3-06/190.15 - Specifications

Uniform requirements are as follows:

- Identification - Only the Sheriff's Department will receive acknowledgment on the cover. If reference or acknowledgment is desired for the unit producing same, it shall appear on the title page of the publication. The standard Department cover design (star and trailing ribbon) shall be used on Class A and Class B publications. The following inscription will be appropriately located near the bottom of the cover in proper balance with the remainder of the cover design:

  County of Los Angeles
  Sheriff's Department
  Robert G. Luna, Sheriff

- Page size - Paper size shall be 8-1/2" x 11";
- Binding - Publications shall be handled according to type of material, style, number of copies, thickness, size of page layout, peculiarities, etc. Publications may be spiral-bound only when feasible; and
- Title - Titles shall be printed on the cover in proper size and balance with the overall cover design.

Special requirements are as follows:

- Class A - The cover shall be the standard Department cover in dark blue with black lettering. The title shall be placed in proper balance with the overall design of the cover, depending upon the length and size of the title; or
- Class B - The cover shall have an appropriate color scheme and design with the picture and/or title properly balanced, as mutually agreed upon by the requesting division and the director, Administrative and Training Division, with recommendation and guidance from the printing manager.