniforms and safety equipment.

The Central Supply/Logistics Uniform Coordinator section of Administrative Services Division shall take direction and facilitate tasks related to the responsibilities of the Uniform and Safety Equipment Committee, as dictated by the chairman of the Uniform and Safety Equipment Committee.

The captain or director of Personnel Administration Bureau is responsible for the official records pertaining to identification items.

Personnel Administration Bureau shall issue and account for official badges, flat badges, and identification cards.

• 3-03/010.00 - General Provisions - Uniform and Safety Equipment

[Title Only]

• 3-03/010.05 - Requirements/Inspections - Uniform and Safety Equipment

Unless otherwise indicated, uniform and identification items described in this chapter apply to all uniformed members, both male and female.

Only uniform apparel, safety equipment, and identification items specifically approved by the Sheriff and/or the Executive Planning Council are authorized to be worn, carried, and/or used by Department members. Items not approved are specifically prohibited. The omission of an item shall not be construed as tacit approval.

Unit commanders, as part of their management function, shall hold regular inspections to ensure that assigned members wear, carry, and use only approved items in the prescribed manner.

• 3-03/010.10 - Who Shall Possess Uniforms

Every sworn member shall possess, at all times, a complete Class A uniform and Department-issued safety equipment in serviceable condition and identification items sufficient to perform uniformed field duty.

Every custody assistant member shall possess, at all times, a complete Class A and Class B uniform, identification, and issued equipment required for their duties.

All uniformed civilian members shall possess the prescribed uniform, identification, and issued equipment required for their classification.

A current list of uniformed civilian classifications shall be maintained by Employee Relations/Advocacy Services.

• 3-03/010.15 - Exemption From Uniform Requirements

During times of emergency, when a specified article of apparel or safety equipment cannot be obtained, or when the specifications cannot be maintained, due to the affects of such an emergency, the Sheriff has the authority to order exceptions as warranted.

• 3-03/010.20 - Employee Comments

Employees may submit comments or proposals about items of uniform apparel, safety equipment, or identification, or about the wearing of such items, or the adoption of uniform or safety equipment items on an SH-AD-32A, through channels, to their Division Uniform and Safety Equipment Committee representative. Comments/proposals must include a complete description of the item, together with photographs or samples, if possible.

• 3-03/010.25 - Optional Uniform Items

All items identified in this chapter as "optional" shall be purchased at the employee's expense. Optional items may be worn, carried, or used only when authorized in accordance with this chapter.

• 3-03/020.00 - Special Uniform Needs

Department members assigned to the following units/assignments are determined and authorized to have special clothing and safety equipment needs; deemed appropriate for the performance of their duties:

- Arson/Explosives Detail

- Beach Patrol
- Bicycle teams
- Canine handlers
- Custody deputies working outdoor assignments
- Commercial Traffic Enforcement
- Emergency Services Detail
- Harbor Patrol
- Motorcycle Patrol
- Off-road Motorcycle Patrol
- Mounted Enforcement
- Pilots and observers
- Recruit trainees
- Search and Rescue teams
- Special Weapons teams
- Training instructors

These members may wear special clothing items as specified in MPP section 3-03/070.25, Deputy Sheriff Special Operations Clothing when authorized by the Sheriff or undersheriff. However, other items may be worn, only when directed, and approved by the concerned division chief, division director, Sheriff, or undersheriff.

• 3-03/030.00 - Wearing Uniforms

Uniforms shall be worn in a military manner with a clean, white undershirt and uniform buttons secured at all times. Nothing shall be carried in the pockets of the uniform shirt which produces an obvious bulge or protrusion.

Exception: A pen and pencil and flat badge case may be carried in the left breast pocket.

NOTE: All long-sleeved uniform shirts shall be worn with sleeves fully extended and all buttons on the sleeve cuff buttoned.

• 3-03/030.10 - Who Shall Wear Uniforms

Uniformed members shall wear the approved uniform, safety equipment, and identification items appropriate for their rank, classification and/or assignment during their tour of duty.

Department members shall not wear full or partial uniforms, safety equipment, or Department identification items while off-duty which would identify them as uniformed members of the Sheriff's Department. Uniforms may be worn by members while traveling to and from their work location provided all clothing or equipment identifying the Department is covered. Any exceptions shall be authorized by the member's unit commander prior to the off-duty activity. Funerals are an exception to this policy.

This policy shall not preclude off duty members from carrying concealed an approved weapon and/or identification.

• 3-03/030.15 - Exemptions From Wearing Uniforms

The following members are exempt from wearing a uniform during normal duty:

- Sheriff;
- Undersheriff;
- Assistant Sheriff(s);
- Division Chiefs;
- Area Commanders;
- Captains;
- Unit Commanders;
- Sworn members assigned to Detective Division; and
- Members assigned to duty wherein the wearing of a uniform is impractical and where prior exemption has been granted.

Members may be excused from wearing certain items of uniform and safety equipment by the officer in charge of a detail when the removal of these items may protect the member from possible injury.

• 3-03/030.20 - Manner of Wearing Uniforms

Uniforms shall be worn in a military manner with a clean, white undershirt and uniform buttons secured at all times. Nothing shall be carried in the pockets of the uniform shirt which produces an obvious bulge or protrusion.

Exception: A pen and pencil and flat badge case may be carried in the left breast pocket.

NOTE: All long-sleeved uniform shirts shall be worn with sleeves fully extended and all buttons on the sleeve cuff buttoned.

• 3-03/030.25 - Wearing Uniforms on Formal Occasions

A complete Class A uniform shall be worn by sworn members and custody assistants officially representing the Department on formal occasions such as:

- Building or station dedications
- Department graduations
- Parade participation
- Ceremonial functions
- Flag Day
- Law enforcement memorial service
- Funerals
- Honor guard

Sworn members or custody assistant members scheduled to participate as a Department representative in any ceremony in connection with such formal occasions shall wear the uniform specified by the Department announcement or directive. The executive uniform shall be worn when so directed.

Sworn members attending such formal occasions as spectators need not wear headgear unless specifically instructed.

Uniformed civilian members shall wear the uniform specified by the Department announcement or directive.

• 3-03/030.27 - Rifle Detail Uniform

The Rifle Detail uniform shall be only those brands and styles recommended by the Uniform and Equipment Coordinator and authorized by the Sheriff.

The official deputy sheriff Rifle Detail uniform shall be:

- Headgear
    - Class A Campaign Hat with Cap Piece - A green felt Class A campaign hat with cap piece shall be worn as described in section 3-03/250.00, Headgear.
- Uniform Shirt
    - Class A long sleeve uniform shirt
    - Badge (official)
    - Insignia
    - Name tag (metal)

- Shoulder patches
- Service stars (optional)
- Shoulder Cord – White braided shoulder cord, worn over the ~~left~~ right shoulder
- Epaulettes – White shoulder boards with gold trim on both epaulettes
- Tie – White parade ascot tie, worn inside the wearer's open collars
- Medal, ribbons, and emblems (optional)

- Uniform Pants
  - Class A uniform pants
  - Belt – White cotton webbing with brass (gold-colored) components, including buckle without grommets
- Gloves
  - White parade gloves, preferably with white grip material added to palms
- Footwear
  - High gloss or patent leather, plain-toe oxford shoes.

• 3-03/030.35 - Mixing Civilian and Uniform Clothing

No distinguishable part of any uniform which would identify the wearer as a member of the Department shall be worn in public in conjunction with civilian clothes.

• 3-03/030.40 - Wearing Jewelry

When wearing the uniform, all visible jewelry shall be limited to rings and watches. Visible necklaces and ornamental bracelets or anklets shall not be worn while in uniform. Uniformed female members with pierced ears are permitted to wear a single stud earring (no larger than 3/8 inch diameter) in each ear lobe.

The Medic Alert necklace and bracelet are exceptions to the above regulations.

The aforementioned dress standards shall be adhered to and enforced by all unit commanders.

• 3-03/030.45 - Inclement Weather Uniform

During inclement weather, unit commanders may approve a "Code B," allowing uniformed members who must work in the weather conditions to wear the Class B uniform to approximate the standard Class A uniform.

• 3-03/040.00 - Maintenance and Inspections - Uniform and Safety Equipment

[Title Only]

• 3-03/040.05 - Maintaining Uniforms and Safety Equipment

Approved uniforms, safety equipment, and identification items shall be maintained at all times in a clean, serviceable condition, ready for immediate use. Items shall be replaced when they are worn, damaged, present an unacceptable appearance, or do not meet current specifications.

• 3-03/040.10 - Inspection of New Articles

Uniformed members shall secure approval of all newly purchased uniform and safety equipment items from their watch commander who shall personally inspect the items to ensure that all specifications are met.

• 3-03/040.15 - Official Inspections

Uniformed members are subject to inspection of all uniforms (including Class A and Class B), safety equipment, and identification items to ensure that:

- Only approved items are worn and/or carried;
- Items are worn in the approved manner;
- Items are clean, properly maintained, and serviceable;
- Members have in their possession all required items; and
- Items fit properly.

Shift Inspections

Watch commanders shall conduct daily inspections to ensure that articles of the uniform of the day, safety equipment, and identification are as prescribed for that assignment.

Special Details

The supervisor calling the roll for special details shall conduct shift inspections.

• 3-03/040.20 - Inspection Reports - Uniform and Safety Equipment

Supervisors conducting inspections shall report violations of uniform and safety equipment regulations on an SH-AD 32A, through channels, to the concerned unit commander.

• 3-03/050.00 - Marking Department- Issued Equipment

Department-issued safety equipment items may be marked with black embossing tape.

The permanent marking of any Department-owned uniform, identification item, or safety equipment item is prohibited. Such marking shall be deemed intentional damage thereby making the item unserviceable. The member may be liable to reimburse the Department the current replacement cost of the item.

• 3-03/060.00 - Replacing Department Property

Some Department-issued items become the property of the member to whom the items were issued after a specified period of time. The following are the items and the length of time they remain Department property:

- **One Year**
- C.P.R. device
- Penal Code
- Flashlight
- Jacket-Field
- Shirts
- Trousers
- Vehicle Code
- Trouser belt
- Whistle
- First aid book

All Department-issued identification and safety equipment items not listed above remain Department property at all times.

Stolen or Lost Department Property

Members who have Department property stolen or lost, on-duty or off-duty, shall submit memorandum (SH-

AD-32A) to the concerned unit commander detailing the circumstances of the loss. Attached to the memorandum (SH-AD-32A) shall be the following:

- A completed Uniform and Equipment Replacement Request form (SH-AD-588); and
- A completed incident report (SH-R-49) or copy of the investigating police agency's report.

The unit commander shall make a recommendation to the concerned division chief or division director regarding the degree of responsibility of the member for the theft or loss.

If the unit commander determines that the member was totally or partially responsible, negligent, or that the loss was preventable, the unit commander shall recommend that the employee pay the replacement cost(s), or that appropriate disciplinary action be taken in accordance with existing Department guidelines. The recommendation shall be forwarded to the concerned division chief or division director who has final authority.

Central Supply/Logistics shall determine the replacement cost and accept payment.

After the division chief's or division director's determination of liability, which shall be documented in a memorandum, the unit commander shall sign the Uniform and Equipment Replacement Request form (SH-AD-588). Copies of the memorandum which contains the determination of liability (SH-AD-32A), Uniform and Equipment Replacement Request form (SH-AD-588), and incident/police report shall be sent to Central Supply/Logistics authorizing the issuance of a replacement item(s).

Department members shall submit, upon replacement of the item, an Employee's Personal Information, form (SH-AD-91) when required by the Personnel chapter.

If stolen or lost items are found or recovered, the normal entry shall be made in the Property Control Ledger. The items shall be forwarded to Central Property and Evidence. If retention of such items is required for evidence, a memo concerning their recovery shall be sent to the Central Supply/Logistics. If the found or recovered property has no evidentiary value, the property shall be immediately returned to Central Supply/Logistics.

When stolen or lost items have been paid for by the member and the items are later recovered and found to be in serviceable condition, the employee may be reimbursed by the auditor controller.

All members are reminded that any Department-owned property must be returned upon their separation from the service of this Department (see MPP section, 3-02/160.20, Affecting Retirement and MPP section, 3-02/170.00, Resignation or Transfer to Another County Department).

Property permanently confiscated by any law enforcement agency shall be considered lost.

Damaged or Unserviceable Department Property

The procedure for replacing damaged or unserviceable Department property is as follows:

Employee's Responsibilities

- Complete a Uniform and Equipment Replacement Request, form SH-AD-588; and
- Submit the article and Uniform and Equipment Replacement Request to the concerned watch commander for inspection.

Watch Commander's Responsibilities

Inspect the item(s) submitted and determine if replacement is necessary.

- If no replacement is necessary, return the item(s) to the employee along with an explanation;
- If the damage is considered unintentional or the item has become unserviceable due to normal wear and replacement is necessary, approve the Uniform and Equipment Replacement Request form (SH-AD-588) and direct the employee to take the original form with the item to Central Supply/Logistics for replacement; or
- If the damage was intentional or the item became unserviceable as the result of negligence, follow the same procedures described for stolen or lost property.

If the item submitted for replacement is a Department-issued concealed ballistic vest, the following conditions qualify for Department replacement:

- Poor fit due to weight loss or gain;
- The ballistic material is exposed due to wear or abrasion in the protective envelope;
- Obvious damage, rendering the vest panels unusable or unsafe;
- Bunching, gathering, or heavy creases in the ballistic panels; and/or
- Discoloration of the ballistic material.

After inspection, and if replacement is recommended, the employee shall bring the vest or memorandum if their vest is being held as evidence, and the approved Uniform and Equipment Replacement Request form to Central Supply/Logistics. All ballistic vest fittings shall be conducted with Class A trousers.

Special Notes

- The age of the vest alone is not sufficient reason for replacement;
- Outer cloth covers will not be replaced by the Department. Replacement of the outer cloth cover due to normal wear, neglect, or loss shall be at the employee's expense; and
- To replace damaged member-owned personal property, see MPP section 3-03/060.20, Replacing Employee’s Damaged Personal Property.

Unit Commander's Responsibilities

The unit commander's signature is required on any Uniform and Equipment Replacement Request form for stolen and lost items (includes intentionally damaged and unserviceable due to negligence).

The unit commander shall designate a specific lieutenant (watch commander) to review all replacement requests.

• 3-03/060.15 - Replacing Items of Identification

Members whose identification items are stolen, lost or damaged, on duty or off duty, shall:

- Prepare a memorandum (SH-AD-32A) to their Unit Commander detailing the circumstances;
- Complete an Incident Report when applicable, or submit a copy of the investigating police agency's report; and
- Complete an Affidavit of Loss (SH-AD-90) to Personnel Administration.

Refer to possession of Unauthorized Identification Items in the Policy and Ethics chapter.

The Unit Commander, upon verifying the loss or damage, shall direct a memorandum to Personnel Administration requesting that the items be loaned to the member. A copy of the member's memorandum detailing the circumstances of the loss or damage shall be attached.

Upon presentation of the foregoing, Personnel Administration shall issue the member loan identification items, with the exception of the flat badge.

Flat badges shall not be loaned out. Members shall use their uniform badge as identification until their replacement identification items are ready.

Members shall return any on-loan identification items to Personnel Administration upon notification that their replacement identification items are ready.

The Unit Commander shall determine the degree of responsibility of the member for the theft, loss or damage.

The Unit Commander shall direct a memorandum to Personnel Administration indicating whether or not the loss or damage was due to negligence for inclusion in the member's personnel folder.

If the Unit Commander determines that the member was negligent and/or that the loss/damage could have been prevented had the member exercised reasonable judgement and precaution, the Unit Commander may recommend appropriate remedial or disciplinary action in accordance with existing Department guidelines. The recommendation shall include a statement that, in cases of negligence, the member shall be held accountable for the repair/replacement costs. Consideration should be given to any previous incidents of negligence by the employee.

The Unit Commander shall direct the member to Personnel Administration to reimburse the Department for the replacement items. Personnel Administration shall issue receipts for payment authorizing replacement of the items. A refusal to reimburse the Department for repair/replacement costs caused by the member's negligence may result in civil action against the member.

When such reported items are found or recovered, the normal entry shall be made in the Property Control Ledger and, unless the items are required as evidence in a case, they shall be turned over to Personnel Administration as soon as possible and a receipt obtained. If such items are required as evidence a memorandum concerning their recovery shall be sent to Personnel Administration as soon as possible. When evidentiary use is concluded the items, or a memorandum reporting their disposition, shall be forwarded to Personnel Administration for inclusion in the badge file.

When reported items have been paid for by the member and the items are later recovered and are in good condition the employee shall be reimbursed by Fiscal Administration.

• 3-03/060.20 - Replacing Employee's Damaged Personal Property

Section 53240 of the Government Code states that the County will pay a portion of the cost of replacing or repairing property or prostheses of County employees. (County Code, Title 5, Chapter 5.80.60, provides the authority for the County to reimburse employees for damage of over $5.00 to their private property when damage occurs in the line-of-duty and the employee is without fault). Claims are filed, investigated, and approved by the employee's unit or unit commander and forwarded to Fiscal Administration, Attention: General Accounting, within five working days for reimbursement or replacement.

The Department cannot approve claims in excess of $1,000. Such claims will be forwarded to the CEO, Risk Management, for review and approval.

Uniform Allowance Personnel – ASSAULTS ONLY

If damage or destruction to the following uniform item(s), shirt, trousers, tie, tie bar, or dress belt, is the result of an assault (e.g., gassing, etc.), the item(s) will be replaced via a voucher.

Employees who desire to file a claim for replacement shall, within five working days after the incident:

- File a claim on Claim for Reimbursement for Damaged Personal Property form (76C212V6);
- Submit an incident report (SH-R-49);
- Submit a Uniform and Equipment Replacement Request form (SH-AD-588), indicating Class A, Class B, or Duty Uniform;
- Attach to the claim form all documents that substantiate the claim, such as complaint reports, etc.;
- Submit the damaged article, documents, and forms to the unit or watch commander for inspection and review. The unit or watch commander shall approve or deny the claim;
- Submit the signed documents and the forms to Fiscal Administration, Attention: General Accounting;
- General Accounting shall notify the claimant and the manager at Central Supply/Logistics of approved claims; and

- Central Supply/Logistics will issue a voucher for damaged item(s) and collect the requisite $5.00.

NOTE: Replacement vouchers are for professional fit only.

The unit or watch commander shall be responsible for investigating and verifying the claim and approving the claim amount.

All Other Claims for Damage

Employees who desire to file a claim for reimbursement shall, within five working days after the incident:

- File a claim for reimbursement on a Claim for Reimbursement for Damaged Personal Property form (76C212V6);
- Submit an incident report (SH-R-49);
- Attach to the claim form, all documents that substantiate the claim, such as complaint reports, etc.; and
- Submit the damaged article, documents and forms to the unit or watch commander for inspection and review. The unit or watch commander shall approve or deny the claim; and~~;~~
- Submit the signed documents and the forms to Fiscal Administration, Attention: General Accounting.

NOTE: If an employee sustains an injury that results in their absence from work beyond the five-day period required to complete the reimbursement paperwork, a supervisor may complete the paperwork on behalf of the employee.

The types of incidents occurring while in the line-of-duty where reimbursement will be considered are:

- Assault by another person;
- Attack by an animal;
- Malfunction of equipment (e.g., an oil line on a County vehicle ruptures and sprays fluid, damaging clothing, etc.); and
- Field emergency operations (e.g., fire, flood, rescue, arrests, etc.).

NOTE: Any loss that is considered preventable, careless, or imprudent is not reimbursable. Claims for lost or stolen articles will not be considered.

The types of property that will be considered for reimbursement are:

- Clothing;
- Watches;

- Eyeglasses;
- Dentures; and
- Tools necessary to perform assigned duties.

NOTE: Claims for reimbursement for damage to private motor vehicles or jewelry, other than watches, are **not** acceptable under this program. See MPP section 3-03/060.22, Damage to Personal Vehicles in the Line of Duty, concerning claims for reimbursement for damage to personal vehicles.

The amount reimbursed will be either current value or repair costs, whichever is lower, reduced by $5.00, except as stated below:

NOTE 1: Current value of clothing to be based on original cost, depreciated over a five-year period using the straight-line depreciation method (i.e., straight-line depreciation is the equivalent of 20% per year).

NOTE 2: Current value for either personal prosthesis or hard goods (cameras, tools, etc.) shall be based on current replacement cost.

When clothing is damaged, reimbursement will not be considered for a complete suit unless both the jacket and trousers are damaged.

If there is partial or total reimbursement from other sources, this will be deducted from the County's reimbursement.

If the claimant receives reimbursement from outside sources after a County payment is made, the employee must reimburse the County up to the amount received from the county.

The unit or watch commander shall be responsible for investigating and verifying the claim and approving the claim amount.

If the claim is denied, the reason shall be entered on the forms and distributed as follows:

- Original to the claimant; and
- Copy to the claimant's personnel folder.

If the claim is approved, the forms shall be endorsed and distributed as follows:

- Original and supporting documents to Fiscal Administration, Attention: General Accounting.

NOTE: When the damaged personal property is a Department authorized, but not issued by the Department, firearm and/or handcuffs, deputy personnel shall submit, upon purchasing a replacement for the damaged item, an Employee's Personal Information form (SHâ€‘ADâ€‘91)

Reserve Personnel

The procedure for reimbursement for damaged personal property to Reserve personnel is the same as outlined above.

The amount of reimbursement shall be the cost of repair or actual cash value of the item at the time it was damaged, including depreciation over a five-year period for clothing, whichever is less. In no case shall the reimbursement amount exceed the maximum amount set by the Board of Supervisors and approved by unit commander.

The following is a list of additional items which, if supplied by reserve deputies and are necessary in conducting operations under the direction of the Department, are covered by this maximum amount:

- Special equipment;
- Horses;
- Pack animals; and
- Special rescue equipment.

• 3-03/060.22 - Damage to Personal Vehicles in the Line of Duty

The Los Angeles County Code (Title 5 - Personnel) provides authority for the county to reimburse eligible employees for damages over $5.00 to a personally owned or leased vehicle when it is damaged in the line of duty while being driven by the eligible employee.

Eligible employees are defined as mileage permittees who are either non-represented or represented by the Coalition of County Unions. Non-certified mileage permittees are not covered by this program.

Reimbursement will not be considered for:

- Damages sustained while commuting to and from work, or while the employee is off-duty; or
- Damages sustained if the purpose of the trip is to undergo medical examination or treatment, to participate in a civil service examination, or to pursue employee relations matters on the employee's own behalf.

Motorcycles, "off-road" sports vehicles and similar recreation sports vehicles are specifically excluded under this program.

The amount of reimbursement will be based on the lowest repair/replacement estimate, provided it does not exceed the current fair market value of the vehicle, less $5.00. If the lowest estimate exceeds the current fair market value, the amount of reimbursement will be based on the current fair market value, less the salvage value and $5.00.

Any partial or total compensation from other sources, including insurance, received prior to the filing of a claim, will be deducted from the county's reimbursement.

If an employee receives compensation from outside sources after being reimbursed by the county, the employee shall pay the county an amount up to the reimbursement received from the county.

An employee who desires to file a claim for reimbursement shall do so within ten business days from the date of damage to his vehicle, as follows:

- File a claim for reimbursement on Form 76C212V6 (Claim for Reimbursement for Damaged Personal Property);
- Attach all documents that substantiate the claim, such as an Incident Report, Traffic Collision Report, etc.;
- If the damage is the result of a traffic collision/incident, attach copies of the County of Los Angeles Report of Vehicle Accident or Incident (SH-AD-665), the Supervisor's Report of Damage to County Vehicle or Permittee's Vehicle (SH-R-257), and the supervisor's comprehensive memo; and
- Attach written estimates from two licensed auto repair businesses.

Unless the employee is incapacitated, the claim shall not be delayed beyond ten business days even if cost estimates are not known.

The filing of a false claim is grounds for disciplinary action.

The employee shall submit the specified documents to his unit commander for inspection and review. The unit commander shall note the contents and forward the documents to division headquarters for review by the division chief or division director. After review, the documents will then be forwarded to Fiscal Operations, Attention: Accounts Payable, for reimbursement.

Approved claims shall be distributed as follows:

- Original and supporting documents to Fiscal Administration;
- Copy to unit file at employee's unit of assignment; and
- Copy to employee's unit personnel folder.

The denial of a claim by the division chief or division director shall be final and not subject to review. Employees whose claims are denied will be notified in writing. Denied claims shall be distributed as follows:

- Original to the employee;
- Copy to unit file at employee's unit of assignment; and
- Copy to employee's unit personnel folder.

  NOTE: If the damage is the result of a traffic collision/incident, unit commanders are reminded to their responsibilities concerning traffic collision/incidents per section 3-0/070.00 Vehicle Collision/Incident Reporting and Investigation - Department and Permittee Vehicles.

• 3-03/065.00 - Executive Uniform

[Title Only]

• 3-03/065.05 - Specifications - Executive Uniform

The executive uniform consists of pants, jacket, and hat in a style and color determined by the Sheriff. When worn the pants and jacket shall present a tailored suit appearance.

Only those uniform accessories found in this section shall be worn with the executive uniform.

A list of the dealers who sell the executive uniform can be obtained from the Central Supply/Logistics Section.

Hat and Cap Piece - Executive Uniform (Male)

The executive uniform hat shall be the style described in section 3-03/250.00, Headgear - Class A Dress Hat with Cap Piece, with the addition of an oak leaf cluster, embroidered in gold thread, on the hat brim. The cap piece shall be obtained from Personnel Administration.

• 3-03/065.10 - Possession and Wearing - Executive Uniform

All sworn executives (captain and above) shall possess, in addition to a Class A uniform, an executive uniform.

The executive uniform shall be worn on those occasions when directed by a division chief, division director, or executive of higher rank. The executive uniform may also be worn, as an option, at any function where a dress uniform would be appropriate.

• 3-03/065.15 - Accessories - Executive Uniform

Badge

The official badge shall be worn in the provided holder.

Belt

The belt shall be the same as the Class A uniform belt.

Necktie

The necktie shall be plain black in color, clip-on or conventional four-in-hand type, of material and weave compatible with the uniform material. It shall not be more than 3 2 inches, nor less than 2 2 inches, at the widest point.

Tie bars, tie tacks, or other tie ornamentations shall not be worn with the executive uniform.

Ribbons

If military and Department ribbons are worn, they shall be affixed in a horizontal line directly beneath the badge, in the same relative position as when worn on the Class A shirt.

Shirt

The executive uniform shirt shall be a plain, white, long-sleeve shirt. The buttons shall be white or translucent, including cuff buttons. The collar shall not be of a button-down design. The shirt shall have permanent or removable stays. The front edge of the collar tip shall measure no more than 3 1/4 inches nor less than 2 3/4 inches.

Shoulder Boards

Gold braided boards shall be worn on the shoulders of the executive uniform jacket and shall be embroidered with the appropriate rank insignia.

Shoes

See section 3-03/225.00, Footwear.

• 3-03/070.00 - Official Deputy Sheriff Uniforms

The subsections which follow contain a listing of the items which constitute each of the various official deputy uniforms. A brief description of each item, any special information, and the manner of wearing certain items will be found in the alphabetical portion of this chapter beginning with section 3â€‘03/120.00, Ammunition. There are three authorized uniforms: Class A, Class B, and duty uniform. Exceptions are outlined in section 3-03/070.25.

• 3-03/070.05 - Deputy Sheriff Class A Uniform

The Class A uniform is the standard law enforcement uniform worn whenever performing uniformed duty and consists of the following apparel and identification items:

- Belt
- Headgear (optional)
    - Cap piece
- Identification card
- Shirt
    - Badge (official)
    - Insignia
    - Name tag (metal)
    - Shoulder patches
    - Service stars (optional)

    - Medals, ribbons and emblems (optional)
- Outer wear
    - Field jacket
    - Foul weather coat (optional)
    - Dress jacket (optional)
    - Scarf (optional)
- Tie/tie holder (optional)
- Skirt (female optional)
    - Stockings
- Shoes or boots
- Socks
- Trousers

• 3-03/070.10 - Deputy Sheriff Class B Uniform

The Class B uniform may be worn while working in a custody facility or in inclement weather when authorized by the unit commander. The Class B uniform consists of the following apparel and identification items:

- Belt
- Headgear (optional)
- Identification card
- Shirt
    - Badge (cloth)
    - Insignia
    - Name tag (cloth)
    - Shoulder patches
- Outer wear
    - Field jacket
    - Foul weather coat (optional)
    - Scarf (optional)
- Shoes or boots
- Socks
- Sweater (optional)
- Trousers

• 3-03/070.15 - Deputy Sheriff Duty Uniform

The duty uniform may be worn by sworn custody and station level personnel assigned to field duties including general patrol, Transit Services Bureau, County Services Bureau, Parks Bureau, Community Partnerships Bureau, Civil Management Bureau, and reserve deputies working these assignments.

The duty uniform worn whenever performing uniformed duty and consists of the following apparel and identification items:

- Belt
- Identification card
- Shirt (tan in color)
    - Badge (official if assigned to patrol; cloth if assigned to custody)
    - Insignia
    - Name tag (metal name plate if assigned to patrol; cloth if assigned to custody)
    - Shoulder patches
- Outer wear
    - Approved field jacket (3-03/300.10)
    - Approved baseball-style cap or approved watch cap (3-03/250.00)
- Boots
- Socks
- BDU style pants (green in color)

The duty uniform shall be constructed of a 65/35 polyester cotton blend, stretch mini-ripstop fabric. The duty uniform shall be a matched set and shall not be mixed with other uniform types. Duty uniform manufacturers' styles must be approved by the Uniform and Safety Equipment Committee and the Sheriff, or designee. Approved manufacturers' style descriptions shall be maintained by the Uniform Coordinator's office.

Specific unit positions may be required to wear the standard Class A uniform at the direction of the unit commander.

NOTE: Tie/tie holder and dress campaign hat may not be worn with duty uniform.

• 3-03/070.25 - Deputy Sheriff Special Operations Clothing

The Department has authorized three uniforms, Class A, Class B, and the Duty Uniform; however, some circumstances may require specialized clothing and equipment in the field where a less formal police appearance is appropriate. Special operations clothing may be worn by a specialized unit when authorized by their division chief, division director, concerned assistant sheriff, or undersheriff. Items identified in this section are optional and may be worn by members assigned to and performing duties identified in this section.

Only safety equipment items specified in this chapter may be worn, carried, or used while performing those duties.

The most common circumstances where such clothing and equipment may be used are listed and described below:

- Bicycle Teams
    - Department-issued shorts or uniform pants, which are only to be worn by members assigned to bicycle duty, while riding bikes;
    - Pullover polo shirt (refer to MPP section 3-03/410.20, Pullover Polo Shirt with LASD Logo for specifications);
    - Socks (other than black);
    - Issued helmet; and
    - Bicycle team jacket (optional).
- Beach Patrol
    - Green military style shorts;
    - Pullover polo shirt (refer to MPP section 3-03/410.20, Pullover Polo Shirt with LASD Logo for specifications); and
    - A hat.
- Commercial Vehicle Enforcement Deputies
    - Green Class B uniform pants with affixed knee pads; and
    - Green uniform shirt with affixed elbow pads.
- Custody deputies working outdoor assignments
    - During inclement weather, custody deputies working outdoor assignments are permitted to wear the Department's approved pullover polo shirt (refer to MPP section 3-03/410.20, Pullover Polo Shirt with LASD Logo for specifications) with the Watch Commander's approval.
- Emergency Operations Bureau
    - The Department-approved duty uniform pants; and
    - Pullover polo shirt (refer to MPP section 3-03/410.20, Pullover Polo Shirt with LASD Logo for specifications.)
- Special Enforcement Bureau

- Green BDU (Battle Dress Uniform) uniform.

- K-9 Units
  - Green BDU (Battle Dress Uniform) uniform.
- Aero Bureau
  - Flight suit.
- Arson/Explosives Detail
  - Black BDU (Battle Dress Uniform) uniform.
- Hazardous Material (HazMat) Detail
  - Personal protection suit.
- Search and Rescue Teams
  - Class B or duty uniforms when not actively conducting a search and rescue operation; or
  - During a rescue operation, members are to utilize approved specialized clothing and safety equipment deemed necessary for the immediate task.
- Communications and Fleet Management Bureau
  - The Department-approved duty uniform pants; and
  - Pullover polo shirt (refer to MPP section 3-03/410.20, Pullover Polo Shirt with LASD Logo for specifications).
- Harbor Patrol
  - Green cargo-type shorts or duty uniform pants; and
  - Pullover polo shirt (refer to MPP section 3-03/410.20, Pullover Polo Shirt with LASD Logo for specifications).

- Motorcycle Enforcement
  - Issued Department-approved motorcycle enforcement uniform pants and uniform shirt with safety impact pads;
  - Issued Department-approved breeches with safety impacts pads;

- Issued Department-approved motorcycle jacket with safety impacts pads;
- Issued Department-approved motorcycle helmet;
- Issued Department-approved boots; and
- Department-approved ballistic vest outer carrier.

- Off-road Motorcycle Enforcement
  - Department-approved Off-road Air Mesh uniform pants with safety impact pads;
  - Department-approved Off-road uniform shirt with safety impact pads;
  - Department-approved Off-road motorcycle boots;
  - Department-approved Off-road motorcycle gloves;
  - Department-approved motorcycle helmet; and
  - Department-approved ballistic vest outer carrier.

- Mounted Enforcement Detail
  - Class B or Pullover polo shirt (refer to MPP section 3-03/410.20, Pullover Polo Shirt with LASD Logo for specifications);
  - Class B or Duty Uniform pants;
  - Round toe, smooth finish, polished, black boots;
  - Plain chrome, black strap, shank no longer than 3 inches and no longer than 1 inch rowel spurs; and
  - Department-approved ballistic vest outer carrier.

In addition to the items specified above, the special operations clothing consists of the following apparel and identification items:

- Belt - black in color;

- Headgear is optional (refer to MPP section 3-03/250.00, Headgear for specifications);
- Identification card;
- Outerwear;
- Field jacket (optional);
- Foul weather jacket (optional);
- Rank insignia (refer to MPP section 3-03/290.15, Rank-Deputy and Sergeant Insignia for specifications) mandated for Sergeant and above;
- Scarf (optional);
- Sweater (optional);
- Footwear (see MPP section 3-03/225.00, Footwear for specifications); and
- Socks - black in color (refer to MPP section 3-03/460.00, Socks for specifications).

The Special Enforcement Bureau unit commander may authorize specific tactical equipment or clothing for use while teams are in the process of serving warrants or deployed on tactical callouts. Upon completion of the tactical operation, personnel shall revert to a normal Class A, Class B, or duty uniform designated by the unit commander. Special Enforcement Bureau members shall wear either the Class A uniform or business attire for court appearances and public presentations. Special Enforcement Bureau members must wear the standard uniform while performing general patrol functions.

Detectives assigned to investigate gang activity have special provisions during investigations and upon the approval of their division chief and the undersheriff. Their special operation clothing may include blue jean pants and a standard raid jacket when authorized by their division chief, the concerned assistant sheriff, or the undersheriff. However, Operation Safe Streets Bureau personnel shall wear either a Class A uniform or business attire for court appearances and public presentations.

• 3-03/070.40 - Safety Equipment

Safety equipment items authorized to be worn/carried with the above uniforms as directed are as follows:

- Flashlight
- Gloves (optional)
- Gun belt
    - Ammunition case and ammunition
    - Baton and holder
    - Handcuffs and case (second pair optional)
    - Keeper straps

  - Key ring holder
  - Knife and case (optional)
  - Oleoresin Capsicum "OC" spray canister and holder (optional, if an authorized flashlight OC deployment device is carried)
  - Radio holder
  - Service firearm and holster
  - Shotgun cartridge case (optional)
- Helmet
- Hobble restraint (optional)
- Protective vest (recommended)
- Rain wear (optional)
- Sap (optional)

The safety equipment items worn/carried with the approved duty uniform shall be specified by the unit commander.

• 3-03/070.55 - Plain Clothes Duty (RESCINDED)

RESCINDED

• 3-03/070.60 - Uniforms for Tactical Alerts

Station commanders or personnel responsible for coordination of a Tactical Alert shall specify the uniform to be worn by responding personnel at the time the alert is initiated. Operations plans, JDIC announcements, MDCS messages, and any other notifications relating to the Tactical Alert shall contain information relative to the specific uniform of the day. Refer to section 5-06/020.05 (Tactical Alerts).

• 3-03/070.95 - Deputy Sheriff Identification

When any special clothing item is worn by a sworn member while on-duty, whether or not the item is listed in this chapter, and the item has a permanent marking identifying the wearer as a deputy sheriff, penal code section 830.10 requires the wearer to clearly display his name or badge number.

The wearing of special clothing items is allowed per section 3-03/020.00.

The wearing of any such special clothing item off-duty is prohibited, except when worn at an appropriate Department function which is conducted on or at a Department facility.

• 3-03/100.00 - Civilian Employee Uniforms

Only specifically designated civilian employees of the Department are required to wear a uniform. Unless otherwise described, a civilian uniform consists of pants or skirt, shirt, and jacket. Due to the varied nature of civilian classifications and job duties, different uniforms are designated according to item classifications and job types (distinguishable by employee bargaining unit). Designated civilian employees shall wear the prescribed uniform in accordance with Department rules and regulations.

Civilian uniformed employees performing maintenance duties may, with unit commander's approval, wear navy blue or white coveralls. Coveralls shall only be worn while actively involved in maintenance duties.

When a civilian employee's negotiated Memorandum of Understanding provides for management to direct the wearing of a uniform, such directive shall be communicated, in writing, by the Department's Director of Employee Relations/Advocacy Services to the Director, Personnel Administration. Uniformed civilian employees shall wear suitable black lace footwear. Any shoe different than those described in section 3-03/225.00 must be approved by the unit commander.

• 3-03/100.05 - Community Services Officer

The community service officer (CSO) uniform shall be the same as the Deputy Sheriff Class B uniform with the exception that the shirt shall be white. The approved shoulder patches, name tag, and intern patch shall be utilized. Only the following equipment may be worn/carried by personnel of this classification:

- Flashlight
- Gloves (optional)
- Key ring holder
- Whistle

• 3-03/100.07 - Court Services Specialist

The court services specialist (CSS), assigned to Court Services Division, shall wear the same uniform as the Community Services Officer (See section 3-03/100.05. The approved name tag, "Court Services Specialist" shoulder, and "C.S.S." patches shall be utilized. Only the following equipment may be worn/carried by personnel of this classification:

- Flashlight
- Key holder
- Oleoresin Capsicum "OC" spray canister and holder

• 3-03/100.10 - Class A Blue Uniform

The Class A blue uniform shall be worn by communication operator supervisors.

This uniform consists of a light blue shirt (short and long sleeve) with button collar, dark blue trouser or skirt,

black basket weave belt, and dark blue blazer or dark blue cardigan sweater.

The uniform shall be worn with the approved shoulder patch, name tag, and Department name tape. The uniform shall be worn when performing assigned duties.

• 3-03/100.20 - Class B Blue Uniform

The Class B blue uniform shall be worn by all other uniformed civilian employee classifications.

This uniform consists of a medium blue shirt (short and long sleeve), dark blue trouser, black basket weave belt, and dark blue field jacket.

The uniform shall be worn with the approved shoulder patch, name tape, and Department name tape. The uniform shall be worn when performing assigned duties.

• 3-03/100.23 - Security Officer/Security Assistant Uniform

Class A Uniform

Security officers and security assistants shall meet the following guidelines while wearing a Class A uniform:

- A white Class A shirt meeting the specifications in MPP section 3-03/410.05, Class A Uniform Shirt.
- A Department-issued Security Officer or Security Assistant metal badge (refer to MPP section 3-03/130.43, Security Officer Badge and MPP section 3-03/130.45, Security Assistant Badge for specification).
- Forest Green Class A pants, meeting the specifications in MPP section 3-03/500.00, Uniform Pants.
- Department-approved Security Officer or Security Assistant regulation shoulder patches.
- Metal name tag (refer to MPP section 3-03/340.00, Name Tags for specifications).
- Black basket weave belt.
- Shoes (refer to MPP section 3-03/225.00, Footwear for specifications).
- In the event of inclement weather, a black field jacket with a metal name tag (specifications on file at Logistics) is optional.

Class B Uniform

When authorized by the unit commander, Security officers and security assistants may wear a Class B uniform meeting the following guidelines:

- A white Class B shirt meeting the specifications in MPP section 3-03/410.15 – Class B Uniform Shirt.
- Cloth badge and name tape.
- Department-approved Security Officer or Security Assistant shoulder patches.
- Black basket weave belt.
- Long or short sleeve
- Class B pants, green in color, as specified in MPP section 3-03/500.00, Uniform Pants.
- In the event of inclement weather, a black field jacket with a cloth name tag (specifications on file at Logistics) is optional.

Duty Uniform

Security officers and security assistants shall meet the following guidelines while wearing a Duty uniform:

- A white Duty shirt meeting the specifications approved by the Uniform and Equipment Coordinator Unit.
- A Department-issued Security Officer or Security Assistant metal badge (refer to MPP section 3-03/130.43, Security Officer Badge and MPP section 3-03/130.45, Security Assistant Badge for specification).
- Long or short sleeved.
- Department-approved Security Officer or Security Assistant regulation shoulder patches.
- Metal name tag (refer to MPP section 3-03/340.00, Name Tags for specifications).
- Stretch mini or micro ripstop fabric and shall only be brands approved by the Uniform and Equipment Coordinator Unit.
- Black basket weave belt.
- Duty Uniform pants as specified in MPP section 3-03/500.00, Uniform Pants.

Approved Equipment

Security assistants may wear/carry the following items:

- A flashlight.

Security officers may wear/carry the following items:

- A gun belt (refer to MPP section 3-03/150.05, Gun Belt and keeper straps for specifications);

- The Department-issued radio as specified in MPP section 3-07/01.25, Control and Inventory of Radio Equipment; and,
- Safety equipment (refer to MPP section 3-03/070.40, Safety Equipment for specifications) less helmet, shotgun cartridge case, knife and case, and sap.

Security Officers and Security Assistants may wear a protective vest while on duty. Although wearing a protective vest is optional, it is highly recommended.

Pullover Polo Shirt

The use of an approved pullover polo shirt is authorized at the division level only. Upon approval, the pullover polo shirt shall follow the specifications listed below:

- A white long or short sleeve two or three button-front pullover polo shirt, with a collar;
- A yellow (gold) embroidered Security Officer badge on the left breast area (specifications on file at Logistics);
- A pair of silk-screened replicas of the official shoulder patch affixed on each sleeve in green; and,
- The words “SECURITY OFFICER” silk-screened in “olive drab” on the back.

Security Officer Bicycle Duty Uniform

Security officers who have completed bicycle training and while working in such capacity, shall wear the Department approved bicycle uniform consisting of the following:

- A Department-approved pullover polo shirt, as previously specified in this section;
- Green Duty Uniform pants or cargo shorts;
- A Department-issued white bicycle helmet; and,
- A Department-issued green jacket with yellow accent is optional.

• 3-03/100.25 - Law Enforcement Technician Uniform

The law enforcement technician uniform shall be the long sleeve Class A or short sleeve Class B two-tone blue uniform (medium blue shirt and dark blue pants) with applicable approved shoulder patches, cloth badge, black basket weave belt, and name tape. Service stars shall be an optional item with the long sleeve Class A uniform.

The unit commander has the authority to mandate the long sleeve Class A uniform for ceremonial events.

Uniformed female civilian personnel may wear a dark blue uniform skirt, with the unit commander's approval.

The skirt, designed similarly to the optional female deputy skirt, shall be purchased at the employee's own expense.

• 3-03/100.26 - Law Enforcement Technician Pullover Polo Shirt (optional)

The use of an approved law enforcement technician pullover polo shirt must be authorized by each Division Chief, Division Director, or their designee. Furthermore, law enforcement technicians may wear the approved law enforcement technician pullover polo shirt with the Unit Commander's approval.

Upon approval, the law enforcement technician pullover polo shirt shall follow the specifications listed below:

- A light blue long or short sleeve, two or three button-front pullover polo shirt, with a collar;
- A yellow embroidered Los Angeles County Sheriff's Department cloth shield on the left breast area (specifications on file at Logistics);
- A pair of replicas of the official civilian shoulder patch affixed on each sleeve in navy blue;
- The words "LAW ENFORCEMENT TECHNICIAN" stacked in navy blue on the back of the shirt, surrounded by a border; and
- The employee's surname embroidered on the right breast area in navy blue.

Approved manufacturers' style descriptions shall be maintained by the Uniform and Equipment Coordinator's office.

• 3-03/100.27 - Custody Assistant Uniform

The subsections which follow contain a listing of the items which constitute each of the various official custody assistant uniforms. A brief description of each item, any special information, and the manner of wearing certain items will be found in the alphabetical portion of this chapter. There are two authorized uniforms: Class A and Class B.

• 3-03/100.28 - Custody Assistant Class A Uniform

The Class A uniform is the standard uniform worn whenever attending events or inspections deemed to be formal ceremonies or as directed by the unit commander and consists of the following apparel and identification items:

- Belt
- Identification card

- Class A long or short sleeved shirt
  - Badge (metal)
  - Name tag (metal)
  - Jail shoulder patches
  - Medals, ribbons, and emblems (optional)
- Outerwear
  - Field jacket
  - Foul weather coat (optional)
- Cold weather undershirt: a black, long sleeved turtleneck with the Departmental logo (LASD) embroidered in gold lettering on the left side of the collar (see section 3-03/410.25, Cold Weather Undershirt (Optional))
- Cap (optional)
- Tie/tie holder (optional)
- Skirt (optional)
  - Stockings
- Shoes or boots
- Socks
- Trousers

• 3-03/100.29 - Custody Assistant Class B Uniform

The Class B uniform may be worn while performing regularly assigned duties and informal inspections. The Class B uniform consists of the following apparel and identification items:

- Belt
- Identification card
- Shirt
  - Badge (cloth)
  - Name tag (cloth)
  - Jail shoulder patches
- Outer wear
  - Field jacket
  - Foul weather coat (optional)
  - Rain wear
- Cold weather undershirt: a black, long sleeve turtleneck with the Departmental logo (LASD) embroidered in gold lettering on the left side of the collar (see section 3-03/410.25, Cold Weather Undershirt (Optional))
- Cap (optional)
- Shoes or boots

- Socks
- Sweater (optional)
- Trousers

• 3-03/100.30 - Custody Assistant Equipment

Safety equipment items authorized to be worn/carried with the above uniforms are as follows:

- Flashlight
- Handcuffs and case
- Radio holder
- Oleoresin Capsicum “OC” spray canister and holder
- Key holder

• 3-03/100.31 - Custody Assistant Pullover Polo Shirt

The use of an approved custody assistant pullover polo shirt must be authorized by each Division Chief, Division Director, or their designee. Furthermore, custody assistants may wear the approved custody assistant pullover polo shirt with the Unit Commander’s approval.

Upon approval, custody assistant pullover polo shirt shall follow the specifications listed below:

- An olive drab green long or short sleeve, two or three button-front pullover polo shirt, with a collar;
- A yellow embroidered custody assistant badge on the left breast area (specifications on file at Logistics);
- A pair of silk-screened replicas of the official shoulder patch affixed on each sleeve in yellow; and,
- The words “CUSTODY ASSISTANT” stacked silk-screened in “yellow” on the back.

Approved manufacturers’ style descriptions shall be maintained by the Uniform and Equipment Coordinator’s office.

• 3-03/100.50 - Culinary and Kitchen Worker Uniform

Civilian employees assigned to work in a facility kitchen shall wear a uniform consisting of navy blue pants and a short-sleeve white shirt with the standard blue shoulder patches, blue cloth name tape, and blue cloth Los Angeles Sheriff strip as worn on the Class B Blue uniform. The dark blue field jacket is optional and may be worn when appropriate.

• 3-03/100.60 - Civilian Volunteer Uniform

Civilian volunteers may purchase, at their own expense, and wear while performing volunteer duties for the Department, with the concerned unit commander's approval, a uniform consisting of the following:

- Dark blue trousers or skirt;
- White shirt (same as the community service officer uniform shirt);
- Los Angeles County Sheriff's Department cloth shield (same as the law enforcement technician cloth shield);
- Black basket weave belt;
- Volunteer shoulder patches;
- Volunteer "PATROL" rocker (to be worn on the volunteer's right side and flushed with the bottom of the volunteer patch);
- Community Emergency Response Team (C.E.R.T.) patch (to be worn on the volunteer's left side and flushed with the bottom of the volunteer patch;
- Name tag; and
- Blue wind-breaker type jacket.

• 3-03/100.70 - Civilian Volunteer - Name Badge

- Civilian volunteers may purchase, at their own expense, and wear while performing volunteer duties for the Department, with the concerned unit commander's approval, a name badge as described below:
- Blue in color, plastic construction, either "fold-over" pocket style or "pin-on." The "pin-on" style includes those held in place by magnetic "pins";
- White lettering;
- Sheriff's Department logo in the middle;
- Volunteer's name below the logo;
- "Volunteer" will be printed below the volunteer's name; and
- Volunteers may show their affiliated unit and/or one of the below listed functional titles:
    - Chaplain
    - Station Clergy
    - Canine Handler

Volunteers will be required to show their volunteer identification while purchasing their name badge at the Sheriff's Emporium. Volunteers shall only obtain name badges from authorized vendors.

• 3-03/100.75 - Chaplain Volunteer Uniform

Chaplain volunteers may purchase, at their own expense, and wear while performing chaplain volunteer duties for the Department, with the concerned unit commander's approval, a uniform consisting of the following:

- Dark blue trousers or skirt;

- White shirt (same as the Community Service Officer uniform shirt) or white polo;
- Los Angeles County Sheriff's Department cloth shield (same as the Law Enforcement Technician cloth shield);
- Black basket weave belt;
- Volunteer shoulder patches;
- "CHAPLAIN" patrol rocker (to be worn on both shoulders and flush with the bottom of the volunteer patch) lettering size 7/16", height 3/4", width 4";
- Name tag; and
- Blue wind-breaker type jacket with (CHAPLAIN) on back.

Peer Support Uniform

Peer Support volunteers may purchase, at their own expense, and wear while performing Peer Support volunteer duties for the Department, with the concerned unit commander's approval, a uniform consisting of the following:

- Sworn personnel.
    - A solid black long or short sleeve, two or three button-front pullover polo shirt, with a collar;
        - A yellow (gold) embroidered Sheriff's six-point star on the left breast area;
        - The words "PEER SUPPORT" silk-screened in white on the back of the shirt, surrounded by a border, and
        - The employee's surname embroidered on the right breast area with white thread.
    - Black wind-breaker type jacket;
        - A yellow (gold) embroidered Sheriff's six-point star on the left breast area;
        - The words "PEER SUPPORT" silk-screened in white on the back of the jacket, surrounded by a border, and
        - The employee's surname embroidered on the right breast area with white thread.
- Civilian personnel.
    - A solid black long or short sleeve, two or three button-front pullover polo shirt, with a collar;

- A yellow (gold) embroidered Los Angeles County Sheriff's Department shield on the left breast area;
- The words "PEER SUPPORT" silk-screened in white on the back of the shirt, surrounded by a border, and
- The employee's surname embroidered on the right breast area with white thread.

- Black wind-breaker type jacket
  - A yellow (gold) embroidered Sheriff's Department shield on the left breast area;
  - The words "PEER SUPPORT" silk-screened in white on the back of the jacket, surrounded by a border, and
  - The employee's surname embroidered on the right breast area with white thread.

• 3-03/105.00 - Uniformed Civilian Baseball Style Cap, Class B (optional)

A dark blue baseball-type cap, a cold weather hat, and a western straw hat may be worn by blue uniformed civilian/volunteer personnel, (see section 3-03/250.00). The hat shall have no lettering, Department logo, or patch affixed and shall be purchased at the employee's expense. Construction specifications shall be the same as the cap described in section 3-03/100.27.

• 3-03/110.00 - Parking Control Officer Pullover Polo Shirt (optional)

The use of an approved parking control officer pullover polo shirt must be authorized by each Division Chief, Division Director, or their designee. Furthermore, parking control officers may wear the approved parking control officer pullover polo shirt with the Unit Commander's approval.

Upon approval, the parking control officer pullover polo shirt shall follow the specifications listed below:

- A light blue long or short sleeve, two or three button-front pullover polo shirt, with a collar;
- A yellow embroidered parking control officer cloth shield on the left breast area (specifications on file at Logistics);
- A pair of replicas of the official parking control officer civilian shoulder patch affixed on each sleeve in navy blue;
- The words "PARKING ENFORCEMENT" stacked in navy blue on the back of the shirt, surrounded by a border; and
- The employee's surname embroidered on the right breast area in navy blue.

Approved manufacturers' style descriptions shall be maintained by the Uniform and Equipment Coordinator's office.

• 3-03/110.02 - Parking Control Officer Duty Pants

The parking control officer duty pants are an optional uniform item that may be worn with the approved parking control officer pullover polo shirt. The parking control officer duty uniform pants shall be dark blue in color. Approved manufacturers' style descriptions shall be maintained by the Uniform and Equipment Coordinator's office.

• 3-03/120.00 - Ammunition Requirements

Armed members assigned to uniformed-duty in the field shall carry their authorized full-size on-duty handgun with a cartridge in the chamber and magazine loaded to full capacity. In addition, they shall carry a minimum of two fully loaded magazines in their magazine pouch. The additional loaded magazines shall be for the carried on-duty handgun.

Sworn members assigned to plain clothes duty or uniformed administrative duty shall carry their authorized handgun with a round in the chamber and magazine loaded to full capacity. In addition, they shall carry a minimum of one fully loaded magazine on their person to reload their handgun.

In addition to the minimum ammunition outlined above, armed members may maintain additional ammunition on their person, in their vehicle, in their personal locker, or another readily accessible place at the station, office of assignment, or other place of duty.

In custodial facilities and security areas, ammunition is to be stored in accordance with policy established by the concerned unit commander.

Authorized duty ammunition shall be specified by the Weapons Training Unit. Currently authorized duty ammunition will be listed on the Weapons Training Unit's Intranet page. Target or training ammunition is not authorized for duty use.

• 3-03/120.05 - 9MM Ammunition - Rescinded

Rescinded

• 3-03/120.07 - .45 Ammunition - Rescinded

Rescinded

• 3-03/120.10 - .38 Special Ammunition - Rescinded

Rescinded

• 3-03/120.15 - 12-Gauge Shotgun Ammunition - Rescinded

Rescinded

• 3-03/125.00 - Magazine Pouch

The duty magazine pouch shall securely hold a minimum of two magazines and be of an approved type as specified by the Weapons Training Unit. The magazine pouch finish must match the duty belt finish.

A magazine pouch, other than the duty magazine pouch, worn by a Department member shall meet the specifications as outlined by the Weapons Training Unit. Magazine pouch specifications will be maintained on the Weapons Training Unit's intranet website.

• 3-03/130.00 - Badges

Official Uniform Badge

The official uniform badge of a Deputy Sheriff is prescribed as a metal, gold colored, six-point star. The center of the badge shall be circumscribed by a blue cloisonne band containing the words "Deputy Sheriff" and "Los Angeles County" in gold lettering. The inner circle, within the blue band shall contain the likeness of the California State Bear. The serial number of the badge shall appear at the bottom of the badge below "Los Angeles County."

The official badge worn by members above the rank of Deputy shall be identical to that of the Deputy Sheriff badge, with the addition of the appropriate title, in blue letters suitably arranged, upon the face of the badge within the inner circle. The official badge shall be worn on the executive uniform jacket, Class A dress jacket, Class A shirt and may be worn on the field jacket.

Detective Badge (Optional)

The detective ribbon is a horizontal ribbon which attaches at the top of the uniform badge. It can be worn, subject to approval by their Unit Commander, by authorized Bonus I and Bonus II items and their immediate supervisors assigned to criminal and traffic investigative positions within Patrol Divisions, Detective Division, Custody Division, or other Divisions with criminal investigative duties. The detective ribbon is optional and shall be purchased by the employee.

Motor Badge (Optional)

The motor ribbon is a horizontal ribbon which attaches at the top of the uniform badge. It can be worn, subject

to approval by their Unit Commander, by authorized personnel assigned to the motorcycle program. The motor ribbon is optional and shall be purchased by the employee.

Cloth Badge

The cloth badge is prescribed as a gold six-point star applique. The center of the badge shall be circumscribed by a blue band containing the words "Deputy Sheriff" and "Los Angeles County" in gold embroidered lettering. The inner circle shall contain a white bear. The badge shall not exceed the size of the official uniform badge and shall not be smaller than two inches as measured from the top to bottom star segments. The cloth badge shall be worn on all Class B shirts, coveralls and sweaters and may be worn on the field jacket.

Embroidered Badge

The embroidered badge is prescribed as a machine stitched gold six-point star. The center of the badge shall be circumscribed by a blue band containing the words "Deputy Sheriff" and "Los Angeles County" in gold embroidered lettering. The inner circle shall contain a white bear.

The embroidered badge shall be worn on all special uniform items except the raid jacket, which may have a silk-screened replica of the badge.

Requirement for the Class A Uniform

Sworn members shall wear the official uniform badge issued to them, attached to the holder provided on the Class A shirt or the Class A dress jacket. The badge shall be visible at all times.

Sworn members shall wear either the official uniform badge or the cloth badge on other jackets.

Requirement for the Class B Uniform

Sworn members shall wear the cloth badge sewn on the left breast of the Class B shirt. The badge shall be visible at all times.

Requirement for Special Clothing

Sworn members shall wear an embroidered badge sewn on the left breast area of special clothing. The badge shall be surrounded by the words "Los Angeles County" above and "Sheriff's Department" below.

• 3-03/130.10 - Deputy Sheriff Flat Badge and ID Card Case

The flat badge/ID card case combination is issued to facilitate the identification of sworn members while in civilian clothes.

All sworn members are cautioned to refrain from carrying this badge case in a rear trouser pocket as this increases the possibility of it being broken or bent; rather, it is suggested that they carry this case in the coat or shirt pocket.

• 3-03/130.15 - Memorial Badge Band

A black memorial badge band shall only be worn by personnel at the direction of the Sheriff. The band symbolizes the Department's support for a fallen officer, their family, and the Department where they served.

Upon being authorized by the Sheriff, uniformed personnel shall wear the black memorial badge band as directed in this policy until the conclusion of the funeral or memorial services. The band shall be worn on a right diagonal (left shoulder to right hip) across the uniform badge. Sworn and professional staff may wear the memorial badge band horizontally across the Sheriff's logo on green name badges when authorized by the Sheriff.

The memorial badge band shall be constructed of black braided elastic one-half inch in width and three inches in length, sewn end-to-end.

The black memorial badge band will be supplied by Sheriff's Information Bureau.

• 3-03/130.20 - Custody Assistant Badge

The custody assistant badge is described as a metal, gold-colored shield. The words "County of Los Angeles Sheriff's Department" shall appear on the top ribbons of the badge below the bear. The center of the badge shall have the Los Angeles County seal. The words "Custody Assistant" shall appear on the ribbon below the Los Angeles County seal and above the serial number.

• 3-03/130.30 - Parking Control Officer Badge

The parking control officer badge is described as a metal, gold colored shield. The words "Parking Control" shall appear on a ribbon at the top of the badge. The serial number of the badge shall appear at the bottom of the badge below the words "Los Angeles County." The badge shall be worn in the same manner as the deputy sheriff badge.

• 3-03/130.40 - Security Officer/Security Assistant Patch

The security officer/security assistant patch is described as a gold colored cloth shield. The County of Los Angeles seal is centered between the words "Sheriff's Department" and "Los Angeles County." The patch is to be worn on the field jacket and any other approved shirt with the exception of the Class A shirt.

• 3-03/130.43 - Security Officer Badge

The security officer badge is described as a metal, gold colored shield. The words "Security Officer" shall

appear at the top of the badge. The County of Los Angeles seal is centered between the words “Sheriff’s Department” and “Los Angeles County.” The serial number of the badge shall appear at the bottom of the badge below the words “Los Angeles County.” The badge shall be worn in the same manner as the deputy sheriff badge, on the Class A shirt.

• 3-03/130.45 - Security Assistant Badge

The security assistant badge is described as a metal, gold colored shield. The words “Sheriff’s Dept” shall appear at the top of the badge. The County of Los Angeles seal is centered between the words “Security” and “Assistant” with the serial number of the badge at the bottom, below the word, “Assistant.” The badge shall be worn in the same manner as the deputy sheriff badge on the Class A shirt.

• 3-03/130.50 - Scientific Services Bureau (Crime Lab)-Civilian Personnel

The Scientific Services Bureau personnel badge is described as a metal, gold colored shield. The words “County of Los Angeles” shall appear on a ribbon on the top of the badge. A second ribbon will appear underneath with the words “Sheriff’s Department.” The serial number of the badge shall appear at the bottom of the badge below the job title (i.e. director, assistant director, forensic identification specialist, or criminalist). The badge for director and assistant director will have an additional ribbon under the job title with the words “Crime Lab.” Flat badges and pin-on badges will be issued to forensic identification specialists and criminalists. Only flat badges will be issued to director and assistant directors.

• 3-03/130.55 - Sworn and Professional Staff - Name Badge

Sworn members (regular and reserve) and full-time professional staff members of the Department may purchase, at their own expense, and wear while performing official duties, a name badge as described below:

- Green in color, plastic construction, either “fold-over” pocket style or “pin-on.” The “pin-on” style includes those held in place by magnetic “pins”;
- White lettering;
- Sheriff’s logo in the middle. Sworn members will display the “Deputy Sheriff” logo. Professional Staff will display the “Sheriff’s Department” logo;
- Member’s name below the logo, sworn members will show abbreviated rank;
- Reserve members will show “Reserve” below the name line; and
- Members may show their unit of assignment or functional title below their name.

Members will be required to show their departmental identification while purchasing their name badge at the Sheriff’s Emporium. Department members shall only obtain name badges from authorized vendors.

Honorably retired members authorized to possess business cards may also obtain name badges containing the word “Retired” below the name line.

• 3-03/140.00 - Baton and Baton Holder

All sworn members shall be issued a side handle or straight baton and receive certified Department training in its use. Members must be certified through approved Department training, prior to being authorized to carry any other optional baton. Personnel working a uniformed field assignment engaged in field activities likely to result in citizen contacts shall carry a baton. Detective personnel are encouraged to carry a baton when engaged in enforcement or potential arrest activities. The following batons are acceptable to meet this requirement: side handle baton, expandable side handle baton, straight baton, and expandable straight baton (positive-lock, friction-lock). All batons shall be commercially manufactured, weigh between 14-31 ounces, and shall be approved by the Uniform and Safety Equipment Committee.

Side Handle Baton

The side handle baton is to be 24 inches in length with the short portion measuring 6 1/4 inches and the long extended portion measuring 17 3/4 inches. The handle is 5 1/2 inches. The aluminum baton weight is to be 26 ounces (plus or minus one ounce); the plastic baton weight is to be 24 ounces (plus or minus one ounce). The diameter of the baton is to be 1 1/4 inches.

The holder is of black leather or plastic with a metal clip that clinches the ring holding the baton.

Any brand of a "spinning" side handle may be added to the side handle baton at the employee's expense.

Expandable Side Handle Baton (Optional)

General Description:

An expandable side handle baton shall be a two-stage, positive-lock baton with a side handle fastened to a 1 or 1 1/4 inch diameter aluminum frame. The frame finish shall have a black anodized finish. The shaft shall be made from aluminum or polycarbonate plastic. The maximum overall length shall be 24 inches.

Straight Baton

The baton shall be either of wood stained with natural wood colors and smooth sanded, black nylon plastic, or black anodized aluminum. The baton shall be a maximum of 29 inches in length and shall not be weighted or loaded in any manner.

It shall measure 1 1/8 inches to 1 1/4 inches in diameter.

The baton holder is of black leather or plastic with a metal clip that clinches the ring holding the baton.

Bokken (Mounted Baton)

Mounted Enforcement Detail members must be certified through approved Department training prior to being authorized to carry this baton.

Expandable Straight Baton

Authorized Expandable Straight Batons (Optional)

Currently approved expandable straight batons are either the positive-lock by Monadnock or friction-lock batons by Monadnock, Winchester, or Armament Systems Procedures. The expandable baton length shall be between 24 and 26 inches when expanded and shall weigh between 14 and 24 ounces.

Positive-Lock

The authorized positive-lock baton is a two-stage baton which consists of a foam or rubber-covered handle and one telescoping shaft that is locked in place with a mechanical detent.

Friction-Lock

The authorized friction-lock batons are made of hardened steel. The baton has either a foam or rubber-covered handle and two additional telescoping metal shafts that are locked in place by mechanical friction upon extension.

All batons shall be secured in a holder that is black leather or multi-positional polycarbonate plastic.

> **NOTE**: Personnel working uniformed field assignments electing to carry the expandable baton are still required to have their standard side handle or straight baton in their radio car for immediate access while on duty. Station detectives and all personnel that are members of the Department's Sheriff's Response Team are required to have their side handle or straight baton available with their emergency response equipment.

Sap (Optional)

Only the Gonzalez Model 415 or similar sap weighing 21 ounces (plus or minus two ounces) is approved. The sap may be purchased and used by deputies as an optional equipment item.

The sap may be carried as a secondary intermediate impact device only.

• 3-03/140.15 - Handler 12 Device - Rescinded

Rescinded

• 3-03/140.20 - Specifications - Rescinded

Rescinded

• 3-03/140.25 - Impact Devices Training

Before sworn personnel may carry an impact device, they must have satisfactorily passed the basic

certification course for that particular device. Additionally, personnel must demonstrate proficiency at least once per year for each device they carry. Proficiency tests shall be conducted by a certified unit level training instructor for impact weapons and involve both cognitive and manipulative skills.

Personnel who fail to demonstrate proficiency with any impact device shall attend remedial training within ten working days. Remedial training will be conducted by a unit level training instructor and shall be designed to meet the specific needs of the student.

Unit commanders shall be responsible for ensuring compliance with the proficiency requirement. This requirement may be met by using unit level instructors or Field Operations Training Unit instructors.

• 3-03/150.00 - Belts

[Title Only]

• 3-03/150.05 - Duty Belt and Accessories

The Department-issued uniform duty belt shall be of a black basket weave design with colonial-style buckle. All accessories worn on any basket weave design uniform duty belt shall also be of a basket weave design and, when applicable, brass snaps. This includes, but is not limited to, holsters, handcuff cases, and magazine pouches.

No item shall be placed on the duty belt in a position that could potentially interfere with the safe drawing and holstering of a duty handgun.

The following duty belt accessories shall be worn as follows:

Magazine Pouch

The magazine pouch shall be worn opposite the holster and as close to the centerline of the body as possible. Additional magazine pouches are authorized but must be obtained at the Department member's expense. The additional pouches may be worn where convenient, but not interfere with the safe drawing and holstering of the duty handgun. Any magazine pouch shall meet the specifications as determined by the Weapons Training Unit. The specifications will be maintained on the Weapons Training Unit's intranet website.

Baton Holder

A holder for an expandable baton shall be worn in a location that does not interfere with the safe drawing and holstering of the duty handgun. The side handled baton holder shall be worn on the hip opposite the holster.

Cartridge Case, Shotgun (optional)

The shotgun cartridge case shall be worn in a location that does not interfere with the safe drawing and holstering of the duty handgun.

Flashlight Holder (optional)

The flashlight holder shall be worn on the belt in a location that does not interfere with the safe drawing and holstering of the duty handgun.

Handcuff Case

The handcuff case(s) shall be worn in a location that does not interfere with the safe drawing and holstering of the duty handgun. A minimum of one handcuff case, containing handcuffs, shall be worn on the duty belt. A second handcuff case is authorized. Hook and loop style closures are prohibited. A double handcuff case is authorized and may be purchased at the Department member's expense.

Holster

Only duty holsters authorized by the Weapons Training Unit shall be worn on a duty belt. Only an authorized on-duty firearm shall be carried in the holster. The holster must be designed for the firearm carried. The holster shall be worn on the hip below the gun hand. Only one holster shall be worn on the duty belt. Tactical drop-down holsters shall not be worn while performing routine law enforcement duties. Specifications for all authorized holsters shall be listed on the Weapons Training Unit intranet site.

TASER Holster

Only the authorized TASER holsters shall be worn. The Force Training Unit is responsible for maintaining a list of authorized holsters. The holsters shall be attached to the duty belt and worn on the opposite side of the firearm.

Keeper Straps

A minimum of four keeper straps (double or single) shall be worn to keep the duty belt in place. A keeper shall be worn directly in front of and directly behind the firearm holster to stabilize the holster's position on the duty belt.

Key Ring Holder

The key ring holder shall be worn in a location that does not interfere with the safe drawing and holstering of the duty handgun.

Knife and Case (optional)

The knife case shall be worn in a location that does not interfere with the safe drawing and holstering of the duty handgun.

Pepper Spray Canister Holder

The pepper spray canister holder shall be worn in a location that does not interfere with the safe drawing and holstering of the duty handgun.

Radio Holder

The radio holder shall be worn in a location that does not interfere with the safe drawing and holstering of the duty handgun.

• 3-03/150.10 - Trouser Belt

The trouser belt shall be worn under the gun belt and shall anchor the keeper straps. The trouser belt shall be a black, full-grain cowhide (or comparable material) belt, with basket weave design, 1 1/2 inches wide, with a plain, square, solid brass or chromium-plated buckle.

A trouser belt buckle worn under a gun belt shall be the same material as the gun belt buckle and snap fasteners. Sworn or uniformed civilian personnel may purchase the solid brass trouser belt buckle if they choose. Belts with solid brass buckles are only authorized for sworn personnel and uniformed civilian personnel issued a badge.

A black synthetic nylon belt liner, 1 1/2 inches wide, with a velcro closure is an integral part of the nylon web gear and contributes to the stability of the unit on the waist. The nylon belt liner may be worn only under nylon web gear. Belt keepers are optional.

Female deputies choosing to wear the approved skirt shall wear the described belt with the skirt.

• 3-03/150.20 - Synthetic Duty Belts and Accessories

The Weapons Training Unit shall post and maintain a list of approved synthetic duty belts and accessory specifications on the Weapons Training Unit’s intranet site.

The use of authorized synthetic duty belts and accessories is optional with any approved uniform. Personnel electing to use optional synthetic duty belts and accessories shall purchase and maintain such equipment at their own expense.

Only Department-authorized holsters are to be worn with synthetic duty belts and accessories. Holsters and accessories shall have a finish that matches the duty belt.

All personnel are responsible for achieving and maintaining proficiency with any equipment that is used on-duty or off-duty.

• 3-03/180.00 - Cartridge Case, Shotgun (Optional)

The cartridge case shall securely retain Department-authorized shotgun shells, fit securely on the duty belt, and not interfere with the safe drawing and holstering of the duty handgun.

• 3-03/190.00 - Coveralls

General purpose, special purpose, and flight suit uniform coveralls are authorized.

• 3-03/190.05 - General Purpose Coveralls (Optional)

The general purpose coveralls shall be a jumpsuit-type, and be made of dark green Kodel polyester and poplin.

The general purpose coveralls shall normally be worn with the standard helmet, standard leather equipment, service handgun, handcuffs, and baton unless circumstances dictate otherwise. Unit Commanders may authorize wearing coveralls without leather items and attendant equipment. Coveralls shall be worn with badge, name tag, regulation shoulder patches, and rank insignia. Rank insignia must be worn on coveralls. Traditional stripes as described in section 3-03/290.00 may be worn on the sleeves, or optional yellow metal rank insignia may be worn on the tip of each collar. Rank insignia for personnel of the rank of Lieutenant or above shall be worn in accordance with the Class B shirt. Refer to section 3-03/290.25.

A plaque affixed to the back of the coveralls below the neck seam with the word "SHERIFF" embroidered in gold thread letters at least three inches is also authorized.

Members may wear the general purpose coveralls during emergency situations such as natural disasters, searches or large-scale civil disturbances.

Members may also wear the general purpose coveralls on an individual basis in situations when the performance of their police duties would be enhanced (e.g., ready identification as a Deputy Sheriff) or when the coveralls would act as a protection for clothing. In addition, coveralls may be worn during other police situations as directed by the Unit Commander.

Members operating Sheriff's motorcycles are authorized to wear coveralls under the following conditions: While traveling to and from or actively involved in authorized motorcycle training sessions and during special operations conducted with the approval of the Department Motorcycle Sergeant.

• 3-03/190.10 - Special Purpose Coveralls

The style of the special purpose coveralls shall be the same as the general purpose coveralls, except it shall be olive green in color and made of 100 percent Dupont Nomex nylon.

Sworn members assigned to Arson/Explosives Detail are authorized to wear the special purpose coveralls. Requests for use of these coveralls by other personnel must be approved by the Uniform and Safety Equipment Committee and authorized by the Sheriff. Regulations or the wearing of the special purpose coveralls are the same as for the general purpose coveralls.

• 3-03/190.20 - Flight Suit

The flight suit approved for use by members of Aero Bureau and Emergency Services Detail is the standard military issue sage green "Nomex" flight suit. The approved flight suit is manufactured to military specifications MIL-C-83141A and is further identified as CWU-27/P USAF/USA Nomex Flight Suit.

Regulations for wearing the flight suit are the same as the general purpose coveralls with the following exceptions: authorized Aero Bureau personnel shall wear the flight suit with a cloth badge sewn over the left front zippered pocket, a cloth or leather name tag depicting the Pilot/Observer Insignia, first and last name, rank, and "LASD" inscribed on the tag. This tag is attached to the flight suit utilizing standard "velcro" hooks and loops. The tag is worn over the right front zippered pocket. Shoulder patches and rank insignia shall also be worn on the flight suit.

Authorized Emergency Services Detail personnel, while assigned to and performing air crew duties, shall wear the described flight suit.

Requests for use of this flight suit by other personnel must be approved by the Uniform and Safety Equipment Committee and authorized by the Sheriff.

• 3-03/195.00 - CPR Device

Every sworn member is required by state law to be issued an approved CPR device. The Department-approved CPR device shall be issued by the Central Supply Warehouse through the approved unit supply request process. Units are responsible for replacing the device when necessary.

• 3-03/200.00 - Department Stripe

The Department stripe may be worn only on the Class A dress jacket sleeve.

The stripe for deputies shall be 2 inch black mohair braid; for sergeants and above, a 2 inch gold stripe braid.

• 3-03/210.00 - Firearms

[Title Only]

• 3-03/210.01 - Transportation of Firearms

All Department members shall transport firearms on-duty or off-duty in a manner prescribed by the law with an emphasis on safety and security. No Department member shall knowingly transport a firearm or cause a firearm to be transported in a manner that violates the law or any other provision of Department policy. Additionally, no loaded firearm shall be transported, or carried in a container or bag, that would allow for the unintended movement of the trigger. Any firearm whose trigger could be unintentionally manipulated by any means must be unloaded.

No Department member shall leave a firearm in an unattended vehicle at any time that violates any provision of the law or Department policy.

For the purposes of this section, loaded is the condition of a firearm in which ammunition is inside the firearm. This includes the chamber, magazine, or cylinder.

• 3-03/210.05 - Revolvers/Semi-Automatic Pistols (On-Duty and Off-Duty)

The authorized handgun issued by the Department shall be a 9mm Luger caliber (9mm Parabellum) semi-automatic handgun as specified by the Weapons Training Unit.

In lieu of carrying the Department-issued semi-automatic handgun, sworn members may elect to carry Department authorized optional handguns on-duty, off-duty, or as secondary on-duty back-up weapons.

The use of revolvers, or .380 caliber handguns, as the primary on-duty handgun for armed members is not authorized.

The Weapons Training Unit shall maintain a list of Department-authorized handguns at the Biscailuz Armory and on their intranet website.

Members shall not carry any unauthorized firearm on-duty, off-duty, or for back-up.

Members working a field assignment or conducting tactical operations shall carry a Department-authorized on-duty semi-automatic handgun.

Sworn members working in business attire or in a uniformed administrative capacity may carry a Department-authorized off-duty semi-automatic handgun (excluding .380 caliber handguns) in lieu of an on-duty handgun. In addition, sworn members shall carry a minimum of one fully loaded magazine on their person to reload their handgun. When working in business attire, the handgun barrel, slide, or holster shall not extend below the bottom edge of the coat or other similar apparel.

Sworn members (on-duty or off-duty, while in uniform or plain clothes) carrying any Department-authorized back-up or off-duty handgun, as a secondary handgun, must securely carry the weapon concealed from view. In no case shall it be carried on the duty belt or exposed in any way.

Sworn members assigned to Detective Division may, with sufficient justification, request approval from the Detective Division Chief to carry handguns other than those which are authorized. The Detective Division Chief, in concurrence with the Department rangemaster, may authorize their use. Authorization shall not be granted when use of the handgun is prohibited by any other Department policy. Any handgun authorized for use by the Detective Division Chief shall be inspected by the senior Department armorer for serviceability prior to deployment and shall be chambered for currently authorized handgun ammunition. Only currently authorized duty ammunition shall be used.

The Department rangemaster, in consultation with the senior Department armorer, may authorize sworn full-time members of the Weapons Training Unit to carry and use firearms, firearms accessories, and related equipment that may be regulated by this and other provisions of Department policy, for the purpose of testing,

evaluation, and/or training.

Department members shall carry any authorized semi-automatic handgun used on-duty, off-duty, or as a secondary weapon in the following manner:

- Loaded, with a round in the chamber;
- Magazine loaded to the magazine manufacturer's specified capacity;
- Hammer of a single action pistol cocked (i.e. 1911 pistols);
- External hammer of a double action pistol de-cocked; and
- External safety in the on position, if equipped.

Sworn members shall carry any authorized revolver used off-duty or as a secondary weapon with the cylinder loaded to capacity and hammer de-cocked (double action).

All personally owned handguns carried on-duty or off-duty, including secondary handguns, must be recorded by the Weapons Training Unit for entry into the Department's Weapons Management Portal as outlined in section 3-03/210.15, "Firearms Recording" of the Department's Manual of Policy and Procedures (MPP) prior to carrying them.

All sworn members who desire to carry a Department-authorized revolver or semi-automatic pistol on-duty, off-duty, or for back-up other than the handgun issued them by the Department, must attend and satisfactorily complete an instructional and qualification course conducted by the Weapons Training Unit staff for that specific series or type of handgun, prior to carrying that handgun. Members seeking this training shall do so on their own time and at their own expense.

Grips

All authorized handguns shall have standard type wood, plastic, metal, or hard rubber grips. Stag, ivory, pink, blue, orange, yellow, red, or light-colored grips and grips with ornamentation are prohibited.

Members may, at their own expense, equip their Department-issued handgun with aftermarket grips as specified by the Weapons Training Unit. With the exception of grips for the Smith & Wesson M&P pistol, grips shall only be installed by the Weapons Training Unit.

Pistol Magazines

Only magazines manufactured by the pistol manufacturer, or those listed on the Weapons Training Unit website for specific pistols, are authorized for both on-and off-duty use.

Magazines shall not exceed an overall length of 140 mm (5.511 inches). Modifying or adding extensions to magazines to increase their capacity is prohibited. Any additional pistol magazine specifications and requirements shall be determined by the Department rangemaster and senior Department armorer and will be maintained on the Weapons Training Unit intranet site.

Maintenance

Firearms shall be maintained in proper operating condition at all times. Armed members whose firearm have been dropped or who have a question regarding the safety, condition, or proper function of their firearm shall have it inspected by qualified armory personnel at the Biscailuz Center Armory.

The Department armorers are responsible for inspecting and making repairs to all Department-issued firearms. Firearm repairs shall not be performed by anyone not currently assigned to the Biscailuz Center Armory.

Modifications

Armed members shall not make, nor shall they permit to be made, any modification(s) to any Department-approved handgun used on-duty, off-duty, or as back up without the approval of the senior Department armorer. Prohibited modifications include but are not limited to, refinishing, slide milling, frame stippling, parts replacement, and polishing of components.

Safety Devices

Any modification to a factory installed safety device shall only be done by the senior Department armorer or designee.

Trigger Shoe

The use of a trigger shoe accessory on any Department-authorized handgun carried by a member is prohibited.

Used Firearms

Sworn members purchasing used handguns to be used in an official Department capacity shall submit them to the Biscailuz Center Armory for inspection and approval, prior to using such handguns on-duty, off-duty, or for back-up. Refer to section 5-09/400.00, “Used Firearms Purchased for Department Use - approval Procedure,” of the MPP.

• 3-03/210.06 - Revolvers/Semi-Automatic Pistols - Light/Laser

Armed members may purchase and attach a dedicated weapon-mounted light to their Department-approved weapon. If this piece of optional equipment is installed, the following guidelines shall be followed:

- Such modifications to the armed member’s weapon shall be the member’s sole expense;
- Armed members shall attend the required training course before the weapon is altered and deployed;
- The weapon and the light combination must fit properly into a Department-approved holster;
- The light must be able to be mounted to the frame of the Department-approved weapon without

permanent modification (drilling and/or tapping holes);
- The light may have either a remote pressure activation switch that does not interfere with the operation of the trigger or a toggle switch;
- The weapon-mounted light, whether mounted to or detached from the weapon, shall never be used for routine illumination (members shall have a separate, handheld flashlight for routine illumination needs); and
- Armed members who have added a light to their Department-approved weapon may use the weapon during any low-light course of fire.

Authorized Optional Pistol-Mounted Light /Laser Combination

Armed members may purchase and attach a light /laser to their Department-approved weapon. If this piece of optional equipment is installed, the following guidelines shall be followed:

- Such modifications to the armed member's weapon shall be the member's sole expense;
- Armed members shall attend the required training course before the weapon is altered and deployed;
- The weapon and the light /laser combination must fit properly into a Department-approved holster;
- The light /laser combination must be able to be mounted to the frame of the Department-approved weapon without permanent modification (drilling and/or tapping holes);
- The light /laser combination may have either a remote pressure activation switch that does not interfere with the operation of the trigger, or a toggle switch;
- Armed members who mount a light /laser combination on their Department-approved weapon shall have a separate, primary flashlight on their person for routine illumination needs. The light /laser combination, shall never be used as a hand-held light for routine illumination;
- Whenever the light /laser combination is removed from the weapon, the laser's "zero" shall be checked before the weapon is re-deployed; and
- Armed members who have added a light to their Department-approved weapon may use the weapon during any low-light course of fire.

• 3-03/210.07 - Duty Weapons - Reserve Deputy, Level-III Personnel

Whenever duty assignments require Level-III Reserve personnel to be in uniform, they shall be armed with their assigned duty weapon, which will be worn in its prescribed manner.

At all other times, Level-III Reserves' duty weapons shall remain secured at their Unit of assignment. This may be in their personal locker, a gun locker, or the Unit's safe, i.e., said duty weapon shall not be routinely transported to and from their Unit of assignment.

The only exception, shall be when Level-III Reserves are required to qualify. Once, having successfully qualified, each duty weapon shall be returned and secured as described above.

• 3-03/210.10 - Patrol Shotgun

The patrol shotgun, when deployed in a Department vehicle shall be:

- Cocked;
- On safe;
- Barrel chamber empty; and
- Magazine loaded to maximum capacity with authorized Department-approved buckshot ammunition.

  NOTE: Personnel shall not secure a shotgun in a vehicle which contains rifled slug(s) in the barrel chamber and/or magazine.

  Personnel who are assigned to patrol and are engaged in regular patrol duties, shall secure a patrol shotgun in their patrol vehicle.

The patrol shotgun and configuration shall be specified and issued by the senior Department armorer and rangemaster.

• 3-03/210.15 - Firearms Recording

Sworn members shall record all Department-authorized firearms (on-duty and off-duty) with the Weapons Training Unit for entry into the Department's Weapons Management Portal, as required in the Personnel chapter, when such firearms are:

- Issued by the Department;
- Purchased or obtained in any other way;
- Returned to the Department;
- Sold or disposed; and/or
- Stolen or lost.

Distribution of this form shall be as follows:

- Original to Personnel Administration;
- Copy to unit file; and
- Copy to member for his personal record.

• 3-03/210.20 - Law Enforcement Equipment Purchase and Authorization

Sworn and non-sworn members are issued law enforcement equipment to conduct their duties. Some members who may wish to privately purchase additional law enforcement equipment that is authorized, but not necessarily issued such as: firearms, high capacity magazines, ammunition, and less lethal weapons. Oftentimes these items known as “law enforcement only,” are otherwise restricted or prohibited from being purchased by the general public. Merchants or dealers may require a letter of identification to determine a member’s employment status and authorization to purchase and/or possess the law enforcement only items.

The following shall apply when employment verification is required by the dealer to purchase law enforcement only equipment. The member shall submit a request for such a letter on an SH-AD-32A to their unit commander that includes the following:

- The name and employee number of the member purchasing the equipment;
- The make and type of equipment to be purchased;
- The merchant or dealer's name and address;
- The member shall acknowledge the requirement to be trained in the use of the equipment prior to on-duty or off-duty usage (if applicable); and
- Whether item(s) will be utilized on-duty or off-duty.

Unit commanders shall ensure that the employee requesting law enforcement only equipment is authorized to possess and is properly trained in the use of the item. If the employee is purchasing the equipment prior to training, the employee shall not be authorized to utilize the equipment (except during an authorized training class) until training is properly completed.

Authorized equipment shall be determined from the MPP, Volume 3, Chapter 3 - Uniform and Safety Equipment. Unit commanders shall determine Department authorized firearms from the current list of approved weapons maintained by the Weapons Training Unit.

When law enforcement only equipment is to be privately purchased and delivered by a merchant or dealer, pursuant to a letter of identification, only that member for whom the letter was prepared shall take personal delivery from the merchant or dealer. Such delivery shall be taken only upon completion of required state and federal transaction records by the merchant or dealer.

Unit commanders are authorized to approve and prepare a letter of identification for law enforcement only equipment authorized for on-duty or off-duty use. Identification letters for law enforcement only equipment shall be prepared on Department letterhead from the unit commander to the merchant or dealer. The letter of identification shall specify the employee, their position, employment status, and the equipment they are authorized to purchase. The letter of identification shall specify that the equipment shall be purchased and delivered according to applicable law and, in the case of a firearm purchase, shall not be deemed a waiver of the 10-day waiting period pursuant to penal code section 26815.

The following shall apply when a sworn member wants to purchase a firearm and requests an exemption to the 10-day waiting period pursuant to penal code section 26950(a) and as defined in penal code section 26815. It is the policy of the Department not to provide waivers of the statutory 10-day waiting period; however, when the need to take delivery of an authorized firearm is urgent, concerned unit commanders may submit a separate request for a letter of authorization on an SH-AD-32A to their division chief or division director. Such requests will be evaluated and, if deemed valid, the division chief or division director shall submit the request to the Sheriff who may approve and sign a letter authorizing the firearms merchant or dealer to waive the 10-

day waiting period.

The waiver letter shall be prepared on Department letterhead from the Sheriff to the merchant or dealer. The waiver letter shall authorize the sale or transfer of a firearm waiving the 10-day waiting period pursuant to penal code 26815. It shall contain the employee's name, position, and verification of peace officer status pursuant to penal code 830. The make and model of the firearm requested and that it is authorized for the member to carry such firearm while in the performance of their duties. Upon delivery of the firearm, the member shall present their law enforcement identification along with the letter as part of the registration process.

No member shall cause or permit any firearm that has been purchased under any circumstances, to be recorded as sold or registered to the Los Angeles County Sheriff's Department.

• 3-03/210.25 - Firearms - Other

This subsection applies to all Department-owned firearms.

All repairs, servicing, and alterations to these Department firearms shall be performed by, or under the specific direction of the Weapons Training Unit senior Department armorer. The only exception shall be the normal cleaning of such weapons.

• 3-03/210.30 - Cleaning Firearms

The improper use of penetrating lubricants may cause cartridge misfire. To use penetrating lubricants properly, it is necessary that:

- All cartridges be removed from the cylinder of the revolver or from the chamber and magazine of the semi-automatic pistol before the lubricant is applied;
- In revolvers, the entire cylinder, inside and out, should be wiped dry;
- Check for excess lubricant under cylinder extractor and surrounding area, including recoil plate and bushings, with particular attention to the firing pin access opening; and
- In semi-automatic pistols, the entire magazine and magazine housing, barrel and chamber, should be wiped dry;
    - Check for excess lubricant in the feeding mechanism and surrounding area and bolt face with particular attention to the firing pin access opening.

• 3-03/210.31 - Firearms-Sighting Systems

The Weapons Training Unit shall maintain a list of Department-authorized firearm sighting and/or aiming systems, and any installation, training, or certification requirements for their use on the Weapons Training Unit's intranet website.

No member shall cause or permit any firearm, authorized or issued, to be equipped with a sighting system that

is not approved by the rangemaster.

All sights shall be installed and removed by Weapons Training Unit personnel only.

This section applies to all Department-authorized and issued firearms to include rifles, shotguns, handguns, and less-lethal launching platforms that fall under the regulatory authority of the Federal Bureau of Alcohol, Tobacco, Firearms, and Explosives (BATFE).

Sworn members of the Special Enforcement Bureau (SEB) are exempt from the provisions of this section.

• 3-03/210.32 - Purchase of Firearms, Ammunition, or Weapon-Related Equipment

No Department unit shall purchase any firearm (including less-lethal firearms), ammunition, or weapon-related equipment without *prior* written approval from the Department rangemaster (Weapons Training lieutenant). Unit commanders shall submit their requests to purchase these items to the Department rangemaster on an "Office Correspondence" memorandum (SH-AD-32A) describing in detail the reason for the need to purchase the items. Prior to the approval of such requests, the Department rangemaster shall consult with the senior Department armorer to determine the suitability of the requested items for Department use.

Once approval has been received, the concerned unit shall purchase the items and ensure that any firearm, ammunition, or weapon-related equipment is ***delivered from the vendor directly to the Biscailuz Armory***. Biscailuz Center Armory personnel will inspect the ammunition, firearm(s), and install weapon-related equipment. Biscailuz Center Armory personnel shall then enter the firearm(s) into the Department's Master Inventory and institutionally register them by entry into the Automated Firearms System (AFS). After inspection and entry into Department inventory and AFS, the firearm, ammunition, or weapon-related equipment will be made available for retrieval by the purchasing unit. Any weapon or weapon-related equipment that is purchased by any Department unit becomes Department property and comes under the control of the Biscailuz Center Armory. These items may be recalled by the Biscailuz Center Armory at any time for removal from service or reassignment to another unit.

All provisions of this policy are retroactive and shall apply to all weapons and weapon-related equipment currently possessed by any unit.

MPP section 3-03/210.34, Specialized Weapons and Weapon Accessories, shall be enforced for any purchase.

• 3-03/210.33 - Special Use Shotgun

The "special use shotgun" is any shotgun other than the patrol shotgun. The special use shotgun, when deployed in the field, shall be cocked, on safe, with the barrel chamber empty, and the magazine loaded to its maximum capacity with Department-authorized buckshot ammunition. Personnel shall not routinely load the

magazine with rifled slug(s) in the barrel chamber and/or magazine.

The “special use shotgun” shall be specified by the senior Department armorer and Department rangemaster. Use of any special use shotgun is restricted to sworn, full-time members assigned to Detective Division after completing training specific to the respective “special use shotgun” conducted by Weapons Training Unit personnel.

Sworn members of the Special Enforcement Bureau (SEB) are exempt from this policy.

• 3-03/210.34 -Specialized Weapons and Weapon Accessories

Select-fire or fully automatic weapons are regulated by California state law and the National Firearms Act. The use of select-fire weapons is prohibited. Select-fire means the weapon is capable of firing more than one round with a single press of the trigger. Additionally, any weapon originally manufactured with select-fire capability is not authorized.

Full-time sworn members of the Special Enforcement Bureau (SEB) are exempt from the provisions of this section regarding select-fire weapons. Additionally, full-time sworn members of Narcotics Bureau, Operation Safe Streets Bureau, and Major Crimes Bureau may deploy select-fire Heckler and Koch MP5 sub-machine guns. Sworn reserve personnel are not authorized to deploy select-fire weapons at any time.

Suppressors (silencers) are regulated by California state law and the National Firearms Act. No unit shall deploy a suppressor without first obtaining written approval from the Department rangemaster. Approval will be given or denied on a case-by-case basis.

Unit commanders shall submit their requests to deploy suppressors to the Department rangemaster on an "Office Correspondence" memorandum (SH-AD-32A). The memo shall describe in detail the reasons suppressors are required. A unit order will be created by the specific unit to account for the suppressors and for their safeguarding when not deployed in the field. Authorization to deploy suppressors may be revoked by the Department rangemaster at any time.

Department approved suppressor(s) will be determined by the senior Department armorer. Any special muzzle devices required for mounting suppressors will be installed by the senior Department armorer. It is the individual unit’s responsibility to maintain, clean, and service the suppressor per the manufacturer’s instructions.

If a patrol rifle is equipped with a suppressor, the operator shall qualify with the suppressor mounted on it. Once a patrol rifle is equipped with a suppressor, it will not be fired without the suppressor attached, absent exigent circumstances.

Full-time sworn members of SEB may deploy suppressors approved by SEB armorers without the approval of the Department rangemaster. Sworn reserve personnel are not authorized to deploy suppressors at any time.

The Department rangemaster, in consultation with the senior Department armorer, may authorize sworn full-time members of the Weapons Training Unit to carry and use any firearms, firearms accessory, or related equipment that may be regulated by this and other provisions of Department policy, for the purposes of

testing, evaluating, and/or training.

The purchase of any weapon or weapon accessory regulated by California state law and the National Firearms Act (NFA) requires written authorization from the Department rangemaster. Once approval is received, the purchase shall be coordinated through the Biscailuz Center Armory. The weapon or weapon accessory shall initially be delivered to the Biscailuz Center Armory for inspection prior to being issued to any unit. National Firearms Act regulated items include, but are not limited to: short barreled rifles (barrels less than 16”), short barreled shotguns (barrels less than 18”), destructive devices (less lethal/gas launchers greater than .50 caliber, sting ball grenades), and silencers. Any weapon or weapon accessory regulated by California state law and/or the National Firearms Act purchased by any Department unit, becomes Department property and comes under the control of the Biscailuz Center Armory. These items may be recalled by Biscailuz Center Armory personnel at any time for removal from service or reassignment to another unit.

With the exception of the senior Department armorer, no Department member shall make, modify, or convert any weapon causing that weapon to fall under the regulations of the National Firearms Act. The Department rangemaster, senior Department armorer, and Biscailuz Center Armory sergeant are authorized to prepare and sign all Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) forms regarding National Firearms Act weapons and weapons accessories. The senior Department armorer or Biscailuz Center Armory sergeant will file all applicable forms with BATFE prior to making, modifying, or converting any weapon into a National Firearms Act regulated item. All BATFE forms associated with any purchase shall be printed and kept on file at the Biscailuz Center Armory.

All provisions of this policy are retroactive and shall apply to all specialized weapons and accessories currently possessed by any unit.

• 3-03/210.35 - Use of Firearms

No member shall load, unload, or test (including dry firing) any firearm inside any facility occupied by Department personnel except in those areas specifically designated for that purpose by the unit commander. When choosing an area(s) for this specific intent, unit commanders are to consider the presence of professional staff and public accessibility to the intended area for safety purposes.

Long rifles and shotguns are to be loaded and unloaded outdoors only.

• 3-03/210.40 - Possession of Department-Issued Firearm - Security Officer, Sheriff (Armed)

Although possession of a Department-issued firearm is authorized by California Penal Code section 12031(D), the following conditions shall apply:

- Wearing of the firearm is restricted to on-duty assignments only;
- When transporting the firearm off duty, it must be unloaded and secured in a locked container and, if in a vehicle, not accessible to any of the occupants; and

- The “Security Officer Off-Duty Practice Agreement” shall be completed for each occasion a security officer wishes to practice with their weapon other than normal duty periods as stated in section 3-01/050.65, Shooting Requirements. In this event, possession is also authorized while off duty, when en route to or from a residence or other Sheriff’s Security Officer unit of assignment and while en route to or from a residence for Department-required training and qualification.

• 3-03/220.00 - Flashlights

The flashlight carried on duty shall not weigh more than 40 ounces and shall not be more than 14 inches in length. The flashlight used shall be of good commercial quality and construction and shall be regularly inspected by its owner for proper working condition.

> **NOTE**: This provision shall not apply to personnel permanently assigned to Custody Operations Division, Correctional Services Division, or Court Services Division. Personnel assigned to Custody Operations Division, Correctional Services Division, or Court Services Division (or Department personnel working a temporary assignment in a custodial facility within one of these divisions) shall consult that division’s manual or other unit-level order for further restrictions on permitted flashlights.

• 3-03/225.00 - Footwear

Boots (optional)

Uniformed members may wear boots in lieu of low or high-cut shoes. The optional boots shall be leather or a leather/nylon combination, solid black, with a leather plain toe or plain cap toe. Boots with zippers are permitted. Boots must be highly shined and have black laces. Boots reinforced with a steel toe (or similar material) are prohibited unless specifically authorized by the concerned division chief or division director.

Boots worn with the Class A uniform must have a traditional “stitched-welt” sole.

Boots with a molded sole are authorized for use with Class B and special operations clothing.

Rain Boots

Rain boots shall be made of waterproof black rubber and fit over the shoes. Hip wader boots are not authorized.

Shoes

Uniform shoes shall be properly maintained and shall be kept in a shined condition.

Males' Shoes

Shoes worn by uniformed male employees shall be plain black, smooth or high gloss leather, with black laces,

and shall be similar to military dress shoes. Ornamented and slip-on shoes are not permitted. Shoes reinforced with a steel toe (or similar material) are prohibited unless specifically authorized by the concerned division dhief or division director.

Females' Shoes

Shoes worn by uniformed female employees shall be plain black, smooth leather, lace oxford or pump style, with closed toes and heels. Heels shall not exceed two inches. Ornamented shoes are not permitted. Shoes reinforced with a steel toe (or similar material) are prohibited unless specifically authorized by the concerned division chief or division director.

Athletic Footwear

Athletic footwear shall not be worn with a Class A uniform. Uniformed members may wear suitable athletic type footwear, including bicycle shoes, with Class B, Class C, or special clothing with unit commander approval. The footwear shall be black in color, lace type, and may be either high-top or low cut in style. Appropriate socks shall be worn with all athletic footwear.

Motorcycle Boots

Uniformed sworn members conducting motorcycle enforcement duties shall wear protective riding boots. The boots shall be black aniline dyed, top quality, full grain, chrome tanned calf skin with a bal-laced instep, plain toe, flap, buckle or lacing at the tops, a nine (9) eyelet center lacing at the tops, and a nine (9) eyelet center lacing at the instep.

• 3-03/230.00 - Gloves (Optional)/Gloves (Mandatory)

Gloves shall be of black leather with no ornamentation or modifications. All glove fingers shall be intact with no sap-type modifications. Gloves lined only with nylon and foam or acrylic are authorized.

Wearing gloves shall be at the discretion of the concerned unit commander. Gloves shall be worn only to protect the hands from cold, infectious contacts, and injury from contact with rough, ragged substances.

Gloves shall be worn while operating any Department owned motorcycle.

• 3-03/240.00 - Handcuffs and Cases

Handcuffs carried on-duty by sworn members shall be of a type approved by the Department and must be swivel-type. Non-swivel peerless handcuffs will be provided, when necessary, to personnel assigned to Custody and Court Services. For a list of approved handcuffs, contact Central Supply/Logistics.

A second pair of the approved swivel-type handcuffs may be carried by uniformed sworn members. The handcuffs may be carried in a second single handcuff case which matches the issued case or in a double case of matching design.

Sworn members shall submit Employee's Information Form, (SH-AD-91), as required in the Personnel chapter, whenever handcuffs are purchased, issued, sold, stolen, or lost.

Flex Cuffs

Sworn members may utilize approved flex cuffs when necessary and in accordance with established Department procedures. The Department-approved flex cuffs shall be issued by the Central Supply Warehouse through the normal unit supply request process. Units shall replace the device when necessary.

• 3-03/250.00 - Headgear

Sworn Members

Uniformed sworn members are not required to wear headgear while on routine duty, public or court appearances, assignments at court, during in-service training, patrol duty, or other similar assignments. Headgear, when worn, shall be worn squarely upon the head.

Class A Dress Hat with Cap Piece

The green polyester/wool circular Class A dress hat, Keystone Cap Company R-10 LASO style round top cap or equivalent, with two front badge eyelets, green pershing ribbed braid, rank insignia band/chin strap, and cap piece is authorized to wear on-duty with a Class A uniform. Specifications for the use of the cap piece are detailed below under the section titled, “Cap Piece.” The rank insignia band/chin strap shall be black for deputies and sergeants and shall be Keystone's gold bullion chin strap, or equivalent, for lieutenants and above. Captains and above shall have Keystone's army gold bullion embroidery visor or equivalent.

Sworn Department executives at the rank of captain or above, shall have a Class A dress hat available. The dress hat may be worn at the user’s discretion or as directed by the Sheriff or their designee.

Sworn department members at or below the rank of lieutenant may purchase the Class A dress hat for optional use on duty. Members may wear the dress hat at the user’s discretion or as directed by the Sheriff or their designee.

Class A Campaign Hat with Cap Piece

The felt triple-brim campaign hat, manufactured by the Stratton Hats Company, may be worn by the Honor Guard and drill instructors only. The hat shall be worn with cable and acorn ornamentation, cap piece, and chin strap. Specifications for the use of the cap piece are detailed below under the section titled, “Cap Piece.” The cable shall be black and gold for deputies and sergeants, and solid gold for lieutenants and above. A black hat shall be worn with the honor guard uniform and a green hat shall be worn with a Class A uniform for drill instructors. Campaign hat specifications are available through the Department’s uniform and equipment coordinator.

Cap Piece

The cap piece shall be yellow metal with a single mounting post for campaign hat and double mounting post

for the Class A dress hat. The cap piece shall consist of a partial replica of the Departmental badge. The seal of the County of Los Angeles shall be represented in the center of the cap piece and surmounted by a California bear. The word "Sheriff," in blue letters, shall appear just below the bear. The cap piece, which is available to all sworn personnel, is only available for sale through the Personnel Administration Bureau, Employee Service Center. Previously issued cap pieces are still authorized for wear on the Class A campaign hat and Class A dress hat.

Class B Star

The gold Class B star patch is prescribed as a gold six-point star applique. The center of the badge shall be circumscribed by a blue band containing the words “Deputy Sheriff” and “Los Angeles County” in gold embroidered lettering. The inner circle shall contain a silver bear. The badge shall not exceed the size of the official uniform badge and shall not be smaller than two inches as measured from the top to bottom star segments.

The subdued black Class B star patch is prescribed as a black six-point star applique. The center of the badge shall be circumscribed by a green band containing the words “Deputy Sheriff” or “Sheriff Dept.” and “Los Angeles County” in black embroidered lettering. The inner circle shall contain a black bear. The badge shall not exceed the size of the official uniform badge and shall not be smaller than two inches as measured from the top to bottom star segments.

The blue Class B star patch is prescribed as a light-blue six-point star applique. The center of the badge shall be circumscribed by a navy-blue band containing the words “Sheriff Dept.” and “Los Angeles County” in light-blue embroidered lettering. The inner circle shall contain a navy-blue bear. The badge shall not exceed the size of the official uniform badge and shall not be smaller than two inches as measured from the top to bottom star segments.

Watch Cap

The watch cap is intended to provide warmth and protection to uniformed personnel while performing duties in inclement weather. The cap may be worn when authorized by the watch commander.

The olive drab green acrylic fine knit fabric watch cap, Rothco Deluxe Fine Knit Watch Cap style or equivalent, with subdued black Class B star patch. Personnel shall wear the cap with the bottom folded up to fully expose the Class B star patch so that it may be visible. The orientation of the Class B star patch on the watch cap shall be aligned with the center of the wearer’s body. The cap shall not be worn covering the user’s eyes. Personnel shall remove the cap when inside a private residence or business.

The watch cap is available for purchase at the employee’s own expense. Personnel may contact the Department’s uniform and equipment coordinator for a list of approved vendors.

Baseball-Style Cap

The olive drab green polyester/cotton twill Sheriff’s baseball-style cap, 5.11 Adjustable Uniform Hat or equivalent, with a subdued black Class B star patch affixed to the front of the cap, centered, and placed ½ inch above the brim, is available for purchase at the Sheriff’s Emporium and other vendor locations.

The baseball-style cap may be worn by sworn personnel when exposed to outside weather conditions as part

of their shift. The baseball-style cap may be worn in public with the Class A, Class B, or modified uniform when working outside. The baseball-style cap shall not be worn off-duty or mixed with civilian attire. The cap shall not be worn in a court building or during formal or professional events. The baseball-style cap must be worn forward and shall not be worn with pins, embroidered, personalized, or altered in any way. The baseball-cap brim will be worn with a light or moderately curled brim and may not be worn with a flat brim. The condition of the cap must be maintained to uphold professional uniform standards as described in section 3-03/040.05, Maintaining Uniforms and Safety Equipment.

Western-Style Hat

The western-style hat must be constructed of traditional light-colored natural straw, “Cattleman” or “Rancher” block style, with a minimum 3” and maximum 4 1/4” side brim curved upward in a pronounced fashion. The crown shall have a maximum of 5 ½“ height with a defined ridge or “cattleman’s crease” on top.

The western-style hat shall be worn forward, above the eyebrows, free of pins, dye patterns, designs, and personalized logos or altered in any way. The western-style hat will have one plain brown Department-approved leather hatband. A clear plastic cover may be added to the hat during inclement weather. No other accessories may be added to the hat.

The western-style hat may be worn with the authorization of the unit commander for special events and needs only. The western-style hat may be worn in conjunction with all authorized uniform types.

The western-style hat shall be removed while indoors when etiquette dictates unless officer safety dictates otherwise. The western-style hat shall not be worn in a court building or during formal events.

The above hat will be worn clean and free from excessive wear, color fading, tears, or holes and maintained to uphold professional uniform standards as described in section 3-03/040.05, Maintaining Uniforms and Safety Equipment. Supervisors are responsible for ensuring the hats are the approved style and worn appropriately.

The western-style hat is available for purchase at the employee’s own expense. Personnel may contact the Department’s uniform and equipment coordinator for a list of approved vendors.

Custody Assistant Members

Baseball-Style Cap

The olive drab green polyester/cotton twill Sheriff’s baseball-style cap, 5.11 Adjustable Uniform Hat or equivalent, with subdued black Class B star patch affixed to the front of the cap, centered, and placed ½ inch above the brim, is available for purchase at the Sheriff’s Emporium and other vendor locations.

The baseball-style cap may be worn by custody assistants when exposed to outside weather conditions as part of their shift. The baseball-style cap may be worn in public with the Class A or Class B uniform when working outside. The baseball-style cap shall not be worn off-duty or mixed with civilian attire. The cap shall not be worn in a court building or during formal or professional events. The baseball-style cap must be worn forward and shall not be worn with pins, embroidered, personalized, or altered in any way. The baseball-cap brim will be worn with a light or moderately curled brim and may not be worn with a flat brim. The condition of the cap must be maintained to uphold professional uniform standards as described in section 3-03/040.05,

Maintaining Uniforms and Safety Equipment.

Custody assistants assigned to Recruit Training Bureau may also wear the olive drab green campaign hat, with black and gold cables and acorns, as authorized by the Recruit Training Bureau unit commander.

Security Officers

Baseball-Style Cap

The olive drab green polyester/cotton twill Sheriff's baseball-style cap, 5.11 Adjustable Uniform Hat or equivalent, with subdued black Class B star patch affixed to the front of the cap, centered, and placed ½ inch above the brim, is available for purchase at the Sheriff's Emporium and other vendor locations.

The baseball-style cap may be worn by security officers when exposed to outside weather conditions during their shift. The baseball-style cap may be worn in public with the Class A or Class B uniform when working outside. The baseball-style cap shall not be worn off-duty or mixed with civilian attire. The cap shall not be worn in a court building or during formal or professional events. The baseball-style cap must be worn forward and shall not be worn with pins, embroidered, personalized, or altered in any way. The baseball-cap brim will be worn with a light or moderately curled brim and may not be worn with a flat brim. The condition of the cap must be maintained to uphold professional uniform standards as described in section 3-03/040.05, Maintaining Uniforms and Safety Equipment.

Blue-Uniformed Civilian/Volunteer Member

Baseball-Style Cap

A navy blue baseball-style cap, 5.11 Adjustable Uniform Hat or equivalent, may be worn by blue-uniformed civilian/volunteer personnel (see section 3-03/250.00). The baseball-style cap shall have a blue Sheriff's star patch affixed to the front of the cap, centered, and placed ½ inch above the brim. It shall be purchased at the wearer's expense. The baseball-style cap must be worn forward and shall not be worn with pins, embroidered, personalized, or altered in any way. The baseball-cap brim will be worn with a light or moderately curled brim and may not be worn with a flat brim. The condition of the cap must be maintained to uphold professional uniform standards as described in section 3-03/040.05, Maintaining Uniforms and Safety Equipment.

• 3-03/250.01 - Western-style Hatband and Hat Pin

The following western-style hatband and pin are the only ones authorized for uniform wear with the Department-approved western-style straw hat.

The hatband leather shall be constructed of flat, 4-5 oz., top-grain, cowhide leather, in champagne/honey color, with a leather top finish, measuring ¾" in width. The hatband shall be free of unauthorized pins, colors, dyes, patterns, designs, personalized logos, or alterations of any kind.

The hatband shall be placed around the base of the western-style hat's crown, flush with the brim. No twists or braiding of the hatband is allowed.

The hatband shall be held in place with a keeper and screw/post securely attached to the custom "Entenmann-Rovin Company" Department hat pin. The Department hat pin shall resemble the Department deputy sheriff badge constructed of brass, with gold and nickel two-tone plating, 25.31 mm x 22.088 mm in size.

The Department hat pin shall be placed along the left side of the crown of the hat, centered horizontally from front to back, and centered vertically on the hatband.

The hatband will be worn clean and free from excessive wear, color fading, tears, or holes and maintained to uphold professional uniform standards described in MPP section 3-03/040.05, Maintaining Uniforms and Safety Equipment. Supervisors are responsible for ensuring the hatband and pin are worn appropriately.

The western-style hatband with a hat pin is available for purchase at the employee's own expense. Personnel may contact the Department's uniform and equipment coordinator for a list of approved vendors.

Employees are not required to wear the western-style hatband with a hat pin as part of their uniform. If the Department requires the western-style hatband with a hat pin for an assignment:

- The Department and/or specific unit will purchase the item for their Department personnel; and
- If the employee requires a replacement western-style hat, it shall be at the employee's own expense, unless the Department and/or unit requires the western-style hat to be worn.

• 3-03/260.00 - Helmets

Department-issued helmets and face shields shall be only those brands and styles recommended by the Uniform and Equipment Coordinator and authorized by the Sheriff.

General Duty Helmet

The Department-issued helmet and face shield must be immediately available to all sworn members while on duty on any patrol assignment. The helmet shall be worn whenever personal safety necessitates or when directed. It shall be worn squarely on the head with the strap snugly secured under the chin. Unit Commanders shall not require personnel to wear a helmet as a matter of routine appearance.

A decal resembling the optional cap piece described under section 3-03/250.00 shall be affixed to the front of the helmet. If the issued helmet contains a front cover plate or shroud, no decal will be required to be affixed. Helmets shall not be altered or marked in any manner.

The helmet system consists of an olive drab level IIIA ballistic helmet, face shield, and storage bag. The ballistic helmet to be issued by Logistics shall be maintained intact with the face shield attached to the helmet and kept in the storage bag.

Bicycle Helmet

A bicycle helmet shall be worn by all members performing bicycle patrol duties.

The bicycle helmet shall be a highly visible white with the word "Sheriff" on each side. The helmet shall be issued through Central Supply/Logistics.

Motorcycle Helmet

Sworn personnel shall wear a safety helmet at all times while operating a Sheriff's motorcycle. Helmets shall meet or exceed the current Snell rating and/or DOT/FVSS 218 standards, inclusive of the Department issued modular helmets.

A decal resembling the optional cap piece or the cap piece itself described under section 3-03/250.00 shall be affixed to the front of the helmet.

Dual Purpose Motorcycle Helmet

Sworn personnel shall wear a safety helmet at all times while operating a Sheriff's motorcycle. Helmets shall meet or exceed the current Snell rating and/or DOT/FVSS 218 standards.

Personnel assigned to off-road enforcement duties shall wear a full-face modular design and shall consist of a tan, green and black paint configuration.

A decal resembling the optional cap piece or the cap piece itself described under section 3-03/250.00 shall be affixed to the front of the helmet.

Specialty Helmets

These may be provided to personnel performing special duties per section 3-03/020.00.

• 3-03/270.00 - Hobble Restraint - "Ripp Hobble"

Personnel may utilize a hobble restraint when necessary and in accordance with established Department procedures. Refer to section 3-01/110.21 and section 3-01/110.22 for additional information.

The only Department-approved hobble is the "Ripp Hobble" which is made of one-inch wide polypropylene webbed belting with a tested strength of 700 pounds. The hobble has a one-inch wide steel, alligator-jawed, friction-locking clip, and steel-snap swivel. The overall length of the hobble shall be a minimum of 42 inches. All other hobbles are unauthorized.

• 3-03/280.00 - Holsters

The Weapons Training Unit shall post and maintain the specifications for all on-duty and off-duty holsters on the Weapons Training Unit's intranet website. All personnel are responsible for achieving and maintaining proficiency with any holster that is used on-duty or off-duty. They must also be aware of the holster's abilities and limitations. If armed personnel elect to carry a holster other than Department-issued, they should select a holster based upon the manner in which the handgun will be carried. Any questions or concerns should be directed to the Weapons Training Unit prior to deploying any optional holster.

All holsters shall fully cover the handgun's trigger guard opening when the weapon is holstered.

Armed personnel who request the Department replace a stolen, lost, or damaged issued duty holster will, upon approval, be issued the holster currently issued by Central Supply/Logistics.

Duty Holsters

A duty holster is a pistol holster specified by the Weapons Training Unit to be worn on a duty belt.

Armed uniformed personnel wearing a duty belt shall wear either the Department-issued holster or a Department-approved optional duty holster. Optional duty holsters shall be purchased and maintained at the Department member's expense. When a duty belt is worn, the duty holster finish (e.g., basket weave) shall match the duty belt. Personnel electing to use an optional duty holster are responsible for achieving and maintaining proficiency with the equipment. Holsters that are worn on a duty belt must retain the pistol if the holster is held upside down.

Tactical Holster

Tactical holsters include those holsters that are suspended from the belt by a flexible strap and secured to the thigh by one or more additional straps. Armed personnel wearing external body armor or entry vests may wear a tactical holster with the approval of their current unit commander. A list of tactical holster specifications and fitting guidelines will be maintained on the Weapons Training Unit's intranet website.

Tactical holsters shall not be worn while performing routine law enforcement duties. Personnel authorized to use tactical holster are responsible for achieving and maintaining proficiency with the equipment.

Other On-Duty Holsters for Sworn Personnel

Holsters, other than a duty holster as described above, may be used on-duty by sworn personnel who carry an authorized handgun when duties do not require a duty belt to be worn. These specifications shall be listed on the Weapons Training Unit's intranet website. These holsters must cover the trigger guard and trigger when the handgun is fully inserted into the holster and must retain the pistol if the holster is held upside down. A holster worn inside the waistband is prohibited while in uniform. All personnel are responsible for achieving and maintaining proficiency with any holster deployed on-duty.

Other On-Duty Holsters for Plain Clothes Personnel

On-duty plain clothes personnel may wear any of the following holster types:

- Inside the waistband holster (when concealed only);
- Paddle holster;
- Belt holster; or
- Shoulder holster (when concealed only).

Sworn personnel should be cognizant of being readily identifiable as a peace officer while on-duty, in plain clothes, and carrying a handgun. At a minimum, the Department badge should be conspicuously worn on the belt closest to the handgun and visible from the front when a concealing garment is not being worn. If the badge is not worn on the belt, it should be worn on a neck chain visible from the front.

A list of on-duty holster specifications for plain clothes personnel will be maintained on the Weapons Training Unit's intranet site. All personnel are responsible for achieving and maintaining proficiency with any holster that is used on-duty.

Back-up Handgun Holsters

Sworn members electing to carry a Department-authorized handgun as a backâ€'up handgun on their person, shall carry the firearm in a holster. Members shall select a holster that retains the handgun securely for the manner they intend to carry it. The holster shall completely cover the handgun's trigger guard when the handgun is holstered to prevent unintended movement of the trigger. The handgun and holster must be completely concealed from view. A list of back-up handgun holster specifications will be maintained on the Weapons Training Unit's intranet website. All personnel are responsible for achieving and maintaining proficiency with any holster that is used for a back-up handgun.

Off-duty Handgun Holsters and Off-body Carry

Sworn members who elect to carry a Department-authorized handgun off-duty shall do so in a holster or in an off-body carry method such as a purse, pouch, or bag. The handgun shall be concealed from view.

Off-duty handgun holsters shall completely cover the handgun's trigger guard when the handgun is holstered to prevent unintended movement of the trigger. The holster may be of any type previously listed above.

When a handgun is carried in an off-body carry method, the handgun shall be placed in a compartment intended to hold a firearm and free of any loose items that could cause unintended movement of the trigger. Refer to MPP section 3-03/210.01, Transportation of Firearms.

A list of off-duty handgun holsters and off-body carry specifications will be maintained on the Weapons Training Unit's intranet website. All personnel are responsible for achieving and maintaining proficiency with any holster or off-body carry method that is used on-duty or off-duty.

• 3-03/285.00 - Identification Card

The official Department identification card shall include the following:

- The county seal or graphic of the appropriate badge;
- The name and signature of the Sheriff when issued;
- Standard design (approximately 3.2" by 2.2");
- A recent photograph of the employee (within the last five years of issuance) which must display the front of the face without any obstructions such as bandanas, caps, hats, masks, sunglasses, veils, or any headgear not authorized by the Department;
- The date of expiration (no more than five years from issuance);
- The full name and employee number of the employee;
- The full title, rank, or item number of the employee;
- The signature of the employee and the approving authority; and
- The birth date, height, hair, and eye color of the employee.

The identification card may contain additional information (e.g., weight, blood type, badge number).

If the employee's current identification card does not conform to the above standards, the card shall be replaced immediately.

If the employee's identification card is lost or stolen, refer to section 3-03/060.15, Replacing Items of Identification.

• 3-03/285.05 - Possession of Identification Card

All employees, unless otherwise exempt, shall have their official identification card in their possession during working hours.

All non-uniformed employees shall display their official identification card visibly on or over their outer garments while they are inside any county facility.

Any request for modification of this policy can be made by the Department head upon approval from the CAO Office of Security Management.

• 3-03/285.10 - Volunteer Identification Cards

A volunteer's affiliation with this Department is subject to termination by the Sheriff or his designee at any time without notice or cause. Anytime a volunteer is notified the Department is no longer in need of their service, any Department-issued credential shall be confiscated.

NOTE: For purposes of this section, a volunteer is any person who is a member of any Advisory Council, Community Advisory Group, Booster Club, Station Volunteer Clergy Program, or any other group, or any individual who provides a service to the Department without any expressed or implied promise of pay or benefit.

Any Sheriff's Department employee or volunteer, including reserve deputies, shall not possess more than one Sheriff's Department identification card at any time, unless dual classifications are held.

Prior to the issuance of any identification card, all volunteer members of the Department shall be subjected to a background check and have their fingerprints subjected to a livescan examination. All other requirements governing the issuance of volunteer identification cards, as delineated in the Volunteer Coordinator's Manual of the Los Angeles County Sheriff's Department, shall be observed.

Volunteer identification cards shall be valid for a period of three (3) years from the date of issuance or renewal.

The issuance of identification cards to any civilian volunteer or Advisory Council/Group member shall be expressly approved by the Office of the Sheriff or undersheriff.

Civilian volunteers must be conscientious in avoiding actions that misrepresent or abuse their affiliation with the Los Angeles County Sheriff's Department. Volunteers shall not display their identification cards or otherwise cite their connection to the Sheriff's Department in any manner as to give the appearance of soliciting special treatment or privilege.

Volunteer identification cards issued by the Sheriff's Department shall include the following:

- Identification cards shall be a standard size and design (approximately 2 2" by 3 2");
- The identification card shall bear the seal of Los Angeles County or other appropriate badge;
- The word "VOLUNTEER" shall appear on the front of the identification card;
- The card shall be color coordinated in blue and white;
- Full name of the volunteer;
- Unit of assignment, Station, or Facility, and/or name of group to which the volunteer is affiliated;
- Identification card number, date of expiration, and signature of approving authority;
- Recent photograph of the volunteer (taken within the last five years); and
- The card shall be securely laminated or, alternatively, a credit card style.

The back of each card shall include the following language:

Property of:
Los Angeles County Sheriff's Department
4700 Ramona Boulevard, Room #155
Monterey Park, CA 91754
(323) 526-5541

This card is for identification purposes only.
The holder of this card is not an employee of the

Los Angeles County Sheriff's Department.
This card confers no special authority or privilege.

• 3-03/290.00 - Insignias

There are two general categories of insignias: special positions and rank.

• 3-03/290.02 - Motorcycle Insignia

The motorcycle insignia shall be worn by members who have successfully completed the P.O.S.T. approved motorcycle training course and are assigned to motorcycle patrol duty.

The motorcycle insignia shall be the standard law enforcement "wheel and arrow" motorcycle insignia. The insignia shall be an applique of gold thread embroidered on black felt material approximately 1 3/4 inches wide by 1 1/8 inches.

The motorcycle insignia shall be sewn on the sleeve of the Class A shirt, Class B shirt, or coveralls, centered 2 inch below the official shoulder patch or if chevrons are worn, 2 inch below the bottom of the chevron.

The motorcycle insignia shall not be worn on any jacket.

• 3-03/290.05 - Paramedic Insignia

The tan cloth paramedic insignia embroidered on the edges and with lettering in gold thread, may be worn on the Class B shirt, centered directly above the cloth name tape. It shall be 3/4 inches wide and 3 2 inches long and embroidered with the paramedic symbol and the titles "Paramedic" and "Emergency Services Detail."

• 3-03/290.10 - Pilot/Observer Insignia

The metal pilot/observer insignia consists of a replica of the standard Deputy Sheriff badge with wings extending from the two vertical sides of the star. The cloth replica consists of a blue circle, gold star and white wings.

Two versions of the Aero Detail pilot/observer insignia are authorized. The bronze metal insignia is authorized for the Class A uniform, and the cloth replica is authorized for the Class B uniform and the special purpose coverall.

Pilots shall wear the insignia above the left pocket and below the badge. Observers shall wear the insignia above the name tag.

• 3-03/290.15 - Rank-Deputy and Sergeant Insignia

Deputy generalists do not wear rank insignia.

The rank insignia for sworn members permanently promoted to the rank of Deputy Sheriff IV and temporary rank of bonus I, shall be a chevron consisting of two stripes. Chevrons shall be affixed with black thread and with a professional stitch. An optional rank insignia shall be a plain yellow or black metal chevron, consisting of two stripes, 3/4 inch wide and 3/4 inch high, equipped with clutch fasteners. The optional rank insignia may also be embroidered. The optional rank insignia is only to be worn with the Pullover Uniform Shirt (section 3-03/410.20).

The criteria for bonus I Deputies to wear chevrons, and the procedures for removal of the chevrons for cause or transfer, shall be by direction of the respective Division headquarters.

The Sergeant rank insignia shall be a chevron consisting of three stripes.

The chevrons shall consist of gold stripes on a background of black wool felt or melton. Chevrons shall be affixed with black thread and with a professional stitch. The optional rank insignia shall be a plain yellow or black metal chevron, consisting of three stripes, 3/4 inch wide and 1 inch high, equipped with clutch fasteners. The optional rank insignia may also be embroidered. The optional rank insignia is only to be worn with the Pullover Uniform Shirt (section 3-03/410.20).

Uniform Shirts and Jackets

Chevron rank insignia shall be worn on each sleeve of all uniform shirts and jackets. The chevrons shall be affixed with the top point of the chevron 5 2 inches below the center point of the outer shoulder/sleeve seam.

On short sleeve shirts, the lowest point of the chevron shall be no less than 2 inch from the bottom edge of the sleeve.

Deputies and Sergeants may wear United States Army regulation chevrons (gold stripes on tan background affixed with tan thread) on the Class B shirt and foul weather coat.

The optional rank insignia shall be worn centered on each side of the collar of the Pullover Uniform Shirt. The bottom edge of the insignia shall be 2 inch from the front edge of the collar.

• 3-03/290.25 - Rank-Lieutenant and Captain Insignia

The lieutenant rank insignia shall be one plain, yellow metal bar, 1/4 inch wide and 3/4 inches long, equipped with clutch fasteners.

The captain rank insignia shall be two plain, yellow metal bars, each 1/4 inch wide and 3/4 inches long, joined by a small metal bar at each end, equipped with clutch fasteners.

Uniform Shirts

The lieutenant/captain rank insignia shall be worn centered on each side of the collar of all uniform shirts. The long edge of the insignia shall be 1/4 inch from, and parallel to, the front edge of the collar.

The lieutenant/captain rank insignia worn on the Class B uniform shirt shall be the bar or bars specified respectively or an embroidered applique, similar in color and dimension.

Uniform Jackets

The lieutenant/captain rank insignia shall be worn on all uniform jackets. The jacket insignia shall be the same as the shirt insignia, except that each bar shall be 3/8 inches wide and 1 inch long. The insignia shall be worn centered on each shoulder of the uniform jacket, 5/8 inches above and parallel to the outer shoulder/sleeve seam.

See section 3-03/065.00 for the executive uniform.

• 3-03/290.35 - Rank-Commander Insignia

The commander rank insignia shall be one yellow metal, five point star of a size inscribed within a 5/8 inch circle. The surface of the star shall be plain, raised in the center, and rounded. The star shall be equipped with clutch fasteners.

Uniform Shirts

The commander rank insignia shall be worn centered on each side of the collar of all uniform shirts. Each star shall be worn with two points aligned along the border seam of the collar, 1/4 inch from the front edge of the collar.

The commander rank insignia worn on the Class B uniform shirt shall be either the metal star specified or an embroidered applique similar in color and dimension.

Uniform Jackets

The commander rank insignia shall be worn on all uniform jackets. The jacket insignia shall be the same as the shirt insignia, except that the star shall be of a size inscribed within a one-inch circle.

The commander insignia shall be worn centered on each shoulder of the uniform jacket, in a manner that a line bisecting one point of the star is parallel to the outer shoulder/sleeve seam. The center of the star shall be one-inch above the outer shoulder/sleeve seam and centered directly over the shoulder seam.

See section 3-03/065.00 for the executive uniform.

• 3-03/290.40 - Rank-Division Chief Insignia

The chief rank insignia shall be two, yellow metal, five-point stars, each of a size inscribed within a 5/8 inch circle. The surface of the stars shall be plain, raised in the center, and rounded. The stars shall be joined by a

small metal bar so they are 5/8 inches from center to center and arranged so that a corresponding point on each star is perpendicular to the metal bar. The stars shall be equipped with clutch fasteners.

Uniform Shirts

The chief rank insignia shall be worn centered on each side of the collar of all uniform shirts, with the point on the star nearest the front edge of the collar, aligned on the border seam, 1/4 inch from the front edge of the collar.

The chief rank insignia worn on the Class B uniform shirt shall be either the metal stars specified or an embroidered applique similar in color and dimension.

Uniform Jackets

The chief rank insignia shall be worn on all uniform jackets. The jacket insignia shall be the same as the shirt insignia except that each star shall be of a size inscribed within a one-inch circle.

The chief insignia shall be worn on each shoulder of the uniform jacket. Both stars shall be centered directly over the shoulder seam and the center of the outside star shall be one inch above the shoulder/sleeve seam.

NOTE: See section 3-03/065.00 for the executive uniform.

• 3-03/290.45 - Rank-Assistant Sheriff Insignia

The assistant sheriff rank insignia shall be of the same specifications as prescribed for division chief except that three stars shall be worn in the same relative positions as that of the division chief rank insignia.

• 3-03/290.50 - Rank-Undersheriff Insignia

The undersheriff rank insignia shall be of the same specifications as prescribed for division chiefs except that four stars shall be worn in the same relative positions as that of the division chief rank insignia.

• 3-03/290.55 - Rank-Sheriff Insignia

The Sheriff rank insignia shall be of the same specifications as prescribed for division chiefs except that five stars may be worn in a circular cluster or in the same relative position and configuration as that of division chief rank insignia.

Uniform Jackets

The Sheriff rank insignia shall be worn on all uniform jackets. The Sheriff jacket insignia shall be the same as the chief jacket insignia except that each star shall be of a size inscribed within a 3/4 or 1 inch circle.

• 3-03/290.60 - Traffic Insignia

The traffic insignia may be worn by members who have successfully completed the P.O.S.T. approved Basic and Intermediate Collision Investigation Course and the RADAR Operator Course and have performed a six-month assignment in a traffic assignment with this Department.

The traffic insignia shall be a winged-wheel applique of gold thread embroidered on black felt material. The size shall be approximately 1 3/4 inches wide by 1 1/8 inches.

The traffic insignia shall be sewn on the sleeve of the Class A shirt, Class B shirt or coveralls, centered 2 inch below the official shoulder patch, or if chevrons are worn, 2 inch below the bottom of the chevron.

The traffic insignia shall not be worn on any jacket.

• 3-03/290.65 - Diver Insignia

The diver insignia may be worn by any public safety diver, diving under the auspices of the Los Angeles County Sheriff's Department, who has met the requirements within the " Los Angeles Sheriff's Department Diving Guidelines" section 4.20, "LASD Diver Certificate."

The uniform insignia shall be the standard "S.C.U.B.A. Diver" metal pin, as used by the United States Navy, Army, and Marine Corps. The pin size shall be approximately one inch in height, by approximately 7/8 of an inch in width (1" X 7/8").

The metal pin is available in two varieties. The polished silver version shall be displayed on the Class A Uniform. The '>oxidized' (brushed finish) version shall be displayed on the Class B and C uniform.

The pins shall be displayed on the Class A, B, and C uniform consistently, centered above the name tag/strip.

• 3-03/290.70 - Master Field Training Officer Insignia

The rank insignia for sworn members permanently appointed to the rank of Master Field Training Officer shall be a chevron consisting of two stripes and a rocker attached to the lower stripe. Chevrons and rocker shall be affixed with black thread and with a professional stitch.

The chevrons and rocker shall consist of gold thread embroidered on a background of black felt material. The insignia shall be 3 inches wide and 3 2 inches high.

Uniform Shirts and Jackets

Chevron and rocker rank insignia shall be worn on each sleeve of all uniform shirts and jackets. The chevrons shall be affixed with the top point of the chevron 5 2 inches below the center point of the outer shoulder/sleeve seam.

On short sleeve shirts, the lowest point of the chevron shall be no less than 2 inch from the bottom edge of the sleeve.

• 3-03/300.00 - Jackets - Uniform

[Title Only]

• 3-03/300.05 - Class A Dress Jacket

The dress jacket, also known as the "Eisenhower Jacket," is designed to provide uniformed personnel with a formal uniform jacket. The dress jacket is a green, waist-length, zippered jacket United Uniforms model number 10501LASO, or equivalent. The dress jacket shall be worn only with a Class A uniform and tie and shall be complete with shoulder patches, official badge, name tag, rank insignia, and Department stripe. All authorized medals, ribbons and emblems, and service stars as worn on the Class A shirt may be worn on the dress jacket.

The Class A dress jacket shall have an inch ribbed nylon band on the outermost half of each arm, approximately three inches from the wrist, black in color for deputy and sergeant rank, and gold in color for rank lieutenant and above. The official badge shall be worn in the provided holder. A metal name plate, 9/16 x 2-7/16 inches, gold in color, polished finish, with blue lettering shall be worn on the Class A dress jacket as described in section 3-03/340.00, Name Tags.

All sworn executives (captain and above) shall possess, in addition to a Class A uniform, a Class A dress jacket to be worn on those occasions when directed by a division chief or division director or executive of higher rank. The Class A dress jacket may also be worn, as an option, at any function where a dress uniform would be appropriate. Rank insignia shall be worn lengthwise on the epaulet of the Class A dress jacket.

• 3-03/300.10 - Field Jacket (Sworn, Civilian)

The field jacket is a waist-length, single breasted, nylon jacket with a removable liner and black pile collar. The field jacket is approved for both Class A and B uniforms.

When worn, the field jacket shall be complete with shoulder patches, rank insignia, metal or cloth badge, and name tag. Sworn personnel and C.S.O's shall wear a forest green jacket and custody assistants shall wear a black jacket. Security officers and security assistants shall wear a black jacket with a cloth badge. All other uniform civilians except desk operations assistants shall wear a dark blue jacket.

Motorcycle Jackets

Sworn members assigned to motorcycle duties may wear an optional leather jacket. The jacket must be purchased at the employee’s own expense from an approved vendor and shall only be worn while operating a Sheriff’s motorcycle. The jacket shall be leather, long sleeve and black in color. It shall have a reinforced badge holder on the left breast and worn with patches or motorcycle insignias. The jacket may be either full

length or “Short Body.” Full length jackets shall have chromium-plated, double snap, basket weave designed keepers sewn onto the waistband of the jacket to support the sam brown gun belt. The jacket shall have no more than two exterior pockets with zipper closures. The jacket may include shoulder epaulets.

The issued uniform metal badge shall be worn on the exterior badge holder. A name badge or tape shall not be worn on the jacket. Any rank insignia shall be worn on the collar or epaulets of the jacket.

• 3-03/300.11 - Field Jacket-Scientific Services Bureau (Crime Lab)-Civilian Personnel

The official Scientific Services Bureau jacket shall be black in color and made of a 65/35 cotton-synthetic blend. The jacket shall be worn complete with a badge and the words “County of Los Angeles, Sheriff’s Crime Lab” on the right breast plate area as well as across the back of the jacket. The jacket is designed and intended to give high visibility and health and safety protection to non-uniformed personnel who are involved in field crime scene investigations.

• 3-03/300.12 - Field Jacket - Cold Weather (Optional)

The cold weather field jacket is an optional item designed and intended to give necessary warmth to sworn personnel while performing duties in extremely cold weather. The jacket is available for purchase at the employee’s own expense.

The cold weather field jacket shall be forest green in color with shoulder patches, rank insignia, embroidered badge replica, and name strip. The jacket shall meet all Department-approved design specifications. Personnel may contact Administrative and Training Division, Central Supply and Logistics, to obtain specifications and approved vendors.

The cold weather field jacket may be worn with Class A or Class B uniforms when authorized by the unit commander.

• 3-03/300.15 - Flight Jacket (Optional)

The flight jacket may be the standard military style gray Nomex or nylon jacket, CWU-36P or MA-1, respectively, or the USAF A-2 brown leather flight jacket. The flight jacket shall only be worn over the flight suit. Wearing the flight jacket over the Class A or B uniform is not authorized.

The gray Nomex or nylon jacket shall be worn with cloth badge, cloth Pilot/Observer Insignia, cloth name tag, rank insignia, and shoulder patches. The brown leather jacket shall be worn with leather name/wing insignia tag only, attached to the jacket by standard velcro hooks and loops.

• 3-03/300.20 - Foul Weather Jacket (Optional)

The foul weather jacket is a three-quarter length jacket with hood, similar in style to the field jacket. It is an optional uniform item, approved for both Class A and Class B uniforms. The foul weather jacket shall be worn when weather conditions dictate, with the concerned unit commander's approval. When worn, the foul weather jacket shall be complete with shoulder patches, rank insignia, cloth badge, and name tag. Jacket color shall be consistent with section 3â€‘03/300.10.

• 3-03/300.30 - Raid Jacket (Optional)

The raid jacket shall be a microfiber polyester, waist-length, long sleeve, wind breaker-type jacket with microphone loops on each shoulder, a #5 zipper at the center, side pockets that are secured with zippers, and shirred elastic cuffs that is Sheriff green in color. The raid jacket is designed and intended to give high visibility to non-uniformed sworn personnel who are engaged in special law enforcement operations, i.e., raids serving arrest or search warrants, or are in pursuit of suspects, etc., when it is imperative that they be readily identified as law enforcement officers.

- The raid jacket shall not be worn with the Class A, Class B, or Class C uniform during routine duty or investigations;
- The raid jacket shall not be worn as off-duty attire;
- The raid jacket shall not be worn with civilian attire during routine duty; and
- The raid jacket shall not be worn while testifying in court.

The raid jacket shall have an embroidered replica of the Department badge, silk screen printed shoulder patches, and the word "Sheriff" across the back in medium yellow (gold).

The previous nylon forest green raid jacket will be permitted for wear for a period of 12 months following implementation of this policy.

• 3-03/300.40 - Bicycle Jacket (Optional)

The bicycle jacket shall be a supple nylon, waist-length, two tone dark green and medium yellow (gold), long sleeve bicycle riding jacket. This jacket shall only be worn while performing bicycle patrol duties.

The bicycle jacket shall be imprinted with replicas of the Department badge and shoulder patches, the word "SHERIFF" on the front left breast area, and the word "SHERIFF" across the back. The employee’s last name must appear on their outer garment. The name may be embroidered in gold thread or the standard cloth name tape may be used.

• 3-03/300.50 - Leather Motorcycle Jacket (Optional)

The leather jacket shall be smooth black, tanned American cowhide of a minimum 4-ounce weight. The jacket shall be waist length, have a single vertical zipper, and feature leather keeper straps with chrome or nickel snaps. The jacket shall have a leather badge holder for the official uniform badge. Any rank insignia shall be worn on the epaulets or, lacking epaulets, the collar. No other patches, insignia, or badges may be worn on

the jacket. The jacket shall only be worn while assigned to motorcycle duties and with motorcycle britches and boots.

• 3-03/320.00 - Key Ring Holder

The key ring holder shall be black, full-grain cowhide leather, basket weave design, with one chromium-plated key ring clasp.

• 3-03/325.00 - Knife and Case (Optional)

Sworn members may wear a folding type knife on the gun belt. The knife, when folded, shall not exceed 5 3/4 inches, and shall be carried in a black, basket weave design, top-grain cowhide leather, or comparable material case with snap flap. Additionally, sworn members may carry a flat profile, folding clip-on knife not to exceed 5 3/4 inches in length when folded. The folding clip-on knife shall be carried concealed (except for the clip portion if necessary) and properly secured on the deputy. The folding clip-on shall not be worn on the gun belt unless it can be secured by placing it in the knife case described above.

• 3-03/330.00 - Medals, Pins, and Emblems

Armed Forces Ribbons

Uniform ribbons representing duly authorized decorations or awards for service in the Armed Forces of the United States, or any of its allies when this country was at war, may be worn as prescribed for the particular ribbon in the official regulations governing the awards. Ribbons shall be worn on the left side of the Class A uniform below the badge and above any Department pin.

Departmental /Lapel Pins

Formal medals awarded by this Department for valor, line of duty, meritorious conduct, distinguished service, or exemplary service shall only be worn on formal occasions as announced by the Sheriff; however, the corresponding pins can be worn year-round.

Uniform pins representing Department awards may be worn on the Class A or B uniform shirt or dress jacket. When worn, the pin(s) shall be placed below the badge, centered on the top seam of the left breast pocket. Members shall not wear or display medals or pins to which they are not entitled. The proper positioning of each individual pin shall be as follows:

- Medal of Valor pin, (red/white/blue) shall be worn with the red side facing the center of the shirt;
- Meritorious Conduct-Gold, (blue/white) shall be worn with the blue side facing the center of the shirt;
- Meritorious Conduct-Silver, (red/white) shall be worn with the red side facing the center of the shirt;

- Line of Duty Award, (purple/white) shall be worn with the purple side facing the center of the shirt;
- Distinguished Service Award (green/gold) shall be worn with the green side facing the center of the shirt; and
- Meritorious Service Award (green/gold/green), Exemplary Service Award (gold/green/gold), and the Sheriff's Award (gold/green/gold) are symmetrical.

In the case of multiple Department awards, the group of pins shall be centered as described above, with the highest award closest to the center of the shirt. No more than three pins shall be worn parallel in a row, with a maximum of two rows, including any military ribbons. The highest award shall always be on the top row closest to the center of the shirt.

Uniform lapel pins representing Department awards may be worn on civilian attire in a manner appropriate to the type of clothing worn.

Other Emblems/Pins

An emblem/pin awarded for shooting proficiency, county service, Department service, veteran's discharge, other similar recognition pins issued by the Department, or other individual pins issued by outside organizations, as approved by the Sheriff or undersheriff, may be worn on the right breast pocket flap, between the center button and left edge. If possible, the pin should not extend beyond the double needle topstitching of the pocket flap. Only one emblem or pin of an employee's choice may be worn on Departmental uniforms.

• 3-03/340.00 - Name Tags and Name Tag Exceptions

Purpose

The purpose of this policy is to establish Department rules governing the visible display of identification by all Department members performing official duties and the applicable requirements and limited exceptions to the requirements for sworn Department members while performing enforcement duties. This policy is intended to ensure compliance with applicable state and local law regulating peace officer identification and to affirm the Department's commitment to transparency, accountability, and public trust.

Definitions

- **Identification** - Visible display of the Department’s name and either the name or badge number, or both name and badge number.
- **Enforcement duties** - Active and planned operations involving the arrest or detention of an individual, or deployment for crowd control purposes.
- **Visible display** - To wear externally on the uniform in a size and location such as to be reasonably visible to members of the public with whom the officer interacts.

Policy

Pursuant to this policy, all personnel are required to visibly display identification that includes the Department's name and their name or badge number, as specified below.

Uniformed sworn members shall wear a name tag on their outermost uniform garment. The name tag shall be clearly visible at all times. The name tag shall bear the legal surname of the wearer and be properly spelled.

Non-uniformed sworn members shall visibly display identification when performing enforcement duties.

Exceptions to the visible display of the sworn members' name and other identifying information are limited to the specified exemptions included herein.

Exemptions to Visible Identification Requirements

Uniformed Members

The requirement that sworn uniformed members visibly display identification when performing enforcement duties shall not apply to:

- Sworn members wearing personal protective equipment (e.g., rainwear, protective gear) that prevents display.
- Sworn members during exigent circumstances, involving an imminent danger to persons or property, or the escape of a perpetrator, or the destruction of evidence, including if the officer is responding to those circumstances while off-duty.
- Sworn members, when there is a specific, articulable, and particularized reason to believe identification would pose a significant danger to the physical safety of the sworn member.

Non-Uniformed Members

The requirement that non-uniformed sworn members visibly display identification when performing enforcement duties shall not apply to:

- A sworn member conducting active undercover operations or assignments authorized by supervising personnel or court order.
- Sworn members wearing personal protective equipment (e.g., rainwear, protective gear) that prevents display.
- A sworn member during exigent circumstances, involving an imminent danger to persons or property, or the escape of a perpetrator, or the destruction of evidence, including if the officer is responding to those circumstances while off-duty.
- A sworn member assigned to the Special Enforcement Bureau (SEB) in the performance of authorized SEB special weapons teams' duties, as provided in MPP 2-11/060.00 (Special Enforcement Bureau).
- A sworn member assigned to a tactical team in the authorized performance of tactical operations where Department-authorized protective equipment is required for a member's physical safety.
- A sworn member engaged in protective operations involving elective officials, judicial officers, or designated dignitaries where the display of identification would compromise the safety, anonymity, or

tactical effectiveness of the protection detail.

Name Tag Exceptions – Specialized Units

During tactical deployments, sworn Department members in specialized units are permitted to use a unique identifying number instead of the member's name tag. The goal is to protect Department members from public dissemination of personal information while also allowing them to be identified for accountability purposes in accordance with California Penal Code section 830.10 and Government Code section 7288. Specialized units are defined as personnel in an individual or team configuration that have been deployed to an emergency or unusual occurrence. Specialized units include, but are not limited to the Mobile Field Force, Sheriff's Response Teams, and Emergency Response Teams. Emergency or unusual occurrences include, but are not limited to civil unrest, riots, protests, major disasters, and large-scale criminal activity (flash mob).

Department members shall utilize their badge numbers as the unique identifier. In the absence of an issued badge number, an employee number may be used. The name or unique identifier shall be affixed with tape. The tape shall be ranger green in color with the badge number in yellow and shall be a minimum of 1 x 5 ¾ inches. The preferred location is the front and back of the helmet, which will allow for identification from almost any perspective and has the lowest probability of being obscured. The display of additional identifying numbers (greater than the two recommended) is permissible. Personnel may display the identifying number on the front and back of the uniform as well as the front and back of the helmet.

Metal Name Plate

A metal nameplate, 9/16 x 2 7/16 inches, gold in color, polished finish, with blue lettering, shall be worn on the Class A shirt, dress jacket, and may be worn on the Duty uniform shirt or field jacket. Only sworn employees, community service officers, custody assistants, security officers, security assistants, and desk operations assistants may wear this metal nameplate.

When worn on the Class A or Duty uniform shirt, the nameplate shall be worn with the top edge centered parallel and even with the lower border seam of the right pocket flap. When worn on the dress jacket, the nameplate shall be worn on the right pocket flap, the top edge centered, parallel, and even with the border seam.

When worn on the field jacket, the nameplate shall be worn in the fixed eyelets (if provided) or on the right pocket flap with the top edge centered, parallel, and even with the seam of the pocket. Communication operator supervisors may wear an authorized metal name tag as approved by the unit commander.

Cloth Name Tape

A deputy sheriff's, cloth, name tape, approximately 1 x 5¾ inches, green with black lettering, shall be worn on the Class B shirt and may be worn on the Duty uniform shirt if assigned to custody (per MPP 3-03/070.15 – Deputy Sheriff Duty Uniform), and all jackets, except the dress jacket.

The cloth name tape shall be worn above and even with the top seam of the right pocket. No space shall be visible between the bottom of the name tape and the top of the pocket.

Custody assistants are authorized to wear a cloth, name tape, approximately 1 x 5¾ inches, black with gold lettering, on the field jacket, Class B shirt and Duty uniform shirt. This name tape shall be worn in the same

manner as the deputy sheriff's cloth, name tape.

Security officers and security assistants are authorized to wear a cloth, name tape, approximately 1 x 5¾ inches, green with gold lettering, on the Class B shirt, and black with gold lettering, on the field jacket. These name tapes shall be worn in the same manner as the deputy sheriff's cloth, name tape.

All other uniformed civilian employees shall wear a cloth name tape, approximately 1 x 5¾ inches, dark blue with light blue lettering, on the field jacket and Class B shirt. This name tape shall be worn in the same manner as the deputy sheriff's, cloth, name tape.

Contract City Name Identifier

The contract city name identifier may be worn on the Class A uniform shirt at the unit commander's discretion. The name identifier shall be a green plastic plate engraved with white letters stating the name of the contract city. The name identifier shall be 2¼ inches wide by 1¼ inches tall. The plastic plate shall have holes allowing the wearer to place the posts of the metal nameplate through them and then affix the nameplate and contract city name identifier to the Class A shirt in the same manner as described for the metal nameplate.

Replacement and additional contract city name identifiers may be obtained from the Sign Shop.

Medical Services Personnel

Members assigned to Medical Services who deal directly with inmates within clinics and wards of Medical Services shall wear a white plastic laminated tag with blue lettering which identifies the person by name and classification.

• 3-03/340.01 - Name Tag Exceptions (RESCINDED)

RESCINDED

• 3-03/345.00 - Pepper O.C. Spray and Holder

Any Pepper O.C. Spray canister holder worn on the gun belt shall be black, full-grain cowhide leather with a basket weave design.

O.C. may also be carried within an authorized flashlight O.C. deployment device, i.e., the TigerLight or Cobra StunLight.

Pepper O.C. Spray canisters shall be only the type and brand authorized for use.

• 3-03/350.00 - Protective Vests

Any protective vest, body armor, or bullet-resistant device, issued or purchased for use by Department members, shall be certified according to the most current National Institute of Justice (NIJ) standards at the time of purchase.

Concealable Protective Vest

The Department shall issue each sworn member a concealable (worn under the uniform shirt) protective vest.

The ballistics resistance level of the concealable protective vest shall meet or exceed threat level III-A tested and certified to the most current NIJ standards.

The concealable protective vest shall be a wrap-around model with tan color concealable carrier (sworn personnel) and white color concealable carrier (non-sworn personnel).

The concealable protective vest is provided to sworn personnel and armed Department members for their personal protection during normal operations and working hours. Department members are encouraged to wear the vest under their uniform shirt or civilian clothing. If the protective vest is not worn, the vest must be immediately available to all on-duty sworn personnel and armed Department members.

At all times during field operations wherein forced entry may become necessary, the concealable protective vest shall be worn by all personnel involved in the entry process and overcoming any initial resistance. Such occasions include, but are not limited to, the service of arrest warrants, search warrants, probable cause entries, and anytime members intend to affect entry should permission be denied. Supervisors at the scene shall ensure that those provisions are followed.

Sworn members shall wear a concealable protective vest at all times while operating a Sheriff's motorcycle.

Outer Duty Carrier (optional)

The Department approved the Outer Duty Carrier, an optional piece of equipment that may be personally purchased and worn by sworn personnel during the course of their routine duties. The Outer Duty Carrier shall only be worn with the Class-A or Patrol Duty Uniform according to policy and as directed by the unit commander. The ballistics resistance level of the panels inside the approved Outer Duty Carrier shall meet or exceed threat levels as defined by current department standards.

Sworn personnel already exempt from wearing uniforms per Manual of Policy and Procedures : 3-03/030.15 – Exemptions from Wearing Uniforms, shall remain exempt while donning the Outer Duty Carrier during normal duties.

Department members electing to wear the Outer Duty Carrier shall be properly fitted with the Department's standard concealable protective vest before purchasing the properly sized Outer Duty Carrier. The Outer Duty Carrier shall appropriately fit the wearer, minimizing slack to prevent officer safety issues or concerns.

Department members electing to wear the Outer Duty Carrier shall continue to present a professional appearance when representing the Department pursuant to MPP 3-01/050.80 – Grooming and Dress Standards.

During special events, the unit commander may designate that participating personnel will not wear the Outer Duty Carrier. In these circumstances, a concealed ballistic vest and carrier are recommended to be worn when the Outer Duty Carrier is not authorized.

Department members shall not carry their duty handgun on their Outer Duty Carrier. The duty handgun and backup handgun shall be carried in a manner consistent with MPP 3-03/280.00 - Holsters.

Department Members electing to carry an authorized backup handgun in their Outer Duty Carrier must adhere to the following:

(1) The weapon must be concealed.

(2) The weapon must be holstered per MPP 3-03/280.00 - Holsters.

(3) If the Outer Duty Carrier is removed, the backup handgun must be secured or carried in person.

The Outer Duty Carrier shall be in accordance with the following Department specifications:

· Sworn personnel may only utilize an Outer Duty Carrier as specified by the Uniform and Equipment Coordinator and authorized by the Sheriff.

· The Outer Duty Carrier shall utilize ballistic panels in accordance with standards established by the Uniform & Equipment Coordinator.

· The Outer Duty Carrier shall be ranger green in color.

· The Outer Duty Carrier shall not contain any exposed plastic or metal;

· A Department Class B cloth badge, yellow in color, shall be adhered with a hook and pile fastener on the front left of the Outer Duty Carrier over the wearer's heart;

· A Department Class B cloth name tape, ranger green in color, shall be adhered with a hook and pile fastener on the right side of the Outer Duty Carrier. The last name of the Department member shall be embroidered in yellow on the name tape and shall be a minimum of 1 X 5 inches;

· A ranger green in color rectangular patch with the word "SHERIFF" in yellow is to be adhered to the Outer Duty Carrier with a hook and pile fastener on the front of the carrier, under the cloth name tape. It shall be a minimum of 2 X 4 inches, with each letter a minimum of 1 ½ inches in height;

· A ranger green in color rectangular patch with the word “SHERIFF” in yellow is to be adhered to the Outer Duty Carrier with a hook and pile fastener on the Outer portion of the rear carrier, centered below the lower portion of the neckline. The patch shall be a minimum of 3 X 10 inches, with each letter a minimum of 2 inches in height;

· The Outer Duty Carrier shall have pouches made of matching material as specified by the Uniform & Equipment Coordinator and include a rear drag handle beneath the collar on the inside of the carrier;

· Only authorized Sheriff’s Department patches are to be used and worn on the Outer Duty Carrier and

· The Outer Duty Carrier shall have a body-worn camera insert to properly mount the wearer’s body-worn camera.



• 3-03/350.05 - Security Officer Outer Duty Carrier (optional)

The Department approved Outer Duty Carrier is an optional piece of protective equipment that may be personally purchased and worn by security officers during the course of their normal duties. The Outer Duty Carrier shall only be worn with the Department approved Class A Uniform or Duty Uniform pursuant to policy and as directed by the Unit Commander.

Security Officers electing to wear the Outer Duty Carrier shall be properly fitted with the Department’s

standard concealable protective vest prior to purchase of the properly sized carrier. When worn, the Outer Duty Carrier shall be properly secured to the wearer, minimizing slack to prevent officer safety issues or concerns.

Security Officers electing to wear the Outer Duty Carrier shall continue to present a professional appearance when representing the Department pursuant to MPP 3-01/050.80 – Grooming and Dress Standards.

During special events, the Unit Commander may designate that the Outer Duty Carrier may not be worn by participating personnel. In these circumstances, a concealed ballistic vest and carrier is recommended to be worn when the Outer Duty Carrier is not authorized.

Security Officers shall not carry their duty handgun on their Outer Duty Carrier. The duty handgun shall be carried in a manner consistent with MPP 3-03/280.00 – Holsters.

The ballistics resistance level of the panels inside the approved Outer Duty Carrier shall meet or exceed threat levels as defined by current Department standards.

The Outer Duty Carrier shall be in accordance with the following Department specifications:

- Security Officers may only utilize an Outer Duty Carrier as specified by the Uniform and Equipment Coordinator and authorized by the Sheriff;
- The Outer Duty Carrier shall utilize ballistic panels in accordance with standards established by the Uniform and Equipment Coordinator.
- The Outer Duty Carrier shall be black in color;
- The Outer Duty Carrier shall not contain any exposed plastic or metal;
- A Department, yellow in color Class B cloth badge shall be adhered with hook and pile fastener on the front left of the Outer Duty Carrier, over the wearer's heart;
- A Department black in color Class B cloth name tape shall be adhered with hook and pile fastener on the right side of the Outer Duty Carrier. The name of the Department member shall be embroidered in yellow on the name tape and shall be a minimum of 1 X 5 inches;
- A black in color rectangular patch with the words "SECURITY OFFICER" stacked, in yellow, is to be adhered to the Outer Duty Carrier with a hook and pile fastener on the front of the carrier, under the cloth name tape. It shall be a minimum of 2 X 4 inches, with each letter a minimum of ¾ inches in height;
- A black in color rectangular patch with the wording "SECURITY OFFICER" lettering a minimum of 1 ½ inches in height, stacked with "LOS ANGELES COUNTY SHERIFF'S DEPARTMENT" lettering a minimum of ½ inches in height, in yellow, is to be adhered to the Outer Duty Carrier with hook and pile fastener on the outer portion of the rear carrier, centered below the lower portion of the neckline. The patch shall be a minimum of 3 X 10 inches;
- The Outer Duty Carrier shall have pouches made of matching material as specified by the Uniform and

Equipment Coordinator and include a rear drag handle beneath the collar on the inside of the carrier;

- Only authorized Department patches are to be used and worn on the Outer Duty Carrier; and
- The Outer Duty Carrier shall have a body worn camera insert to allow for proper mounting of the Department designated body worn camera.

• 3-03/350.10 - "High-Visibility" Safety Vest

Except as provided below, Department members performing the following duties, on a roadway (including shoulders and rightâ€‘ofâ€‘way) shall wear a “Highâ€‘Visibility” reflective vest meeting the requirements contained in Title 23, Code of Federal Regulations, section 634.2, during all hours of darkness or daylight:

- Directing traffic;
- Accident investigation;
- Handling lane closures or obstructed traffic; and
- Disaster response.

Supervisors shall ensure that “Highâ€‘Visibility” vests are worn when required by this section.

The wearing of the “Highâ€‘Visibility” vest has the potential to jeopardize officer safety if worn in situations where potentially armed suspects are present or where similar risk potential exists. In circumstances where such factors may be clearly articulated, the requirement to wear the vest is relieved.

• 3-03/360.00 - Rain Wear

Department-issued rain wear for deputy sheriff and corrections officer personnel shall be yellow and consist of a jacket and a pair of pants. The rain jacket shall be imprinted with the word "SHERIFF" on the back, a replica of the Sheriff’s Shoulder Patch on both sleeves, and a replica of the Sheriff's badge on the left breast area.

Rain Jacket

The rain jacket shall be a short-style jacket, made of coated nylon, yellow in color, black Tricot foam lining in collar, snaps on collar to attach hood, storm flap, side openings with a hook and loop closure, vented back, and take-up snaps on sleeves.

Rain Pants

The rain pants shall be of similar construction, take-up snaps on waist, elastic back, and slash openings on both sides for access to weapon and radio.

Optional Rain Wear

The following items are authorized as optional rain wear for deputy sheriff and corrections officer personnel:

- Rain wear for deputy sheriff and corrections officer personnel may be California Sheriff Green and consist of a jacket and a pair of pants. The rain jacket shall be imprinted in gold with the word "SHERIFF" on the back, a replica of the Sheriff's Shoulder Patch on both sleeves, and a replica of the Sheriff's badge on the left breast area;
- Cape-Style Raincoat

  The short cape-style raincoat shall be made of dull-finish yellow rubber on white denim, single breasted with three-piece body, short cape, and full blue corduroy collar. Length is to extend below the top of knee-length rubber boots;

- Long Raincoat with Detachable Cape

  The long raincoat shall be made of high visibility safety yellow, with a lay-down collar, and snap-front opening;

- Two-Piece Rain Suit

  The two-piece rain suit shall be made of high visibility safety yellow nylon, with a lay-down collar, and snap-front opening; and

- Rain Hat or Cap Protector

  The rain hat/cap protector shall fit over the helmet, hat or bare head, at the option of the wearer, with snaps to attach to the rain jacket.

Wearing Rain Wear

Members may wear the prescribed rain wear as weather conditions warrant.

Storing Rain Wear

Department-issued rain wear shall be stored at the employee's place of assignment, where it shall be immediately available for use.

Civilian Uniform Rain Wear (optional)

Uniformed civilian personnel may wear non-Department issued rain wear as duties require, when authorized by the unit commander. The recommended color of rain clothing worn by civilian personnel shall be international orange.

• 3-03/370.00 - Sap (Optional)

Only the Gonzales Model 415 or similar sap, weighing 21 ounces, plus-or-minus two ounces, is approved for purchase and use as an equipment item.

• 3-03/380.00 - Scarf (Optional)

A plain black wool, gaberdine or silk scarf, not more than 12 inches wide and 60 inches in length, may be worn by deputies and only when wearing the field jacket, foul weather jacket, or raid jacket.

• 3-03/400.00 - Service Stars (Optional)

The service star shall be 3/4 inches in diameter, five-pointed, and embroidered on the sleeve with gold thread. The gold thread shall be medium-gold polyester. Single thread stitching must be used throughout, with sufficient underlay stitching to give a full three-dimensional appearance to the design.

For each five years of service completed as a Peace Officer Standards and Training (POST) recognized sworn law enforcement officer, deputy personnel may wear one service star.

For five years of service completed with the Department, non-sworn uniformed personnel authorized to wear a Class A uniform may wear one service star.

Sworn members may wear service stars on the dress jacket, field jacket, and long sleeved Class A shirt. Non-sworn uniformed personnel may wear service stars in the same manner on their approved long sleeved Class A shirt.

The service star may be worn six months prior to the five-year period represented, if the wearer so desires.

All service stars shall be positioned with one point downward toward the cuff and two points upward toward the shoulders.

Services stars number one through five (5-25 years) shall be worn in a horizontal row above the left sleeve cuff. The center of each star should measure approximately one inch from the top of the cuff, on the Class A shirt.

The center of the first star should also be positioned one to 1 ½ inches away from the outside of the elbow reinforcement seam, depending on the shirt size, to ensure five stars will fit in a row, without overlapping seams. This should allow for variations in pressing and ensure all five stars remain visible to the observer from the front and sides, with the wearer's arm at their side. All additional stars in the first row shall be spaced approximately 1/8 inch apart, measured tip-to-tip.

At thirty years of service, the sixth star shall be added in a second horizontal row, directly above the first star, and spaced 1/8 inch apart from the first row of stars, measured tip-to-tip. Additional stars should align with the row below.

For dress jackets and field jackets without a sewn cuff, the center of the first row of stars shall be 4 ½ inches from the edge of the jacket sleeve. Jackets with a sewn cuff shall closely replicate the specifications for the Class A shirt address above.

Previously approved service star patterns on existing shirts may be worn for the serviceable life of the shirt. All newly purchased and/or newly embroidered shirts shall comply with the above standards.

• 3-03/410.00 - Shirts - Uniform

The official uniform shirts shall be only those brands and styles approved by the Uniform and Safety Equipment Committee. The Central Supply/Logistics Section shall maintain current lists.

In addition to the Department approved cold weather undershirt (section 3-03/410.25), any other undergarment exposed by an open uniform shirt collar shall be clean, solid white with no printing, and shall have a standard round or "V" collar. White turtleneck undershirts are not permitted.

• 3-03/410.05 - Class A Uniform Shirt

The official deputy sheriff Class A uniform shirt shall be silver tan in color, made of approximately 55 percent dacron polyester, 45 percent wool material, and with matching tan buttons. The Class A uniform shirt is approved in an 8.5 ounce and 12 ounce per linear yard weight only and shall be constructed according to specifications authorized by the Sheriff. The Class A shirt shall be worn complete with badge, name plate, regulation shoulder patches, and rank insignia. When tieless, personnel shall allow only the top collar button to remain unbuttoned. The Class A shirt may be long or short sleeve. The short sleeve shirt may be worn year-round, with the unit commander's approval.

The official Custody Assistant Class A uniform shirt shall be forest green in color, made of approximately 55 percent Dacron polyester, 45 percent wool material with a collar suitable for the wearing of a tie, and have olive green buttons. The Class A shirt shall be only those brands and styles recommended by the Uniform and Safety Equipment Committee and authorized by the Sheriff. The Class A shirt shall be worn complete with badge, name plate, and regulation shoulder patches. When tieless, personnel shall allow only the top collar button to remain unbuttoned. The Class A shirt shall be long or short sleeved.

The official Security Officer or Security Assistant Class uniform shirt shall be white in color, made of approximately 80 percent Dacron polyester and 20 percent rayon material, with a collar suitable for the wearing of a tie. The Class A shirt shall be only those brands and styles recommended by the Uniform and Safety Equipment Committee and authorized by the Sheriff. The Class A shirt shall be worn complete with badge, name plate, and regulation shoulder patches. When tieless, personnel shall allow only the top collar button to remain unbuttoned. The Class A shirt shall be long sleeve.

The official civilian Class A uniform shirt shall be light blue in color, made of 65 percent dacron polyester and 35 percent cotton poplin material, with a button collar, and have white buttons. No ornamentation shall be worn or affixed to this shirt. The Class A shirt may be long or short sleeve. No tie shall be worn with the civilian Class A shirt.

Optional - Epaulets on Class A style uniform shirts may remain unsewn, sewn down on all sides or sewn down on all sides with a 1 inch opening on the front and rear of the epaulet adjacent to the cross-box stitch to accommodate a radio microphone clip.

Sworn personnel purchasing a new Class A shirt shall purchase a 12 ounce per linear yard weight Deputy Sheriff Class A shirt as described above.

NOTE: All Class A long-sleeved uniform shirts shall be worn with sleeves fully extended and all buttons on the sleeve cuff buttoned.

• 3-03/410.15 - Class B Uniform Shirt

Deputy Sheriff

The official Deputy Sheriff Class B uniform shirt may be long or short sleeved, of military design, tan in color, and permanent press and shall only be those brands and styles approved by the Uniform and Safety Equipment Committee. It shall be worn complete with regulation shoulder patches, rank insignia, cloth name tape and cloth badge.

Custody Assistant

The Custody Assistant Class B uniform shirt may be long or short sleeved, forest green in color, and shall be only those brands and styles approved by the Uniform and Safety Equipment Committee. The uniform shall be worn with the approved “Los Angeles County Jail” shoulder patches and name tape.

Civilian Uniform

The official civilian Class B shirt shall be medium blue in color, made of 65 percent polyester and 35 percent cotton blend material, and have buttons similar in color to the shirt. The Class B shirt may be long or short sleeve. It shall be worn complete with regulation shoulder patches and Department name tape.

Security Officer/Assistant

The Security Officer/Assistant Class B shirt may be long or short sleeved, shall be white in color, and permanent press, and shall be only those brands and styles approved by the Uniform and Equipment Coordinator Unit. It shall be worn complete with regulation shoulder patches, cloth name tape, and cloth badge.

• 3-03/410.20 - Pullover Shirt with LASD Logo

The Department-approved pullover polo shirt is authorized as follows for specified duties per MPP section 3-03/020.00, Special Uniform Needs, or as part of MPP section 3-03/070.25, Special Operations Clothing:

- A solid **tan** long or short sleeve two or three button-front pullover polo shirt, with a collar;
- A yellow (gold) embroidered Sheriff’s six-point star on the left breast area;
- A pair of silk-screened replicas of the official shoulder patch, affixed on each sleeve in “olive drab” green;
- The word "SHERIFF" silk-screened in “olive drab” green on the back of the shirt, surrounded by a border; and

- The employee's surname embroidered on the right breast area in the yellow (gold) thread to match the Sheriff's six-point star.

Exceptions

Exceptions have been made for Department members assigned to the following duties, who may require different colors for safety and identification purpose:

Range Safety Duty

- A solid **red** long or short sleeve, two or three button-front pullover polo shirt, with a collar;
- A yellow (gold) embroidered Sheriff's six-point star on the left breast area;
- A pair of silk-screened replicas of the official shoulder patch, affixed on each sleeve in black;
- The word "SHERIFF" silk-screened in black on the back of the shirt, surrounded by a border; and,
- The employee's surname embroidered on the right breast area in black thread.

Training Instructor Duty

- A solid **black** long or short sleeve, two or three button-front pullover polo shirt, with a collar;
- A yellow (gold) embroidered Sheriff's six-point star on the left breast area;
- A pair of silk-screened replicas of the official shoulder patch, affixed on each sleeve in "olive drab" green;
- The word "SHERIFF" silk-screened in "olive drab" green on the back of the shirt, surrounded by a border; and
- The employee's surname embroidered on the right breast area in the "olive drab" green thread.

Specialized unit logos or insignias are **not** permitted.

• 3-03/410.25 - Cold Weather Undershirt (Optional)

The cold weather undershirt is a black long sleeve turtleneck with the Departmental logo (LASD) embroidered in gold lettering on the left side of the collar (no other lettering, i.e., unit initials, is authorized).It is an optional item for all uniformed personnel, when worn with long sleeves and open collar. The cold weather undershirt shall be worn when climatic conditions dictate, with the concerned unit commander's approval.

When worn, the cold weather undershirt shall only be observable above the uniform shirt collar, with the Department logo clearly visible along the left side of the neck.

The only approved cold weather undershirt is a Blauer, model 8100 Stretch Turtleneck Streetwear, with the Departmental logo embroidered in gold lettering (Times Roman italicized, Gold Thread #1025) on the left side of the collar.

Because this is an optional uniform item, any vendor may be used for procurement of the turtleneck shirt provided it meets the aforementioned specifications.

• 3-03/440.00 - Shoulder and Other Patches

Shoulder patches in regulation, shall be worn on both sleeves of all uniform jackets and shirts, centered on the sleeve, with the top edge of the emblem 2 inches below the sleeve seam. Patches shall be sewn securely around the outer edge with a good quality silk thread. Cross stitching is not permitted. The following patch configurations and specifications shall be strictly adhered to for each respective patch:

Sworn Shoulder Patch

The sworn shoulder patch shall consist of the following:

- Forest green, with a gold border;
- The words "LOS ANGELES COUNTY" embroidered across the top of the patch in gold lettering;
- The word "SHERIFF" embroidered at the bottom of the patch in gold lettering; and
- A gold Sheriff's star, with a brown bear centered on the star.

Custody Assistant Shoulder Patch

The custody assistant shoulder patch shall consist of the following:

- Forest green, with a gold border;
- The words "LOS ANGELES COUNTY" embroidered across the top of the patch in gold lettering;
- The word "JAIL" embroidered at the bottom of the patch in gold lettering; and
- A gold Sheriff's star, with a brown bear centered on the star.

Civilian Shoulder Patch

All uniformed civilians shoulder patches shall consist of the following:

- Navy blue, with a light blue border;
- The words "LOS ANGELES COUNTY" embroidered across the top of the patch in light blue lettering; and
- Centered in the middle area shall be a light blue Sheriff's star, with a navy blue bear centered on the star.

Exceptions are made for identification of civilians who work at different assignments.

- For uniformed civilians assigned to Custody Division, the word "JAIL" shall be embroidered in light blue lettering at the bottom of the patch; and
- For parking control officers, the words "PARKING CONTROL OFFICER" shall be embroidered in light blue lettering at the bottom of the patch.

No other wording is authorized for civilian shoulder patches.

Court Services Specialist Patch

All "court services specialists" (C.S.S) shall wear the following patches for identification. The "court services specialist" pocket patch shall consist of the following:

- The "court services specialist" patch shall be approximately 1.2 inches by 4 ¾ inches in forest green, with a gold border; and
- The words "COURT SERVICES SPECIALIST" shall be centered on the patch in gold lettering.

The "court services specialist" pocket patch shall be worn on the uniform shirt and jacket, approximately 2 inches above and centered over the left pocket.

A secondary "court services specialist" patch shall be worn for identification. The secondary patch will be a "C.S.S" shoulder patch and shall consist of the following:

- The "C.S.S." patch shall be approximately ¾ inches by 3 inches, forest green with a gold border; and
- The letters "C.S.S." shall be centered on the patch, and in gold lettering.

The "C.S.S" shoulder patch shall be worn on both sleeves, centered one inch below the bottom edge of the shoulder patch.

Volunteer Patch

The volunteer patch shall consist of the following:

- A half-circle design, with a dark blue background;
- The words "LOS ANGELES COUNTY SHERIFF" embroidered across the top edge in yellow lettering;
- The word "VOLUNTEER" is embroidered across the bottom edge in yellow lettering; and
- A brown bear on green grass centered in the middle of the patch.

Explorer Shoulder Patch

The explorer patch shall consist of the following:

- Forest green, with a gold border;
- The words "LOS ANGELES COUNTY SHERIFF" embroidered across the top of the patch in gold lettering;
- The words "DEPUTY" and "EXPLORER" embroidered across the bottom of the patch in gold lettering; and
- The Boy Scout Emblem embroidered between the words deputy and explorer.

Security Officer / Security Assistant Patch

The security officer and security assistant patch shall consist of the following:

- Forest green, with a gold border;
- The words "LOS ANGELES COUNTY" embroidered across the top of the patch in gold lettering;
- The word "SECURITY" embroidered across the bottom of the patch in gold lettering; and
- A gold Sheriff's star, with a brown bear centered on the star.

• 3-03/450.00 - Skirts (Optional)

The uniform Class A skirt for sworn members and custody assistant members may be either a six-gore skirt with pleats or a four-gore skirt with kick pleats front and back. The skirt shall be made of the same fabric and color as the Class A uniform trousers. Skirts shall be worn with stockings; socks are not permitted.

The Class A skirt may be worn in lieu of trousers at the unit commander's discretion.

The skirt length shall be no more than two inches above the midline of the knee or two inches below the midline of the knee.

The skirt shall be worn in conjunction with the uniform belt as described in section 3-03/150.10, Belt.

Uniformed female civilian employees may wear a dark blue uniform skirt with their unit commander's approval. The skirt, designed similarly to the optional female deputy skirt shall be of similar material as the provided trousers.

• 3-03/455.00 - Smock, Maternity (Optional)

A maternity smock, in lieu of, and similar to the standard uniform shirt, may be authorized by the concerned unit commander.

• 3-03/460.00 - Socks

The visible portion of socks worn with all sworn uniforms shall be solid black in color. Ornamented socks are not permitted.

• 3-03/470.00 - Stockings (Hosiery)

Stockings worn with Class A skirts shall be beige in color and shall be of a translucent material. Ornamented stockings are not permitted.

• 3-03/480.00 - Sweater (Optional)

Sworn Members

A uniform sweater is authorized for wear with the official Deputy Sheriff Class B uniform as authorized by the respective division chief or division director.

The uniform sweater shall be either a collarless, cardigan-style, wool or nylon knit with matching bone buttons and full-length sleeves; or, a collarless, crew neck, wool, pullover with extra long roll-up cuffs, double needle stitched.

The deputy sheriff sweater shall be forest green in color and shall be worn complete with shoulder patches, cloth star, and cloth name tape in the same manner as the Class B shirt.

Custody Assistant Members

A uniform sweater is authorized for wear with the official Custody Assistant Class B uniform as authorized by the respective division chief.

The uniform sweater shall be either a cardigan sweater that is collarless, wool or nylon knit, black in color with matching black buttons and full length sleeves or a crew neck pullover sweater that is wool or nylon knit, black

in color, with extra long roll-up cuffs, double needle-stitched reinforced patches on elbows and shoulders, shoulder lapels double sewn, taped shoulder and underarm seams and tapered waist. “V” neck sweaters are not authorized.

The custody assistant sweater shall be worn with shoulder patches and cloth name tape in the same manner as the Class B shirt.

Civilian Members

The civilian sweater shall be navy blue in color and shall be worn complete with shoulder patches and cloth name tape in the same manner as the Class B shirt. Only the cardigan sweaters without shoulder patches may be worn with the civilian Class A uniform.

• 3-03/490.00 - Tie and Tie Holder

Department executives may require the wearing of a necktie with the Class A uniform.

The uniform necktie shall be black in color, clip-on type, made of barathea, nylon, or woolen material. The necktie shall not, at its widest point, exceed 3 2 inches or be less than 2 2 inches.

The tie holder shall be a bar style holder with a plain, flat face. It shall be yellow metal, 5/16 inches wide, and the length shall be compatible with the width of the tie. The tie bar shall be worn with its top edge aligned with the top edges of the shirt pockets.

• 3-03/500.00 - Uniform Pants

The Uniform and Equipment Committee has approved uniform pants for uniformed Department members, including brands and styles, and shall adhere to the following specifications:

Sworn Members

Class A Uniform Pants

Deputy Sheriff Class A uniform pants shall be slack-type pants and forest green in color.

Class A Breeches

Breeches are allowed when performing mounted posse or motorcycle duty. Breeches shall be forest green in color.

Class B Uniform Pants

Deputy Sheriff Class B uniform pants shall be utility-type pants and forest green in color.

Duty Uniform Pants

Duty Uniform pants shall match the shade on file with LASD logistics and meet the following specifications:

- The waistband shall be flexible with the waistband being 1 7/8 inches wide, with seven belt loops of 1 inch width;
- Duty Uniform pants shall be made of 65% polyester and 35% cotton; and,
- Two knife notch front pockets, two hip pockets, and two club and cargo pockets.

Shorts

The Department-approved shorts shall meet the following specifications:

- Forest green in color and made of Supplex® nylon or cotton canvas;
- Two pockets on the front and rear;
- A drawstring with nylon waist band-no fly;
- The button waist and fly shall be of a fatigue design and construction; and,
- The legs shall not be longer than 4 inches as measured from the crotch seam.

Bicycle Pants

The Department-approved bicycle pants shall meet the following specifications:

- Forest green in color made of Supplex® nylon;
- They will have two pockets on the front and rear; and,
- There will be nylon zippers at the bottom of each pant leg.

Community Service Officer Pants

Community service officer’s pants are the same as the deputy sheriff Class B uniform pants.

Custody Assistant Uniform Pants

Class A Uniform Pants

Custody assistant Class A uniform pants shall be slack-type pants and forest green in color.

Class B Uniform Pants

Custody assistant Class B uniform pants shall be utility-type pants and forest green in color.

Duty Uniform Pants

Duty uniform pants shall match the shade on file with LASD and meet the following specifications:

- The waistband shall be flexible with the waistband being 1 7/8 inches wide, with seven belt loops of 1 inch width;
- Duty uniform pants shall be made of 65% polyester and 35% cotton; and
- Two knife notch front pockets, two hip pockets, and two club and cargo pockets.

Civilian Uniform Pants

Class A Uniform Pants

Civilian uniform Class A uniform pants shall be slack-type pants and dark blue in color.

Class B Uniform Pants

Civilian uniform Class B uniform pants shall be utility-type pants and dark blue in color.

Security Officer and Security Assistant

Class A Uniform Pants

Security officer and security assistant Class A uniform pants shall be slack-type pants and forest green in color.

Class B Uniform Pants

Security officer and security assistant Class B uniform pants shall be utility-type pants and forest green in color. Class B uniform pants are only to be worn during inclement weather and with the approval of a unit commander.

Duty Uniform Pants

Duty uniform pants shall match the shade on file with LASD logistics and meet the following specifications:

- The waistband shall be flexible with the waistband being 1 7/8 inches wide with seven belt loops of 1 inch width;
- Duty uniform pants shall be made of 65% polyester and 35% cotton; and
- Two knife notch front pockets, two hip pockets, and two club and cargo pockets.

The duty uniform pants shall only be worn with the approved pullover polo shirt (refer to MPP 3-03/100.23, Security Officer / Security Assistant Uniform.)

• 3-03/520.00 - Whistle

The whistle carried while on-duty shall be of quality commercial construction and black in color.

• 3-03/600.00 - Facial Coverings

Purpose

The purpose of this policy is to establish Department rules governing the limited use of facial coverings by sworn Department members while performing official duties. This policy is intended to ensure compliance with applicable state and local law regulating peace officer identification and to affirm the Department's commitment to transparency, accountability, and public trust.

Definitions

Facial Covering**:** any opaque mask, garment, helmet, headgear, or other item that conceals or obscures a member's facial identity. Facial coverings include, but are not limited to, balaclavas, tactical masks, gaiters, ski masks, or any similar facial covering or face-shielding item.

Facial Coverings **do not include**: translucent face shields or clear masks that do not conceal the member's facial identity and are worn in compliance with Department policy and procedure; N95 medical or surgical masks worn for the purpose of preventing the transmission of disease or infection; air-purifying respirators, masks or self-contained breathing apparatuses that are necessary to protect against exposure to toxins, gas, smoke, inclement weather, hazardous or harmful environmental conditions, or for authorized underwater operations; Department-issued motorcycle helmets worn by members in the course of their duties as motor officers or when operating any vehicle that requires a helmet for safe operation; protective eyewear necessary to safeguard a member's eyes from the use of retinal weapons in the course of their duties.

Policy

Sworn members shall not wear facial coverings that conceal or obscure their facial identity when performing their duties, except as expressly authorized in this policy.

Authorized Exceptions

Facial coverings may be worn under the following limited circumstances:

- A Department member assigned to the Special Enforcement Bureau (SEB) in the performance of authorized SEB special weapons teams' duties, as provided in MPP 2-11/060.00 (Special Enforcement Bureau).

- A Department member conducting active undercover operations or assignments authorized by

supervising personnel or court order.

- Tactical operations where Department-authorized protective equipment is required for a member's physical safety.
- As required based on applicable law governing occupational health and safety.
- As required based on applicable law governing reasonable accommodation.
- For protection of identity during prosecution.

Authorization

If opaque coverings are worn under exigent circumstances when no other reasonable alternative exists, a supervisor with a permanent rank of Sergeant or above shall be notified as soon as it is safe and practicable, and the necessity for the use shall be documented (e.g., Watch Commanders log or Deputy Call Log).

Note: Generalized and unsubstantiated fear and apprehension about officer safety is not sufficient to justify the use of facial coverings.

A supervisor shall not knowingly allow a Department member under their supervision to violate the applicable state or local law or this policy.

REFERENCES

Senate Bill 627 (SB 627)

Senate Bill 805 (SB 805)

California Penal Code section 185.5

California Government Code section 7389

3-03/340.00 - Name Tags

3-03/070.95 - Deputy Sheriff Identification

3-03/340.01 - Name Tag Exceptions