



The Briefing Board

Number 24-39

July 03, 2024

IMMEDIATE POLICY CHANGE **GC-20, UNIFORM SPECIFICATIONS**

Employees are **required** to read the Office Policy below to ensure they are familiar with the changes that have been made. All Employees are **required** to log into [TheHUB](#), to review and acknowledge an understanding of the Office Policy within **30 days**.

Employees are reminded that *The Briefing Board* has the same force and effect as Office Policy. Division commanders shall ensure that employees have access to a copy of this *Briefing Board* announcement. Policy changes should be discussed during shift briefings, as specified in [Office Policy GB-2, Command Responsibility](#).

GC-20, UNIFORM SPECIFICATIONS

Effective July 04, 2024, Office Policy GC - 20, *Uniform Specifications*, is revised as follows (Changes indicated in ~~strikethrough~~ and **UPPER-CASE BOLD UNDERLINED** text):

PROCEDURE 4

- A. Class "C" Outer Duty Carrier Vest (ODC); the authorized ODC's are as follows:
 - 1. PointBlank Endeavor FX ODC vest, silver tan.
- D. POINTBLANK MAVERICK FX ODC VEST (VELCRO CLOSURE), MODEL #PB-MAV-22. (SWORN, DETENTION, AND SECURITY PERSONNEL ONLY).**
- E. POINTBLANK MAVERICK FX ODC VEST (KWIQ-CLIP CLOSURE), MODEL #PB23. (SWORN, DETENTION, AND SECURITY PERSONNEL ONLY).**

If copies cannot be obtained from the Office's shared drive, please contact Rich Kabel, Policy Development Section Commander, at (602) 876-5496. Questions regarding TheHUB can be directed to the Training Division at (602) 876-1889.



The Briefing Board

Number 23-46
November 27, 2023

IMMEDIATE POLICY CHANGE **GC-20, UNIFORM SPECIFICATIONS**

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Employees are reminded that *The Briefing Board* has the same force and effect as Office Policy. Division commanders shall ensure that employees have access to a copy of this *Briefing Board* announcement. Policy changes should be discussed during shift briefings, as specified in [Office Policy GB-2, Command Responsibility](#).

GC-20, UNIFORM SPECIFICATIONS

Effective **November 28, 2023**, Office Policy GC-20, *Uniform Specifications*, is revised as follows (Changes indicated in ~~strikethrough~~ and **UPPER-CASE BOLD UNDERLINED** text):

PROCEDURE

2. **Class “A” Uniform:** The Class “A” uniform is a dress uniform that shall be worn when attending formal occasions in lieu of the Class “B” uniform, or as otherwise directed by the Chief Deputy or designee. All sworn and detention personnel shall maintain at least one **long sleeve** Class “A” uniform, excluding headgear, which is optional.
 - B. Trousers:
 3. **HOPE UNIFORM CALIFORNIA HIGHWAY PATROL STYLE MOTOR BREECHES, CHOCOLATE BROWN, (ONLY AUTHORIZED FOR MOTORS UNIT). THESE TROUSERS MAY BE WORN WITH ANY AUTHORIZED CLASS “A” SHIRT.**
3. **Class “B” Uniform:** The Class “B” uniform is to be worn as the “uniform of the day” for all sworn, detention, and security personnel, unless assigned to a special duty assignment and an alternate uniform or civilian attire has been approved, or the division commander has authorized the Class “C” or the Class “D” uniform to be worn as the “uniform of the day.”
 - B. Trousers: Trousers shall **not** be bloused into the boot **WITH THE EXCEPTION OF THE BREECHES WORN BY THE MOTORS UNIT.** The only authorized Class “B” trousers are follows:
 13. **HOPE UNIFORM CALIFORNIA HIGHWAY PATROL STYLE MOTOR BREECHES, CHOCOLATE BROWN (ONLY AUTHORIZED FOR MOTORS**

UNIT). THESE TROUSERS MAY BE WORN WITH ANY AUTHORIZED CLASS “B” SHIRT.

C. CLASS “B” EXTERNAL VEST CARRIER: THE OFFICE ISSUED ELBECO BODYSHIELD EXTERNAL VEST CARRIER V4, TAN, MODEL #V4112B (AUTHORIZED FOR MOTORS UNIT ONLY) AND SHALL BE DISPLAYED WITH THE FOLLOWING:

1. THE ISSUED UNIFORM BADGE.
2. NAMEPLATE: THE NAMEPLATE IS CONSTRUCTED OF GOLD PLATED OR SOLID BRASS METAL, 3/8-INCH WIDE, AND 2 ¼-INCHES LONG. IT SHALL DISPLAY THE INITIAL OF THE FIRST NAME AND THE ENTIRE LAST NAME OF THE EMPLOYEE. IT MAY INCLUDE THE MIDDLE INITIAL. THE NAMEPLATE SHALL BE WORN ON THE RIGHT BREAST POCKET OF THE EVC. IT SHALL BE CENTERED WITH THE TOP EDGE OF THE NAMEPLATE ALIGNED WITH TH TOP EDGE OF THE POCKET FLAP SEAM. EXCEPTIONS TO THE WEARING OF THE NAMEPLATE MUST BE APPROVED BY THE CHIEF DEPUTY OR DESIGNEE.
3. A PATCH CONTAINING THE WORD “SHERIFF” FOR SWORN PERSONNEL, SHALL BE DISPLAYED IN THE DESIGNATED BACK AREA OF THE EVC. THE PATCH SHALL BE SILVER TAN IN COLOR WITH BLACK LETTERING.
4. NO OTHER ITEMS, TO INCLUDE ADDITIONAL POUCHES OR POCKETS, UNIFORM PINS, RIBBONS, OR OTHER INSIGNIA, SHALL BE AFFIXED OR OTHERWISE ATTACHED TO THE EVC WITHOUT AUTHORIZATION OF THE CHIEF DEPUTY OR DESIGNEE.

14. **Footwear:** The following footwear is approved for wear with all Class “A” and Class “B” uniforms:

D. MOTOR BOOTS: (AUTHORIZED FOR MOTORS UNIT ONLY).


1. ALL AMERICAN MOTOR BOOT, BLACK, MODEL #905L WITH TOP ZIPPER (OFFICE ISSUED).
2. REAX TASKER BOOT, BLACK, MODEL #REXB1-BZ OR SIMILAR PROTECTIVE MOTORCYCLE BOOT. (ALTERNATE BOOT TO BE WORN WITH STANDARD CLASS “B” UNIFORM APPROVED FOR SEASONAL WEAR AND SPECIAL DETAILS).

~~D.~~ E. If socks are visible, black socks must be worn.

15. **Headgear:** The authorized headgear for sworn, detention, and deputy service aides is as follows:

D. SHOEI NEOTEC 2 HELMET, GLOSS BLACK (OFFICE ISSUED-AUTHORIZED FOR MOTORS UNIT ONLY).

22. **Special Duty Assignment Uniforms:** Employees working in special duty assignments shall have alternate uniforms approved by the Chief Deputy or designee. Areas having special duty uniforms include, but are not limited to, Lake Patrol, **MOTORS UNIT**, TOU, SRT, Fugitive Apprehension and Tactical Enforcement (FATE) Unit, and Security Detail.

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject UNIFORM SPECIFICATIONS	Policy Number GC-20 <hr/> Effective Date 08-24-23
Related Information CP-1, <i>Use of Force</i> GC-13, <i>Awards</i> GC-19, <i>Dress and Appearance</i> GD-19, <i>Injury or Death of an Employee or Volunteer</i> GH-2, <i>Internal Investigations</i> GJ-1, <i>Body Armor</i> GJ-27, <i>Sheriff's Posse Program</i> GJ-30, <i>Taser Conducted Energy Weapon (CEW)</i> GJ-32, <i>Honor Guard Unit</i>	Supersedes GC-20 (08-26-20)	

PURPOSE

The purpose of this Office Policy is to define the authorized uniforms, insignias, and accessories that shall be worn by uniformed members of the Office. Uniform specifications are provided to ensure that Office personnel present a professional appearance to the public, as well as to one another.

POLICY

It is the policy of the Office that employees shall wear the uniforms, insignia, accessories, and clothing for their current classification, as specified in this Office Policy and Office Policy GC-19, *Dress and Appearance*. In certain instances, special duty uniforms may be authorized and provided. Reserve deputies shall wear the same uniform and equipment as compensated deputies.

Posse member uniforms are outlined in Office Policy GJ-27, *Sheriff's Posse Program*. Uniform items for Posse members such as, but not limited to, belts, accessories, and jackets shall conform to the provisions of this Office Policy.

DEFINITIONS

Command Officer: An employee with the rank of lieutenant or above, or its civilian equivalent and above.

Formal Occasions: An official event where Office personnel shall wear distinguishing clothing, such as the Class "A" Uniform. Examples of such occasions include, but are not limited to, class graduations and funerals.

PROCEDURES

1. **Uniform Specifications:** All sworn, detention, deputy services aides, and security personnel shall maintain a complete and serviceable uniform for their rank and assignment.
 - A. Uniformed employees shall wear the uniform specified for their rank and assignment, unless otherwise directed. **Note: All command personnel, except those supervising field units, shall wear Class "A" uniform trousers.**
 - B. All uniforms shall meet the standards and specifications established in this Office Policy or those authorized by the Chief Deputy or designee.

- C. A replacement period will **normally** be granted for complying with changes in uniform specifications, unless otherwise specified. As items are discontinued or no longer available, uniform requirements may be changed or modified by the Chief Deputy or designee. Changes in uniform specifications shall be published in *The Briefing Board* and noted in the next revision of this Office Policy.
 - D. The Class “A” uniform is the appropriate uniform for formal occasions.
 - E. Uniforms for special duty assignments shall be determined by the Chief Deputy or designee.
 - F. Personnel working in uniform, while off-duty, shall meet the same requirements for appearance as on-duty personnel, unless otherwise specified.
 - G. No distinguishable portion of the uniform shall be worn with civilian attire or any other uniform while on-duty.
 - 1. For safety concerns and maintaining a professional appearance, employees should not wear any distinguishable portion of their uniform while traveling off-duty to and from their assignments.
 - 2. Employees shall not wear their uniform off-duty while engaging in personal business. Limited exceptions may be made for circumstances that are not avoidable such as, but not limited to, law enforcement funerals; non-compensated meal breaks; and emergency departures from duty.
 - H. Class “A” and Class “B” uniforms shall be pressed, with military creases. Buttons shall be buttoned, except at the collar, when no necktie is worn, and shirts shall be tucked in. Loose thread shall be trimmed from uniforms.
 - I. Undershirts worn with the uniform shall not be exposed at the sleeves. Undershirts shall be black in color, if visible at the collar.
 - J. Leather, or leather-like material, which includes duty belts and footwear, shall be highly polished, properly worn, and fastened. Badges, nameplates, and other metal insignia shall be highly polished and affixed properly.
2. **Class “A” Uniform:** The Class “A” uniform is a dress uniform that shall be worn when attending formal occasions in lieu of the Class “B” uniform, or as otherwise directed by the Chief Deputy or designee. All sworn and detention personnel shall maintain at least one **long sleeve** Class “A” uniform, excluding headgear, which is optional.
- A. **Shirt:**
 - 1. Elbeco Prestige long sleeve, model #436N.
 - 2. Elbeco Prestige long sleeve, (men’s), model #7064N (w/sewn-in creases), (**Approved for seasonal wear May 1st through October 1st.)**)
 - 3. Elbeco Prestige long sleeve, (women’s), model #7122N (w/sewn-in creases), (**Approved for seasonal wear May 1st through October 1st.)**)
 - 4. Elbeco Classic short sleeve, model #7157N.

- B. Trousers:
 - 1. Elbeco Classic Duty Maxx trouser (men's), model #E255RN.
 - 2. Elbeco Classic Duty Maxx trouser (women's), model #E9255LC.
- C. Necktie and Tie-Tac: The necktie is a clip-on type, dark brown in color, 3-inches in width. The tie should be long enough to reach the trouser belt while standing. The necktie shall not be worn with the Class "B" uniform. The authorized uniform tie-tac shall be the miniature six-point Sheriff's badge and shall be worn on the tie, centered with the shirt pockets.
- D. Command officers attending funerals shall wear the following:
 - 1. Class "A" uniform.
 - 2. Headgear: Cody James Cowboy Hat, Model #2000363689, brown; or Stetson Skyline 6x Cowboy Hat, model #SFSKYL-7540-22-66, chocolate brown; or similar in appearance to the approved cowboy hat; and
 - 3. Footwear: Cowboy Boots, Justin Black Melo Veal or Gideon Boots, model #3170; or Justin Tobias Boots, model #3040, black, or a similar black polishable cowboy boot with a minimal heel and subdued stitching, both black in color.
- 3. **Class "B" Uniform:** The Class "B" uniform is to be worn as the "uniform of the day" for all sworn, detention, and security personnel, unless assigned to a special duty assignment and an alternate uniform or civilian attire has been approved, or the division commander has authorized the Class "C" or the Class "D" uniform to be worn as the "uniform of the day."
 - A. Shirt: Personnel may elect to wear long or short sleeves, irrespective of season. The only authorized Class "B" shirts are as follows:
 - 1. Elbeco Duty Maxx shirt (men's), short sleeve, model #5592D.
 - 2. Elbeco Duty Maxx shirt (men's), long sleeve, model #592D.
 - 3. Elbeco Duty Maxx shirt (woman's), short sleeve, model #9792LCD.
 - 4. Elbeco Duty Maxx shirt (woman's), long sleeve, model #9592LCD.
 - B. Trousers: Trousers shall **not** be bloused into the boot. The only authorized Class "B" trousers are as follows:
 - 1. Elbeco Tek3 trouser (men's), 4 pocket, model #E815RNH, brown.
 - 2. Elbeco Tek3 trouser (men's), 6 pocket, model #E815RNH, brown. (Hidden Cargo Pocket)
 - 3. Elbeco Tek3 trouser (women's), 4 pocket, model #E9815LC, brown.
 - 4. Elbeco Tek3 trouser (women's), 6 pocket, model #E9815LCH, brown. (Hidden Cargo Pocket)
 - 5. Wrangler Jean, model #13MWZ, chocolate brown. **(Only authorized for Lake Patrol)**

6. Proper Lightweight Tactical trouser, model #F5252, sheriff's brown. **(Only authorized for Lake Patrol)**
 7. Flying Cross Class B Style Duty Pant (Men's), model #FX57300-94, brown.
 8. Flying Cross Class B Style Duty Pant (Women's), model #FX57300W-94, brown.
 9. Flying Cross Class A Style Duty Pant (Men's), model #FX57400-94, brown. (Note: This is a Class "B" trouser)
 10. Flying Cross Class A Style Duty Pant (Women's), model #FX57400W-94, brown. (Note: This is a Class "B" trouser)
 11. 5.11 Apex pants (men's), model #74434, burnt.
 12. 5.11 Apex pants (women's), model #64446, burnt.
4. **Class "C" Uniform:** The Class "C" uniform consists of the outer duty carrier and the following authorized shirts and trousers. All outer duty carrier vests shall be kept in good working condition and shall present a professional image when worn.
- A. Class "C" Outer Duty Carrier Vest (ODC); the authorized ODC's are as follows:
1. PointBlank Endeavor FX ODC vest, silver tan.
 - a. PointBlank Endeavour FX ODC vest **(Men's Carrier)**, model #EN4M00070J. **(Sworn, Detention, and Security personnel only)**
 - b. PointBlank Endeavour FX ODC vest **(Women's Tru Fit Panel)**, model #EN4T00070J. **(Sworn, Detention, and Security personnel only)**
 - c. PointBlank Endeavour FX ODC vest **(Women's Structured Panel)**, model #EN4X00070J. **(Sworn, Detention, and Security personnel only)**
 - d. The ODC vest uses the MOLLE compatible webbing system to accommodate equipment pouches. **Only** three of the following items may be attached to the ODC, in silver tan.
 - (1) Radio pouch;
 - (2) Taser holster;
 - (3) Handcuff pouch;
 - (4) OC pouch;
 - (5) Flashlight holder;
 - (6) Baton holder; or
 - (7) Administrative pouch, no larger than 5" x 6". No other items shall be attached to this pouch, and it shall be positioned in a manner to not impede retention/drawing/holstering of any weapons.

2. The velcro badge shall consist of an embroidered MCSO badge containing the word “SHERIFF” and shall be affixed to the designated left front upper chest area of the ODC.
 3. The velcro name tag, silver tan, with black lettering, first initial and last name, shall be attached adjoining the top of the designated right front chest area of the ODC.
 4. A cloth muted bronze and tan American Flag in velcro shall be worn on the right front upper chest area of the ODC, just above the velcro name tag. This patch will be provided upon purchase of an ODC.
 5. A patch containing the word “SHERIFF” for sworn and detention personnel, “SHERIFF’S POSSE” for posse personnel, or “SECURITY” for security personnel shall be displayed in the designated area of the ODC on the front and back. The patch shall be in silver tan with black lettering. The Sheriff’s Posse patch size specifications are specified in Office Policy GJ-27, *Sheriff Posse Program*.
 6. No other items, to include additional pouches or pockets, uniform pins, ribbons, knives, magazines or magazine pouches, or other insignia shall be affixed or otherwise attached to the ODC without authorization of the Chief Deputy or designee.
- B. Class “C” Shirts and Polos: The shirt and polo shall have the authorized patches attached, as specified in this Office Policy.
1. The authorized Class “C” shirt.
 - a. Elbeco TexTrop2 UV1 shirt, short sleeve, model #UVS114, silver tan (**shall not be worn without the ODC**).
 - b. Elbeco TexTrop2 UV1 shirt, long sleeve, model #UVS113, silver tan (**shall not be worn without the ODC**).
 2. The authorized Class “C” polo.
 - a. 5.11 Utility Polo. short sleeve, model #41180, silver tan.
 - b. 5.11 Utility Polo, long sleeve, model #72057, silver tan.
 - c. 5.11 Utility Polo (women’s), short sleeve, model #61173, silver tan.
 - d. 5.11 Performance Polo (men’s), short sleeve, model #71049, silver tan.
 - e. 5.11 Performance Polo (men’s), long sleeve, model #72049, silver tan.
 - f. 5.11 Performance Polo (women’s), short sleeve, model #61165, silver tan.
 - g. 5.11 Performance Polo (women’s), long sleeve, model #62408, silver tan.
 - h. 5.11 Helios Polo (men’s), model #41192, silver tan.
 - i. United Uniforms Polo, short sleeve, model #UM556, silver tan.
 - j. United Uniforms Polo, long sleeve, model #551, silver tan.

- k. Embroidered name, black lettering, first initial and last name, sewn on the right breast, in 3/8-inch upper case block letters.
 3. The current authorized Class “B” Elbeco shirt, as specified in this Office Policy may be worn as part of the authorized Class “C” uniform.
 4. Trousers: The current authorized Class “B” trousers, as specified in this Office Policy shall be worn as part of the authorized Class “C” uniform.
 5. **Class “D” Uniform:** The Class “D” uniform is an alternative uniform that may be worn by detention personnel who normally do not have contact with members of the public. This uniform is authorized year-round.
 - A. Shirt: Detention personnel may elect to wear the following Class “D” polo shirts:
 1. 5.11 Utility Polo, short sleeve, model #41180, silver tan.
 2. 5.11 Utility Polo (Women’s), short sleeve, model #61173, silver tan.
 3. 5.11 Utility Polo, long sleeve, model #72057, silver tan.
 4. 5.11 Performance Polo (men’s), short sleeve, model #71049, silver tan.
 5. 5.11 Performance Polo (men’s), long sleeve, model #72049, silver tan.
 6. 5.11 Performance Polo (women’s), short sleeve, model #61165, silver tan.
 7. 5.11 Performance Polo (women’s), long sleeve, model #62408, long sleeve.
 8. 5.11 Helios Polo (men’s), short sleeve, model #41192, silver tan.
 9. Embroidered name, black lettering, first initial and last name, sewn on the right breast, in 3/8-inch upper case block letters.
 - B. Trousers: Detention personnel may elect to wear any of the authorized Class “B” trousers, as specified in this Office Policy.
 6. **Class “E” Uniform:** The Class “E” uniform is a uniform authorized to be worn by civilian personnel. Civilian personnel working in the Communications Division, Scientific Analysis Division, Property Management Division, MASH, Housekeeping, Mailroom, Canteen, Distribution and deputy services aides are required to wear this uniform. All other civilian personnel may elect to wear the Class “E” uniform or business attire, as specified in Office Policy GC-19, *Dress and Appearance*.
 - A. Shirt: Civilian personnel are authorized to wear the following polo shirts, which shall have the oneMCSO logo embroidered on the left front pocket area of the shirt.
 1. 5.11 Helios Polo (men’s), short sleeve, model #41192 in Heather Grey or Academy Blue.
 2. 5.11 Utility Polo, short sleeve, model #41180 in Academy Blue, LE Green or Heather Grey. **(LE Green is the only color authorized for deputy services aides)**
 3. 5.11 Utility Polo, long sleeve, model #72057 in Academy Blue, LE Green or Heather Grey. **(LE Green is the only color authorized for deputy services aides)**

4. 5.11 Utility Polo (Women's), short sleeve, model #61173 in Heather Gray.
 5. 5.11 Performance Polo (men's), short sleeve, model #71049-860, LE Green.
 6. 5.11 Performance Polo (men's), long sleeve, model #72049-860, LE Green.
 7. Optional embroidered name, black lettering, on the right breast, in 3/8- inch upper case block letters. **(Required for deputy services aides)**.
- B. Trousers:
1. Communications Division personnel are authorized to wear any business casual pants in the authorized colors, black or khaki.
 2. Deputy services aides are only authorized to wear 5.11 Stryke trousers, khaki in color, as specified below.
 3. All other uniformed civilian personnel are only authorized to wear the following trousers:
 - a. 5.11 Stryke trouser (men's), model #74369, black or khaki. **(Khaki is the only color authorized for deputy services aides)**
 - b. 5.11 Stryke trouser (women's), model #64386, black or khaki. **(Khaki is the only color authorized for deputy services aides)**
 - c. Tru-Spec 24-7 Series Lightweight Tactical Pants (men's), model #1062 black, or model #1060 in khaki. **(Not authorized for deputy services aides)**
 - d. Tru-Spec 24-7 Series Lightweight Tactical Pants (women's), model #1096 black, or model #1095 in khaki. **(Not authorized for deputy services aides)**
7. **Prohibited Insignia:** Other than an employee's MCSO ID Card, civilian personnel are prohibited from displaying any insignia, to include a sheriff's star, which may give the impression that they are working as a detention officer or as a peace officer. Civilian personnel may only display the one MCSO logo while wearing civilian attire or while in their Class "E" uniform.
8. **Uniform Accessories:** Accessories for the uniform include, but are not limited to, the following:
- A. Nameplate: The nameplate is constructed of gold plated or solid brass metal, 3/8-inch wide, and 2 1/4-inches long. It shall display the initial of the first name and the entire last name of the employee. It may include the middle initial. The nameplate shall be worn on the right breast pocket of the uniform shirt. It shall be centered, with the top edge of the nameplate aligned with the top edge of the pocket flap seam. Exceptions to the wearing of the nameplate must be approved by the Chief Deputy or designee.
 - B. Serving Since Plate: This (optional) plate is constructed of gold plated or solid brass metal and is attached to the nameplate utilizing the posts on the back of the nameplate, displayed along the bottom edge of the name plate, and shall be worn on the appropriate location for the nameplate as described in this Office Policy. It shall display the year in which the employee started their employment in their current job classification.
 - C. Service Stars: Service stars are for years of service and shall only be worn for the employee's years of service that align with their current classification. Authorized service stars include one star

representative for every five years of service with MCSO; and/or classified service from another sanctioned law enforcement agency and in the same classification (upon successful completion of probation). As an example;

1. A current deputy sheriff who is off probation and who has five years of service as a police officer with another sanctioned law enforcement agency may wear one star; a detention officer who is off probation and has 10 years of service with another detention or corrections sanctioned agency may wear two stars.
2. The service stars shall be worn in the following manner:
 - a. When worn, service stars shall be displayed on the right sleeve of the long sleeve shirt and authorized jacket. They shall be sewn facing to the front, starting at the front crease, and running to the inside, two inches over the cuff.
 - b. Grouped service stars shall be parallel with the cuff.
 - c. Service stars denoting more than 20 years of service shall be sewn in a second row, directly above and centered on the initial four service stars.

D. Staff Plates

1. **Training Staff Plate:** The Training Staff plate is constructed of gold plated or solid brass metal, 3/8- inch wide and 2 1/4-inches long. The training plate is to be worn on the left breast pocket of the uniform shirt. It shall be centered with the top edge of the plate aligned with the top edge of the pocket flap seam. The plate will be engraved with the words “Training Staff” and may be worn only by personnel assigned to the Training Division.
2. **Limited English Proficiency (LEP) Managers Plate:** The LEP Manager plate is constructed of gold plated or solid brass metal, 3/8-inch wide and 2 1/4-inches long. The plate is to be worn on the left breast pocket of the uniform shirt. It shall be centered with the top edge of the plate, aligned with the top edge of the pocket flap seam. The plate will be engraved with the words “L.E.P. Manager” and may be worn only by personnel assigned as LEP Managers.
3. **Hearing Unit Plate:** The Hearing Unit plate is constructed of gold plated or solid brass metal, 3/8-inch wide and 2 1/4-inches long. The Hearing Unit plate is to be worn on the left breast pocket of the uniform shirt. It shall be centered with the edge of the plate, aligned with the top of the pocket flap seam. The plate will be engraved with the words “Hearing Unit” and may be worn only by personnel assigned to the Custody Bureau Hearing Unit.

E. Whistle Lanyard: The whistle lanyard is approved for optional wear by deputies. It shall be gold in color and worn suspended from the right epaulet of the Class “B” uniform shirt. The lanyard is not authorized for the Class “A” uniform.

9. Uniform Badges/Patches: The following badges and patches are authorized for wear in the following manner:

- A. Sheriff’s Badge:** The six-point breast badge issued by the Office with the words “Deputy Sheriff,” “Detention Officer,” or “Security Officer.”
 1. All uniformed personnel shall wear the official badge currently issued to them by the Office. The badge shall be worn on the uniform shirt, centered over the left pocket and 1-inch above

- the flap anchor seam, or attached to the badge holder provided on the uniform shirt. The badge shall also be worn on the Police Patrol Jacket, attached to the badge holder.
2. The gold embroidered badge patch is authorized for wear on jackets and special duty uniforms, as authorized by the Chief Deputy or designee.
 3. In-Memoriam Ribbon: When authorized, a black elastic band may be worn horizontally across the middle of the badge, as specified in Office Policy GD-19, *Injury or Death of an Employee or Volunteer*.
- B. Uniform Shoulder Patches: The shoulder patch shall be blue, with a six-point gold star. Shoulder patches are to be centered 1-inch below the sleeve head, on both sleeves. This shall apply to all articles of clothing where shoulder patches are required or imprinted.
1. The shoulder patches for sworn and reserve deputy personnel, shall contain the words “MARICOPA COUNTY” and “DEPUTY SHERIFF.”
 2. The shoulder patches for detention officer personnel shall contain the words “MARICOPA COUNTY” and “DETENTION OFFICER.”
 3. The shoulder patches for security officer personnel shall contain the words “MARICOPA COUNTY” and “SECURITY OFFICER.”
- C. Woven Name Patch: The woven name patch shall be worn on the duty jacket or jumpsuit, centered above the right breast pocket. The patch shall display the initial of the first name and the entire last name of the officer. It may include the middle initial. The patch shall be black in color with gold lettering.
10. **Uniform Insignias:** Insignias identifying rank shall be displayed on the Class “A” and Class “B” uniforms in the following manner:
- A. Command Officer Insignia: The insignia for command officers shall be made of gold colored metal.
1. The insignia for each command officer rank shall be:
 - a. Lieutenant, one bar. Lieutenant bars shall be 3/4-inch high by 1/4-inch wide.
 - b. Captain, two bars. Captain bars shall consist of two parallel bars 3/4-inch high by 1/4-inch wide, separated by 1/8-inch.
 - c. Deputy Chief, two stars, each 5/8-inch in size.
 - d. Executive Chief, three stars, each 5/8-inch in size.
 - e. Chief Deputy, three stars, each 5/8-inch in size.
 - f. Sheriff, four stars, each 5/8-inch in size.
 2. Insignia for command officers shall be worn in the following manner:
 - a. Rank insignia for lieutenant and above shall be placed 1/2-inch from the front of the collar, with the bars perpendicular to the top edge of the collar and centered between the top and bottom edge.

- b. Metal bars shall be worn on the right and left sides of the shirt collar, 1/2-inch from, and parallel to, the front of the collar, and centered between the top and bottom of the collar.
- c. Embroidered bars shall be worn on jackets centered on the shoulder seam and parallel to the sleeve seam with 1-inch between the sleeve seam and the outside edge of the embroidered insignia.
- d. The metal insignia for lieutenants and above shall be worn centered on the shoulder epaulet of all jackets.

B. Sergeant Chevrons:

- 1. The embroidered chevron patch shall be gold in color and worn centered on both sleeves of the shirt, with the point of the chevron touching the bottom midline of the shoulder patch. The above specifications shall also apply to silk-screened chevrons.
- 2. Sergeant chevrons shall be 3-inches wide by 2 1/2-inches high, measured from the top point to a line between the bottom points. Each of the three stripes shall measure 3/8-inch thick, with a separation of 1/16-inch between stripes. The stripes shall curve upward toward the peak and at the peak shall measure 5/8-inch, top to bottom.
- 3. The metal sergeant rank shall be worn centered on the shoulder epaulet of all jackets. The sergeant insignia shall point towards the jacket collar.

C. Senior Sergeant Chevrons:

- 1. Senior Sergeant Chevrons may only be worn by sergeants who have served 10 consecutive years or more in their current rank as a sergeant with the Office. When worn, the senior sergeant chevrons shall meet the measurement and placement specifications, as specified in this Policy. Senior sergeant chevrons may also be worn in conjunction with service stars on long sleeve Class A and Class B uniform shirts. Sergeants meeting this criterion shall submit a memorandum through their chain of command, which shall include the date of their promotion. The division/district commander will verify the promotion date and forward the approved memorandum to the MCSO Warehouse, who will issue each sergeant three sets of Senior Sergeant Chevrons.
- 2. The embroidered chevron patch shall be gold in color and worn centered on both sleeves of the shirt with the point of the chevron touching the bottom midline of the shoulder patch. The above specifications shall also apply to silk screened chevrons.
- 3. Senior sergeant chevrons shall be 3-inches wide by 3 1/2-inches high, measured from the top to a line between the bottom points. Each of the three stripes shall measure 3/8-inch thick, with a separation of 1/16-inch between stripes. The stripes shall curve upward toward the peak and at the peak shall measure 5/8-inch, top to bottom. The bottom rocker shall measure 3/8-inch thick and shall curve downward in a semi-circle, connecting at both ends to the bottom, upper stripe.

D. Field Training Officer Chevrons:

- 1. Field training officer (FTO) chevrons may be worn by FTO's only while such certification is current and actively serving in an FTO assignment.

2. The embroidered chevron patch shall be gold in color and worn centered on both sleeves of the shirt with the point of the chevron touching the bottom midline of the shoulder patch. The above specifications shall also apply to silk-screened chevrons.
 3. Field training officer chevrons shall be 3 1/4-inches wide by 3 1/8-inches high, measured from the top point line to a line between the bottom points. The single stripe shall be measured 3/8-inches thick. The stripe shall curve upward toward a peak and at the peak shall measure 5/8-inch, top to bottom. The wording “FIELD TRAINING OFFICER” shall be in gold and follow a downward curve along the bottom of the insignia, giving the appearance of a bottom stripe, consisting of the wording.
 4. The embroidered FTO chevron shall be authorized for wear on all uniform shirts and outer jackets, in a similar manner.
11. **Uniform Pins/Ribbons:** Pins and ribbons shall be displayed on the Class “A” uniform and may be displayed on the Class “B” uniforms in the following manner.
- A. **Award Ribbons:** Ribbons accompanying higher awards reflecting Office service, whether awarded by the Office or by other organizations, may be worn on the deputy or detention officer uniform. Each award ribbon shall be 1 3/8-inches long by 3/8-inch high.
 1. Award ribbons shall be worn 1/8-inch above the nameplate and centered above the pocket. Multiple awards of the same type will be signified by stars on the ribbon for each additional award.
 2. Multiple ribbons shall be worn on a bar and pinned to the uniform shirt. No portion of the bar shall be visible. Multiple rows of ribbon bars shall be placed together without spacing.
 3. Multiple ribbons may be worn next to one another, in rows of three. When more than one row of ribbon bars is worn, all rows except the uppermost shall contain the same number of ribbons. The uppermost ribbon bar shall be centered over the row immediately below it.
 4. Descriptions and placement of Office issued ribbons are specified in Office Policy GC-13, *Awards*.
 - B. **United States Flag Ribbon:** This ribbon shall be worn on the left breast pocket of the uniform shirt. It shall be centered, with the top edge of the ribbon aligned with the top edge of the pocket flap seam. If a staff plate is worn, the Flag Ribbon shall be worn directly below it, centered, and touching the staff plate.
 - C. **Pins:** All pins shall be worn 1/2-inch above the nameplate and centered above the pocket. Multiple pins shall be worn above the nameplate and centered in 1/2-inch increments. If a ribbon is worn, pins shall be worn 1/2-inch above the highest ribbon.
 1. **Detention Academy Pin:** This pin shall be worn 1/2-inch above the nameplate and centered. If ribbons or other pins are worn above the nameplate, the Academy Pin shall be a 1/2-inch above the highest pin or ribbon.
 2. **Unit Pins:** Pins recognizing unit affiliation, such as Tactical Operations Unit (TOU), Honor Guard, Canine, or Critical Incident Stress Management (CISM) Team, must be authorized by the Chief Deputy or designee. Only one Unit Pin may be worn on the uniform at any given time, and it must represent the employee’s current assignment.

3. Critical Incident Stress Management (CISM) Team Member Pin: This pin of recognition may be worn by CISM team members who are current members of the team and after completion of CISM certification and placement onto the team. It shall be 3/8- inch high, gold in color, and read "C.I.S.M." This pin shall be worn in the same location as any Unit Pin.
 4. Shooters Pin: This pin shall be worn 1/2-inch above the nameplate and centered. If the Shooter's Pin is worn, in conjunction with the Academy, or Unit pin, the Shooter's Pin shall be 1/2-inch below the Unit or Academy Pin.
 5. Autism Awareness Pin: Only to be worn during the month of April in place of the Sheriff's Star tie-tac for Class "A" uniforms or as a uniform pin on the right breast pocket for Class "B", "C", "D", and "E" uniforms or lanyards.
 6. All pins shall be worn in order of precedence, from highest to lowest, above the award ribbons. The precedence shall be as follows:
 - a. Chiefs Award Pin.
 - b. Academy Pin.
 - c. Unit Pin.
 - d. Individual recognition including, but not limited to, the Shooters Pin.
 - e. Autism Awareness Pin.
- D. No medals, ribbons, or pins of any type shall be worn on the uniform without prior authorization from the Chief Deputy or designee.
12. **Body Armor:** Uniformed deputies, reserve deputies, and firearm certified detention officers shall wear their Office issued and/or Office approved body armor, as specified in Office Policy GJ-1, *Body Armor*.
 13. **Belts and Accessories:** Uniformed personnel authorized to carry a firearm shall maintain a leather or leather-like gun/duty belt and accessories to be worn with the Class "A" uniform. At the option of the employee, leather, leather-like, or nylon web gear may be worn with the Class "B" uniform. Accessories worn on the belt shall match the color and style of the gun or gun/duty belt. Detention officers with a leather or leather-like gun/duty belt and accessories need not replace the belt to wear an Office-issued, nylon, cardio-pulmonary resuscitation (CPR) mask carrier.
 - A. Material: All uniform accessories made of leather or leather-like material shall be of the basket weave design and black in color. Those made of nylon shall also be black in color.
 - B. Trouser Belt: The trouser belt shall be leather, leather-like, or nylon and be 1 1/4-inches wide. The leather belt shall have a nickel or brass finish and a "D" style buckle. The leather-like and nylon belts may have either a metal "D" buckle or a black plastic buckle. The plastic buckle shall have a single hook. The Velcro trouser belt fastener is authorized, **ONLY** when the gun/duty belt is worn. When the trouser belt is worn with a holster for duty purposes, the "D" style buckle shall be worn, and the Velcro fastener is not authorized.
 - C. Gun/Duty Belts: The following are the only authorized gun/duty belts:

1. The leather gun/duty belt shall be basket weave style, black in color, 2 1/4-inches in width with a nickel finish “D” style buckle.
2. The leather-like gun/duty belt shall be Bianchi AccuMold Elite in basket weave style, black in color, 2 1/4-inches in width with a nickel finish “D” style buckle. This may be worn as an alternative to leather.
3. The nylon gun/duty belt shall be Bianchi AccuMold or Safariland, made of 2 1/4-inch nylon web, black in color.
4. The cobra belt buckle (style) to be used on a tactical gun/duty belt, is black in color, and is attached to a 1.50-2.00” wide belt, comprised of nylon or leather-like basket weave style, black in color, and may be used with or without the MOLLE system. This belt buckle style is not authorized for use with the Class “A” uniform.

D. Holsters:

1. Uniform Duty Holsters: All uniform duty holsters shall be of a high-rise or medium-rise, high security design and rigidity. Clamshell and swivel design firearm holsters are **NOT** authorized. Drop-leg holsters are only authorized for those in specialized units such as, SWAT, Special Response Team (SRT), Canine, TOU, and Explosive Ordinance Disposal Unit/Bomb Squad (EOD), or for those who have obtained approval through the Leave Management Section (LMS) for an accommodation due to a medical condition. Drop-leg holsters shall not be worn with a Class “A” uniform. The uniform duty holster shall have an active retention system; the friction and “hold” of the holster that keeps the handgun in the holster, **in addition** to a passive retention system such as a thumb break, hood, hammer loop, or trigger guard lock, providing two sources of retention. All uniform duty holsters shall be black in color.
 - a. Leather uniform duty holsters shall be constructed primarily of leather or leather-like material, conform to the basket weave design, and have nickel-plated hardware.
 - b. All authorized nylon duty holsters must meet range staff approval. In selecting a holster, personnel should also consider that nylon may stretch over time and cause a failure in the ability of the holster to secure the weapon.
 - c. Uniform duty holsters constructed of synthetic material shall be worn in the following manner:
 - (1) To be worn with the leather or leather-like gun/duty belt, the holster must have a basket weave finish.
 - (2) To be worn with a nylon gun/duty belt, the holster must have a smooth finish.
2. Non-Uniformed Duty Holsters: All non-uniformed duty holsters shall be of high security design and rigidity. These holsters shall have a passive retention system; the friction and “hold” of the holster that keeps the handgun in the holster, **in addition** to a passive retention system such as a thumb break, hood, hammer loop, or trigger guard lock, providing two sources of retention.

3. Concealed Carry Duty Holsters: All concealed carry duty holsters shall be of high security design and rigidity. These holsters shall have at a minimum, a passive retention system; the friction and “hold” of the holster that keeps the handgun in the holster.
 4. Other Concealed Carry Devices: Fanny packs and purses that hold firearms shall provide a method to ensure the firearm is secured in a manner that provides protection for the retention and security of the firearm. This should include a device, material, or internal holster that covers the trigger guard of the firearm. Fanny packs and purses that hold firearms shall be worn at all times, unless stored in a secure location. These concealed carrying devices are not preferred. Failure to achieve necessary familiarity with these devices could result in the inability to draw the weapon in emergency situations.
 5. Higher Level Security Duty Holsters: Higher level security duty holsters are encouraged; however, personnel are cautioned that extensive practice is required to ensure reliable operation in a tactical situation. Failure to achieve necessary familiarity with the security features could result in the inability to draw the weapon in emergency situations.
 6. Any duty holsters designed for weapons with light systems are authorized for use providing they meet all other Office Policy guidelines.
 7. Other Duty Holsters: Any deviations outside the provisions of this Office Policy shall require the written approval of the employee’s division commander and the Firearms Training Unit Commander.
 8. At the discretion of a command officer or range staff, any duty holster found to be unserviceable due to age, abuse, faulty design, or lack of rigidity shall be considered prohibited.
- E. Aerosol Spray Canister Holder: The holder shall be of socket-type construction and tension fit; nylon holders may include a retention strap.
- F. Handcuff Case: The handcuff case shall be designed in a rounded manner with a strap or full cover for securing cuffs in the case.
- G. Belt Keeper Straps: For security reasons, the wearing of a gun/duty belt requires that belt keeper straps be worn, spaced evenly about the waist, and secured by nickel or black finish spring ring snaps or Velcro. Belt keepers are required even when the gun/duty belt and trouser belt are joined by Velcro.
- H. Ammunition Holders: Ammunition holders must be constructed in a manner which allows a minimum of two complete reloads; however, personnel required to carry a weapon in non-uniformed duty positions are only required to carry an ammunition holder designed for one reload.
- I. Gun/Duty Belt Accessories: Depending on duty assignments there are mandatory and optional gun or duty belt accessories for both sworn and detention officers.
1. Mandatory gun/duty belt accessories for sworn and detention officers authorized to carry a firearm include, authorized trouser belt, holster, firearm, ammunition holders, handcuff, case and key, OC canister and carrier, a Taser® and carrier, and belt-keeper straps. Accessories authorized to be worn on an ODC may be worn in conjunction with a duty belt. Handcuffs shall be manufactured by CTS Thompson, Peerless, or Smith & Wesson, and be a standard heavyweight model with either swivel or hinged design. The handcuffs shall use the universal handcuff key and be of nickel or black finish.

2. Optional gun/duty belt accessories include, but are not limited to, baton ring, flashlight holder, key carrier, and portable radio carrier.
 3. For non-weapons certified detention officers the carrying of non-lethal and less-lethal weapons, such as an oleoresin capsicum (OC) canister and carrier, may be optional or mandatory, depending on assignment.
 4. Weapons-certified personnel, in non-uniformed duty positions, required to carry a weapon, need not wear the complete gun/duty belt, but may simply carry their weapon in a belt holster.
 5. Where applicable, gun/duty belt accessories for non-weapons certified detention officers should include trouser belt, handcuffs, case and key, belt-keeper straps, OC canister and carrier, a TASER[®] and carrier, unless worn on an ODC in conjunction with or without a duty belt. Handcuffs shall be manufactured by CTS Thompson, Peerless, or Smith & Wesson, and be a standard heavyweight model with either swivel or hinged design. The handcuffs shall use the universal handcuff key and be of nickel or black finish.
- J. Flat Badge and ID Case: The flat badge and ID case combination is an authorized item, as it facilitates the identification of personnel in plain clothes. Among compensated employees, only sworn officers, civilian commanders, and designated detention officers are authorized to possess the flat badge and ID case.
14. **Footwear:** The following footwear is approved for wear with all Class “A” and Class “B” uniforms:
- A. Military style black oxford shoes, with a smooth non-decorative finish and slip-resistant soles.
 - B. Military style black boots, with a smooth non-decorative finish and slip-resistant soles. Some acceptable examples of this include, but are not limited to:
 1. Rocky boot, model #911-130.
 2. Thorogood boot, model #834-6190.
 3. Hi-Tech Magnum boot, model #5152 (Stealth).
 4. 5.11 A.T.A.C., model #12001.
 - C. Cowboy boots, black in color, rounded toe, with a rubber or composite sole, and must be polishable. All stitching shall be black in color. An acceptable example includes but is not limited to: Justin Black Melo Veal, Gideon or Tobias Boots, model #3170 or #3040, black.
 - D. If socks are visible, black socks must be worn.
15. **Headgear:** The authorized headgear for sworn, detention, and deputy service aides is as follows:
- A. Baseball Style Hats: The embroidered badge shall be centered on the front and 3-inches in diameter from tip to tip. The field of the banners shall be golden yellow, and the body of the star shall be metallic gold. The word “SHERIFF” shall be in the upper banner in 5/16-inch upper-case black letters and “MARICOPA COUNTY” shall be in 1/4-inch upper-case black letters in the lower banner. The seal is enclosed in a 1/16-inch black circle, 1-inch in diameter. The following hats are authorized and shall be black in color:

1. Flex Fit.
2. 5.11 Tactical, baseball style hat, black in color, model #89219.
- B. Straw and Felt Hats: The following straw and felt hats are authorized for wear:
 1. Stratton Straw Campaign Hat, model #S40DB, in chocolate brown. The chocolate brown Campaign Hat is authorized for wear with either the Class “A” or Class “B” uniform. The hat shall be adorned with the black and gold braided brim rope with gold acorns and the black leather-retaining band. The badge shall be Entenmann-Rovin #366-R, Cap Piece in Carltone finish.
 2. Stetson Skyline 6X Cowboy felt hat, model #SFSKYL-7540-22-66, in chocolate brown. The chocolate brown felt. **(Authorized with class “A” uniforms)**
 3. Cody James Cowboy Hat, model #2000363689, brown, or similar in appearance to the approved cowboy hat. **(Authorized with class “A” uniforms)**
 4. Cody James Ponderosa Straw Hat, model #099P13, natural, with a brown conservative and professional band, or similar in appearance to the approved cowboy hat. Authorized for Class “B”, “C”, and “D” uniforms. **(Not for wear in Office facilities/Outdoor use only).**
- C. General Duty Helmet: Premier Crown, model # 6006, tan over brown (Office issued).
16. **Jackets:** The following jackets are the only authorized jackets to be purchased and/or worn and shall be black in color:
 - A. Police Patrol Jacket manufactured by Flightsuits Unlimited in black cowhide, item #6312. A black fur collar and a zip-in, Thinsulate liner may be included as an option.
 - B. 5.11 Tactical, Fleece lined, model #48002.
 - C. 5.11 Tactical, Five-in-One, model #48017.
 - D. 5.11 Tactical, Response Jacket, model #48016.
 - E. 5.11 Bighorn Jacket, Model #48026.
 - F. Elbeco Shield Performance Softshell Jacket, model #ELB SH3500.
 - G. Flying Cross Layertech Softshell Jacket, model #F154100A-10.
17. **Sweaters:** Sweaters are not authorized to be worn by uniformed personnel.
18. **Deputy Services Aides:** All deputy services aides shall wear a Class “E” uniform.
 - A. Polo Shirt: Deputy services aides shall wear a LE Green Class “E” uniform polo shirt with the oneMCSO logo embroidered on the left front pocket area of the shirt. Each shoulder of the uniformed polo shirt shall contain the words “DEPUTY SERVICES AIDE” embroidered on the bottom of the sleeve, in black lettering, above the cuff, in 3/8inch upper case block letters. Long sleeve polos shall be embroidered a 1/2-inch above the elbow.

- B. Trousers: Deputy services aides shall wear the class “E” uniform 5.11 Stryke trouser, in khaki only, as specified in this Office Policy.

- C. Jackets: The style and color of jackets authorized shall be the same color and style, as specified in this Office Policy. The jacket shall have the one1MCSO logo embroidered on the left front pocket area of the jacket. Each shoulder of the jacket shall contain the words “DEPUTY SERVICES AIDE” embroidered on the sleeve, in gold lettering, a 1/2-inch above the elbow, in 3/8-inch upper case block letters.

- D. Duty Belts: Duty belts shall be nylon and shall be Bianchi, AccuMold, or Safariland, and made of 2 1/4-inch nylon web, black in color. Accessories that may be worn on the duty belt are as follows:
 - 1. Belt keeper straps;
 - 2. Flashlight holder;
 - 3. Key carrier;
 - 4. Portable radio carrier;
 - 5. Personal Protective Equipment (PPE) holder for gloves and a CPR mask;
 - 6. Handcuff case;
 - 7. OC spray holder; and
 - 8. Taser holster.

- E. Outer Duty Carrier (ODC) Vest: The Class “E” uniform for deputy services aides consist of an outer duty carrier. The ODC vest shall be kept in good working condition and shall present a professional image when worn.
 - 1. The authorized ODC vest for deputy services aide is PointBlank Admin ODC vest, in LE Green.
 - a. PointBlank body armor plates are required for compatibility with this ODC vest system.
 - b. Any other brand body armor plates can be used to customize an ODC vest, similar in appearance to the approved ODC vest model, through any commercial vendor.
 - 2. The ODC vest does not have a MOLLE webbing system and no accessories shall be worn on the outer carrier.
 - 3. The velcro badge shall consist of an embroidered one1MCSO logo and shall be affixed to the designated left front upper chest area.
 - 4. The velcro name tag, LE Green, with black lettering, first initial and last name, shall be attached adjoining the top of the designated right front upper chest area.
 - 5. A patch containing the word “DEPUTY SERVICES AIDE” shall be displayed in the area of the carrier on the front and back. The patch shall be in LE Green with black lettering.

- F. Other equipment such as trouser belts, footwear, and raincoats shall be worn, as specified in this Office Policy.
- 19. **Posse Members:** Posse member uniforms are outlined, as specified in Office Policy GJ-27, *Sheriff's Posse Program*.
- 20. **Honor Guard:** Honor Guard personnel shall adhere to uniform specifications, as specified in Office Policy GJ-32, *Honor Guard Unit*.
- 21. **General Purpose Raincoat:** The following are the general-purpose raincoats authorized for use:
 - A. A Neese raincoat, model #475, with or without hood, 3/4-length, yellow in color. The raincoat shall have the word "SHERIFF" silk-screened across the back, in large blue letters, and a blue Sheriff's star imprinted on the left breast.
 - B. A full-length, 3/4-length, or fingertip length, clear plastic raincoat through which the uniform or traffic vest may be clearly seen.
- 22. **Special Duty Assignment Uniforms:** Employees working in special duty assignments shall have alternate uniforms approved by the Chief Deputy or designee. Areas having special duty uniforms include, but are not limited to, Lake Patrol, TOU, SRT, Fugitive Apprehension and Tactical Enforcement (FATE) Unit, and Security Detail.
- 23. **Uniform/Clothing Replacement:** Personnel whose uniforms, uniform accessories, personal clothing, or equipment have been lost, damaged, or contaminated in the course of their official duties may be reimbursed after they purchase a replacement item of like style, model, and price.
 - A. Personnel shall submit a memorandum and itemized receipt requesting reimbursement through their chain of command to the affected bureau chief. For uniform and uniform accessories, the receipt must list the style and model number of the replacement item. For personal clothing, the receipt must list the price of the replacement item. The total amount of the reimbursement request shall be forwarded to the Chief Financial Officer.
 - B. All approved uniform items, as outlined in this Office Policy, are eligible for reimbursement.
 - C. Reimbursement limitations for uniforms, uniform accessories, personal clothing, and equipment shall be determined by the retail cost of the replacement item.
- 24. **Uniform Allowance:** Budget allowing, positions authorized for a uniform allowance will be issued annually. The uniform allowance is typically paid to employees at the start of the fiscal year, in July or early August.
 - A. All position authorized employees separating from service regardless of whether the separation is through a resignation, or a retirement and it has been **less** than 6 months from the date their most recent uniform allowance was issued, shall have a pro-rated amount of the uniform allowance deducted from their last paycheck, as determined by the Human Resources (HR) Services Division, based on a pro-rated portion of the year.
 - B. All position authorized employees separating from service through a resignation and NOT retiring and it has been 6 months or **more** from the date their last uniform allowance was issued, shall have a pro-rated amount of the uniform allowance deducted from their last paycheck, as determined by the HR Services Division, based on a pro-rated portion of the year.

- C. A position authorized employee separating from service due to retirement and when it has been 6 or **more** months from the date of their most recent uniform allowance being issued, shall NOT be subject to a pro-rated amount of the uniform deduction only when the retiring employee is not separating from service in lieu of a dismissal, and the employee is leaving in good standing with the Office as determined by the employee's bureau chief. This shall be determined as follows:
1. The position authorized employee retiring shall submit a memorandum requesting approval to the bureau chief through the chain of command. The bureau chief shall make their determination based on the employees last *Employee Performance Appraisal*. The employee must have been successfully performing as indicated within their most recent employee appraisal and have no discipline in the form of a suspension or demotion in the past year, to include a review of any investigation that could potentially result in discipline. The bureau chief shall forward the form to the executive chief for approval.
 2. The executive chief shall forward the memorandum to the HR Services Division, and a copy shall be provided to the employee.
 3. Upon approval, a copy of the memorandum shall then be forwarded to the Payroll Section by the HR Services Division.