
**NEVADA COUNTY
SHERIFF'S OFFICE**



GENERAL ORDER

18

Effective Date 12/07/94

SUBJECT

UNIFORMS AND APPEARANCE

POLICY

All Nevada County Sheriff's Office and Animal Control personnel will adhere to the requirements as specified in this order.

PURPOSE

To maintain a uniform and professional appearance, a consistent and standard code of dress is necessary. The department is a service organization where effectiveness is judged, in part, by the manner in which the individual wears the uniform as prescribed. Therefore, a neat, professional, and well-groomed appearance by personnel is fundamental to the department and contributes to building the pride and esprit essential to an effective law enforcement organization.

This order prescribes the authorization for wear, composition, and classification of uniforms. It also prescribes the awards, insignia, and accouterments authorized for wear on the uniform, and how these items will be worn.

CODE REFERENCE

CASE LAW

DEFINITIONS

PROCEDURE

- A. General Requirements (*Note: There are times when supervisors may allow their subordinates to deviate from this dress policy. When questionable, supervisors should consult with their Chain of Command.*)
 - 1. Grooming Policies - There are many hairstyles that are acceptable. Hair will be kept in a neat, clean manner, and shall not interfere with the proper use of safety equipment, or in any way interfere with the ability to render first aid.
 - a. MALE - UNIFORMED
 - (1) Hair must not be excessive or present a ragged, unkempt, or extreme appearance. Hair may be cut in any style, but when combed, will not fall below the auditory canal or eyebrows, or touch the collar except for the closely cut hair at the back of the neck.

- (2) Sideburns will be neatly trimmed. The width shall not exceed two (2) inches. The base will not be flared, and will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.
- (3) Moustaches are permitted. Moustaches will be kept neatly trimmed, tapered, and tidy, and will not present a chopped-off appearance. (No portion of the moustache will cover the upper lip line or extend sideways more than ½ inch beyond a vertical line drawn upward from the corner of the mouth nor more than ¼ inch below the corner of the mouth.
- (4) Goatees will be kept neatly trimmed, tapered and tidy. Goatees will not exceed 1 inch in hair length beyond the chin line. Goatees will not flare out from the lip line but will maintain a straight line from the moustache lip line down to the chin
- (5) Beards will be kept neatly trimmed, tapered and tidy. Beards will not exceed 1 inch in hair length beyond the chin line. Beards can be grown from the chin line towards the neck, not to exceed 1 inch in length from the chin line towards the neck. The neck will be clean shaven. Beards will have a clean-shaven line from the sideburns, extending down and around towards the lip line, with no hair on the upper cheek area.
- (6) Neither goatees nor beards are permissible while in uniform for Honor Guard.
- (7) Patrol, correctional officer, and animal control officer, (uniformed personnel) are prohibited from wearing earrings, studs, body/mouth rings of any type while on uniformed field duty.

b. FEMALE – UNIFORMED

- (1) Hair will be neatly groomed; the length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows, or extend below the bottom of the collar. Hairstyles shall not interfere with the proper wearing of riot-type headgear.
- (2) Hair holding ornaments such as, but not limited to, barrettes, pins, clips, and bands, if used, must be unadorned and plain, and must be transparent or similar in color to the hair and inconspicuously placed. Beads or similar ornamental items are not authorized.
- (3) Cosmetics are authorized if applied conservatively and in good taste. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. Lipstick and nail polish may be worn with all uniforms as long as the color is conservative and compliments the uniform. Extreme shades of lipstick and nail polish will not be worn.

- (4) Fingernails will be kept clean and neatly trimmed so as not to interfere with the performance of duty, detract from a professional image, or present a safety hazard.
 - (5) Brassieres shall be worn at all times while on duty.
 - (6) Female patrol, correctional officer, and animal control officer (uniformed personnel) are prohibited from wearing earrings, studs, body/mouth rings of any type while on uniformed field duty.
- c. *Because of unique duty assignments, supervisors may permit deviations from the standard. Deviations shall be requested in writing and approved by the appropriate division commander.*
- d. When appearing in court, personnel shall wear either the uniform or a suit. Although a suit is preferred, a conservative style and color sport coat and slacks are also authorized. Neckties are required for men. A pantsuit, dress suit, or conservative dress is acceptable for women. Clean and shined dress shoes or boots are the only footwear authorized. All personnel will present a neat and clean appearance. All personnel shall avoid mannerisms which might imply disrespect to the court.

2. Uniform Fit and Appearance

- a. All personnel will maintain a high standard of dress and appearance. Uniforms will be worn as required and equipped with the required items during all tours of duty. Uniforms will be properly fitted, in good repair, clean, serviceable, and pressed as necessary. Uniform fasteners will be kept buttoned, zipped, and snapped. Metallic objects such as badges, belt buckles, and keepers will be kept in proper luster and free of scratches and corrosion.
- b. Minor deficiencies shall be corrected within one (1) day. Major deficiencies shall be corrected within seven (7) days.
- c. Although some uniforms are made of wash-and-wear material or treated with a permanent press finish, some pressing may be required to maintain a neat appearance. All uniformed personnel may be subject to inspection.
- d. All items of apparel authorized as part of the uniform shall meet current departmental specifications. Other apparel is prohibited.
- e. Personnel shall report for duty as required either in uniform or appropriate civilian attire. All sworn and custodial personnel shall keep one complete Class A uniform available at all times. (Note, Class A uniform may not be issued until employee has passed probationary period.)
- f. **Circumstances may require that personnel report for duty in clothing not allowed by this policy. These determinations shall be made by a supervisor and allowed on a case-by-case basis only. The following exceptions are authorized:**

- (1) Captains and above may wear the uniform or civilian clothing at the discretion of the Undersheriff.**
- (2) Support personnel shall wear appropriate civilian attire during their probationary period.**

3. Change of Seasons

Winter/summer uniforms change on the next regular dayshift for the employee after annual daylight savings time, unless notified otherwise by the Sheriff.

4. Uniform Issue – Law Enforcement Personnel

The following is the standard uniform issue for sworn personnel:

- a. 3 long-sleeve shirts
- b. 3 short-sleeve shirts
- c. 3 pairs of trousers
- d. Duty jacket
- e. "Eisenhower" jacket
- f. Black tie
- g. Tie bar
- h. Department approved turtleneck pullover or dickie
- i. Badge
- j. Name plate
- k. 3 duty magazines and pouch
- l. Duty belt
- m. "Sam Browne" belt and 4 keepers
- n. Holster
- o. Baton and baton ring
- p. Handcuffs, handcuff case, and key
- q. Chemical agent and carrying case
- r. Key holder
- s. Flashlight

5. Uniform Issue – Corrections Personnel

The following is the standard uniform issue (working) for personnel assigned to correctional duties:

- a. 3 long-sleeve shirts
- b. 3 short-sleeve shirts
- c. 3 pairs of trousers
- d. Duty jacket ("Eisenhower" jacket as budget allows)
- e. Badge (gold)
- f. Cloth badge
- g. Name plate
- h. Name tape
- l. Chemical agent and carrying case
- j. Handcuffs and case
- k. Key holder

6. Uniform Issue – Animal Control

The following is the standard uniform issue for Animal Control Officers:

- a. 3 long-sleeve shirts
- b. 3 short-sleeved shirts
- c. 3 pair of trousers
- d. Duty jacket
- e. Badge
- f. Name plate
- g. 3 duty magazines and pouch
- h. Nylon belt and keepers
- i. Holster
- j. Baseball type hat

7. Uniform Repair and Replacement – All Personnel

Uniform components, excluding jackets, may be replaced every three (3) years if unserviceable. Duty jackets may be replaced every five (5) years if unserviceable. Items may be repaired at the discretion of supervisory staff.

8. Prohibitions- All personnel

- a. No identifiable part of the uniform shall be worn in combination with or in lieu of any civilian clothing while off duty unless a person is involved in a department function.
- b. The uniforms will not be worn off duty, either in full or part, unless the employee is en route to or from work. For employees' safety purposes, the department strongly encourages all non-sworn personnel to wear some type of covering to prevent the general public to view the employee's uniform while traveling in their personal vehicle.
- c. The employee will refrain from any conduct, while in uniform, that may reflect a poor image on the department or on the part of the employee.
- d. Any sheriff's office employee who is working either in the standard uniform for his/her particular assignment or in civilian attire shall not have visible any tattoos, scars intentionally placed for decorative purposes, branding, or other body adornment. Civilian attire does not include clothing worn during training but rather those clothes worn as part of primary duties, such as plain clothes investigators. However, undercover operators may expose tattoos, scaring, branding, or other body adornment during a special assignment by approval from their Division Commander, but only for the duration of the particular special assignment.
 - (1) Tattoos, scaring, branding, or other body adornment shall be kept covered at all times while the employee is working, regardless of uniform regulations which might otherwise allow a portion of the body so adorned to be visible. For example but not exclusively, this means that a long-sleeved shirt or other cover (such as a tattoo cover-up sleeve) will be required to be worn in the summer months to cover a tattoo, scaring, branding, or other body adornment.

- (2) Any non-uniform or non-clothing cover (such as a tattoo cover-up sleeve) shall be pre-approved by the Sheriff.
- e. No belts worn with uniforms shall be other than plain black or basket weave with either a nickel or brass colored conservative square design, or the approved "Nevada County Sheriff" designed buckle.

9. Uniformed Positions

The following are considered uniformed positions:

- a. All safety personnel the rank of Captain and below
- b. Correctional Officer
- c. Animal Control Officer

10. Non-Uniformed Positions

The following are considered non-uniformed positions:

- a. Investigator
- b. Miscellaneous support personnel
- c. Sheriff and Undersheriff

B. Uniform Classification for Uniformed Personnel

1. The following uniforms are authorized for wear by uniformed personnel:

- a. Class A – full dress
- b. Class A1 – ceremonial dress
- c. Class B – winter working
- d. Class C – summer working
- e. Class C1 – custody working
- f. Class D – foul weather
- g. Class E – special duty/tactical
- h. Class F – special assignment

2. Class A Uniform

- a. Authorization for wear – The Class A uniform shall be worn as directed for all uniformed personnel (does not include Animal Control Officers.) Elements of the uniform may be optional at the discretion of a supervisor.
- b. Composition – The Class A uniform is composed of:
 - (1) Hat (forest green), "campaign" style with cap piece
 - (2) Badge (gold)
 - (3) Jacket (forest green), "Eisenhower" style with "State of California" brass buttons
 - (4) Nameplate (gold)
 - (5) Uniform shirt (tan), long sleeves
 - (6) Uniform trousers (forest green)
 - (7) Tie (black), "four-in-hand" style, break-away
 - (8) Tie bar (gold), plain
 - (9) Dress belt (black) basket weave
 - (10) Duty belt (black), "Sam Browne" style with all safety equipment

- (11) Shoes (black oxford), or boots (black)
- (12) Socks (black required with oxford shoes)

3. Class A1 Uniform

- a. Authorization for wear – The Class A1 uniform is a ceremonial uniform worn by the Sheriff's Honor Guard at appropriate ceremonies and/or functions.
- b. Composition – The Class A1 uniform is composed of:
 - (1) Hat (forest green), "campaign" style with cap piece
 - (2) Badge (gold)
 - (3) Jacket (forest green), "Eisenhower" style with "State of California" brass buttons
 - (4) Nameplate (gold)
 - (5) Aiguillette (gold), service
 - (6) Scarf (gold), dress style
 - (7) Tie (black), "four in hand" style, break-away (optional)
 - (8) Tie bar (gold), plain (optional)
 - (9) Uniform shirt (tan), long sleeves (optional)
 - (10) Uniform trousers (forest green with black and gold stripes)
 - (11) Dress belt, black, basket weave
 - (12) Duty belt (black clarino leather), "Sam Browne," with accessories (optional)
 - (13) Shoes (black clarino finish), oxford

4. Class B Uniform

- a. Authorization for wear – The Class B uniform is a winter working uniform. All uniformed personnel may wear either the Class B or Class C uniform year-round with supervisory approval.
 - (1) Hat (forest green), "campaign" style (felt or straw) with cap piece (optional)
 - (2) Badge (gold metal); cloth badge may be worn on either duty jacket
 - (3)** Jacket (forest green), "utility" style, **or**
 - (4)** Vest (forest green), down type (optional), **or**
 - (5) Windbreaker (forest green), "chill chaser" style (optional)
 - (6) Nameplate (gold)
 - (7)** Uniform shirt (tan), long sleeves, **or**
 - (8) Uniform shirt (tan), short sleeves
 - (9) Uniform trousers (forest green)
 - (10)** Tie (black), "four-in-hand" style, break-away, **or**
 - (11) T-shirt (black), crew neck
 - (12) Turtleneck shirt (black) with gold embroidery stating "NCSO" on the left side of the neck
 - (13) Dress belt (black), basket weave
 - (14)** Duty belt (black), "Sam Browne" style with all safety equipment, **or**
 - (15) Duty belt (black), nylon with all safety equipment. Any nylon safety equipment shall be purchased by the employee. It shall be black in color, and similar in design offered. The holster shall be similar in appearance and retention value as the currently issued department holster. No mixing of leather and nylon safety equipment is

allowed, except radio pouches. The safety equipment shall be similar as offered by Safariland, Uncle Mikes, or Bianchi brand products.

(16) Shoes (black oxford), or boots (black)

(17) Sweater – The uniform sweater is optional & can be purchased, at the officer's expense, at Sacramento Uniforms. The department standard is the uniform green, crew neck, with reinforced shoulders and elbows. It will be outfitted with regulation shoulder patches and will be worn with department badge and name tag. There will be no hash marks on the sleeves. The sweater will be worn over a uniform shirt.

5. Class C Uniforms

a. Authorization for wear – The Class C uniform is a summer working uniform. All uniformed personnel may wear either the Class B or Class C uniform year-round with the supervisor's permission.

b. Composition – The Class C uniform is composed of:

(1) Hat (forest green), "campaign" style (felt or straw) with cap piece (optional)

(2) Vest (forest green), down type (optional), **or**

(3) Windbreaker (forest green), "chill chaser" style (optional)

(4) Uniform shirt (tan), short sleeves, **or**

(5) Uniform shirt (tan), long sleeves

(6) Badge (gold), metal (cloth badge may be worn on either duty jacket or vest)

(7) Nameplate (gold)

(8) T-shirt (black), crew neck

(9) Uniform trousers (forest green)

(10) Dress belt (black), basket weave

(11) Duty belt (black), "Sam Browne" style with all safety equipment, **or**

(12) Duty belt (black), nylon with all safety equipment (Administration only)

(13) Shoes (black oxford), or boots (black)

(14) Socks (black required with oxford shoes)

6. Class C1 Uniforms

a. Authorization for wear – The Class C1 uniform is for custody and sworn personnel at the Wayne Brown Correctional Facility and custody personnel at the Truckee Jail. It is authorized for wear year-round. The black "BDU" style uniform is intended for custody staff who do not have any or very little public contact.

b. Composition – The Class C1 uniform consists of:

(1) Jacket (forest green) or black "utility" style (optional), **or**

(2) Windbreaker (forest green) or black "chill chaser" style (optional)

(3) Uniform shirt (black), short sleeves, **or**

(4) Uniform shirt (black), long sleeves

(5) Badge (black cloth), also worn on duty jackets

- (6) Name tape (black with gold lettering)T-shirt (black), crew neck
- (7) Uniform trousers (black), "BDU" style
- (8) Dress belt (black), basket weave
- (9) Shoes (black oxford), or boots (black)
- (10) Socks (black required with oxford shoes)
- (11) Supervisory custody personnel shall have the option to wear standard issued tan uniform shirt and green pants or issue black uniform
- (12) Administrative personnel (Captain and Lieutenant) shall have the option to wear standard issued tan uniform shirt and green pants or issue black uniform
- (13) Custody personnel assigned as bailiffs shall wear a Class A uniform without a hat while in court
- (14) Custody personnel assigned as transport people shall wear standard tan/green sheriff's uniform

7. Class D Uniforms

- a. Authorization for wear – The Class D uniform is for foul weather use only.
- b. Composition – The Class D uniform consists of:
 - (1) Hat (black), "trooper" style (optional for winter only), **or**
 - (2) Hat (forest green), "campaign" style (felt or straw) with cap piece (optional), **or**
 - (3) Baseball hat (black), department approved
 - (4) Jacket (forest green), "utility" style (optional), **or**
 - (5) Raincoat (forest green or black), optional, **and**
 - (6) Rain pants (forest green or black), **or**
 - (7) Gore Tex type pants or jumpsuit (black), Truckee only
 - (8) Uniform shirt (tan), long sleeves
 - (9) Uniform trousers (forest green)
 - (10) Insulated jumpsuit (forest green), Truckee only
 - (11) T-shirt (black), crew neck, **or**
 - (12) Turtleneck shirt (black)
 - (13) Dress belt (black), basket weave
 - (14) Duty belt (black), "Sam Browne" style with all safety equipment
 - (15) Shoes (black oxford), or boots (black)
 - (16) PAC boots (black), Sorel or snowmobile style (optional winter only), **or**
 - (17) Rain boots (black), rubber
 - (18) Socks (black required with oxford shoes)

8. Class E Uniforms

- a. Authorization for wear – The Class E uniforms are authorized for use during tactical situations, special investigations, major events, and special assignments. Authorization to wear the uniform is at the discretion of a supervisor.
- b. Composition – The Class E uniform consists of:
 - (1) Helmet (black) with face shield (as directed), **or**
 - (2) Baseball hat (black), department approved
 - (3) Gloves (black)

- (4) BDU shirt (woodland pattern), as directed
- (5) BDU trousers (woodland pattern), as directed
- (6) Duty belt (black), nylon with safety equipment

9. Class F Uniforms

a. Authorization for wear – The Class F uniform is primarily for Boat Patrol, and High Country Patrol.

b. Composition – The Class F uniform consists of:

- (1) Baseball hat (black), department issue (optional)
- (2) T-shirt or polo shirt (tan) with cloth badge or badge emblem and “SHERIFF” in black block letters printed on the back (optional Boat Patrol only) (Volunteers will wear authorized polo shirt)
- (3)** Uniform shirt (tan), long sleeves, **or**
- (4) Uniform shirt (tan), short sleeves
- (5) Pants, short (forest green), Boat Patrol.
- (6) Trousers (forest green), jeans type
- (7) Trousers (forest green), BDU style

10. Footwear

a. The following footwear is authorized for daily uniform use:

- (1) Boots are to be all black, polishable, in the Wellington style, either laced, zippered or pull on. Boot uppers will be plain black leather or black corduroy/nylon. Quarter boots are allowed.
- (2) Shoes are to be all black, polishable, Oxford style, either laced or zippered.

b. The following footwear is **not** authorized for daily uniform use:

- (1) Safety toed boots, logging style, roper style or traditional western style
- (2) Running shoes or athletic shoes

C. Insignia – Patches

1. All shirts and jackets shall have the current departmental patch on both shoulders. The patches are to be centered on both sleeves 5/8 inch below the shoulder seam. Cloth badges may be worn on the duty jackets except for the Class A uniform and Class A1 uniform. Cloth name tapes (green with gold lettering) may be worn on the duty jacket except for the Class A and Class A1 uniforms. The Volunteer uniform is the same as above, but shall have “Volunteer” patches on it to be worn as follows:

- a. “Volunteer” rocker above each departmental shoulder patch
- b. Straight “Volunteer” patch centered along the top and above the left pocket

2. Insignia of Grade

All management shall wear the appropriate collar insignia of their respective rank:

a. Sheriff

- (1) Uniform Shirts (long and short sleeves)

The insignia of rank is four gold stars in a line.

- (2) Jacket (Class A/Utility)

Four gold stars in a line. It shall be worn centered on the shoulder loops equidistant between the shoulder seam of the jacket and outside edge of the shoulder loop button.

b. Undersheriff

- (1) Uniform Shirts (long and short sleeves)

The insignia of rank is two gold stars in line.

- (2) Jacket (Class A/Utility)

Two gold stars in line. It shall be worn centered on the shoulder loops equidistant between the shoulder seam and outside edge of the shoulder loop button.

c. Captain

- (1) Uniform shirts (long and short sleeves)

The insignia of rank is two gold colored bars.

- (2) Jacket (Class A/Utility)

The insignia shall be worn centered on the shoulder loop, parallel to the shoulder seam, and 1 inch from the shoulder seam of the jacket.

d. Lieutenant

- (1) Uniform shirts (long and short sleeves)

The insignia of rank is a single gold bar.

- (2) Jacket (Class A/Utility)

The insignia shall be worn centered on the shoulder loop, parallel to the shoulder seam, and 1 inch from the shoulder seam of the jacket.

e. Sergeant

- (1) Uniform shirts (long and short sleeves)

The insignia of rank is three gold chevrons.

- (2) Jacket (Class A/Utility)

Gold cloth chevrons will be centered on each sleeve. The highest point of the chevron shall be 5/8 inch below the bottom of the departmental patch.

f. Corporal

(1) Uniform shirts (long and short sleeves)

The insignia of rank is two gold chevrons.

(2) Jacket (Class A)

Gold cloth chevrons will be centered on each sleeve. The highest point of the chevron shall be 5/8 inch below the bottom of the departmental patch.

3. Service Stripes

a. Uniform shirts (long sleeves)

Gold service stripes shall be worn for each four (4) years of fulltime law enforcement service, excluding military police service. The service stripes will be worn at a 45 degree angle on the inside of the left sleeve. The outside edge of the stripe will be alongside and parallel to the crease of the sleeve. The bottom corner of the stripe closest to the cuff shall be 5/8 inch above the upper seam of the cuff.

b. Jacket (Class A)

The service stripes shall be worn at a 45 degree angle on the inside of the left sleeve. The outside edge of the stripe will be alongside and parallel to the crease of the sleeve. The bottom corner of the stripe closest to the sleeve ornamentation will be 5/8 inch above the sleeve ornamentation.

4. Weapons

a. Duty Weapons

(1) Personnel will only carry the department issued weapon.

(2) If a duty weapon is confiscated by another jurisdiction and not returned, the person to whom it was issued is responsible for the cost of the weapon.

b. Special Weapons

(1) Special weapons shall be authorized for special details or for training purposes at the direction of the supervisor in charge.

(2) Safety personnel may carry a second auxiliary or back-up weapon in compliance with Nevada County Sheriff's Office General Order #56.

c. Prohibited Weapons

Carrying any type of sap or other weapon as defined in §12020 of the California Penal Code is prohibited.

d. Duty Belt

- (1) Uniformed personnel will wear a black leather "Sam Browne" belt with a basket weave pattern.
- (2) For corporals and deputy sheriffs, the belt buckles, snaps, and baton ring on the duty and/or dress belt shall be chrome.
- (3) For the rank of sergeant and above, the belt buckle, snaps, and baton ring on the duty and dress belt shall be brass.

e. Alternate Duty Belts

- (1) A black nylon duty belt and accessories are authorized for wear with all uniforms except the Class A and Class A1 uniforms.
- (2) All nylon gear shall conform to standards. All snaps on nylon gear shall be black.

f. Impact Weapons

- (1) The straight baton and the side-handled baton or asp, fixed or extendable, are authorized. They may be made of wood, plastic, or metal.
- (2) Officers must be certified in the use of their particular batons.

g. Chemical Weapons

Safety personnel shall carry the department issue chemical weapon for which they are qualified.

h. Holsters

- (1) All leather holsters must be black leather with a basket weave design or black nylon duty gear. Officers shall be issued a holster or may buy one at their own expense.
- (2) All holsters must be approved by a range master prior to use.
- (3) "Cross draw" holsters are forbidden.

i. Other Duty Accessories

Shall be black leather with a basket weave design. They may have snaps or Velcro closures.

5. Badge
 - a. The issued badge shall be worn on the left side of the chest above the pocket in the badge holder provided on the uniform shirt.
 - b. The badge will be kept clean, in proper luster, and free of corrosion.
6. Nameplate
 - a. The nameplate shall be gold with black enamel letters. The plate shall consist of the first and last names.
 - b. The nameplate shall be worn along the top of the right pocket flap so that the lower edge borders the top seam of the pocket, and is equidistant between the two vertical edges of the pocket.
7. Name tape
 - a. Name tapes for green jackets shall be forest green with gold letters.
 - b. Name tapes for black jackets shall be black with gold letters.
 - c. Name tapes shall be worn on jackets only. They shall have a last name only. They are to be positioned the same as a nameplate.
8. Writing Implements
 - a. Pens and pencils may be worn in the space provided in the left shirt pocket.
 - b. If visible, the pen(s) and pencil(s) shall match.
9. Authorized Insignia, Awards, Medals, and Pins
 - a. Only the following insignia are authorized for uniform wear:
 - (1) Department issued award pins; worn centered above the right shirt pocket, the bottom edge meets and is parallel to the seam.
 - (2) SED pin; worn on the left side of the right shirt pocket. It shall be centered horizontally between the military crease and the left edge of the pocket.
 - (3) Honor Guard Pin; worn centered above the right shirt pocket, the bottom edge meets and is parallel to the seam.
 - (4) American Flag Pin; worn on the right side of the left shirt pocket. It shall be centered horizontally between the military crease and the right edge of the pocket and vertically between the top and bottom edge.

(5) County Service Pin; worn on the right side of the right shirt pocket. It shall be centered horizontally between the military crease and the right edge of the pocket and vertically between the top and bottom edge.

(6) All other types of pins need management approval. Other pins shall be worn in vacant positions as described above.

D. Uniform Classification for Support Personnel

1. Class G Uniform

a. Authorization for wear

All support personnel.

b. Composition

The Class G uniform consists of:

- (1) Polo shirt (Department approved) with embroidered badge.
- (2) Skirt (black, khaki or brown), **or**
- (3)** Docker-style pants (black, khaki, or brown), **or**
- (4) Jean style pants (forest green) – (Evidence Technicians only)
- (5) Belt (appropriate for business/office)
- (6) Shoes (appropriate for business/office)

E. Standard of Dress for Sworn Non-Uniformed Personnel

1. The following clothing styles are authorized for non-uniformed personnel:

- a. Dress shirts
- b. Sport shirts
- c. Necktie
- d. Slacks
- e. Suits
- f. Sport coats and blazers
- g. Blouses
- h. Dress sweaters
- i. Skirts
- j. Dresses

2. All non-uniformed sworn personnel must have the following required items:

- a. Badge
- b. Identification Card
- c. Valid California driver's license
- d. Duty weapon
- e. Ammunition
- f. Handcuffs and key
- g. Flashlight (as required)

3. Exceptions
 - a. Narcotic Investigators may wear clothing appropriate for the assignment.
 - b. Investigators doing fieldwork where a coat and tie are not appropriate may wear alternate clothing at the discretion of their supervisor.

4. Uniform allowance for non-uniformed sworn personnel

1. Non-uniformed sworn personnel shall be given a reimbursable allowance each fiscal year for the purchase of work clothing. Reimbursement will be paid per a dollar amount decided by the Sheriff. Any reduction in payment would require a meet and confer with the appropriate association/s.

The following positions may receive the reimbursable allowance:

- a. Undersheriff
 - b. Captain
 - c. Investigation's Lieutenant
 - d. Investigator
 - e. Narcotic's Officers (Sheriff's Office employees only)
 - f. Home Detention Officer
2. Reimbursement will be allowed for clothing suitable for the job classification. The Sheriff has the authority to deny reimbursement for unsuitable clothing. Generally, the following clothing is authorized for the reimbursement allowance:
 - a. Dress Shirts
 - b. Dress slacks
 - d. Ties
 - e. Blazers
 - f. Suits
 - g. Dress Shoes
 - h. Dress Belts
 - i. Undercover type clothing (Narcotic's Officers)
 - j. Career Wear

F. Standard of Dress for Non-safety Administrative Personnel

1. Standards of dress for non-safety administrative personnel
 - a. Non-safety clerical personnel assigned to Administration or Dispatch may wear business/professional attire with the permission of the division commander.
 - b. Casual or suggestive/provocative clothing is not approved during regular duty hours, which would include but is not limited to:
 - 1) Shorts, casual peddle pushers
 - 2) Blue jean type pants or skirts
 - 3) Tank tops
 - 4) Spandex type clothing

2. Volunteers

a. The following uniform is authorized for the Sheriff's Volunteer Unit:

- (1) Uniform hat (black), Eddy Bros. "Tracker" style, 3.5" brim or baseball style hat
- (2) Jacket (black), "utility" style (optional)
- (3)** Uniform shirt (white), long sleeves, **or**
- (4) Uniform shirt (white), short sleeves
- (5) Uniform trousers (forest green)
- (6)** T-shirt (black), crew neck, **or**
- (7) Turtleneck shirt (black), long sleeves only
- (8)** Dress belt (black), basket weave, **or**
- (9) Other leather goods as appropriate
- (10) Chemical weapon and holder (if authorized)
- (11)** Shoes (black), oxford style, **or**
- (12) Boots (black)
- (13) Socks (black required with oxford shoes)
- (14) Service Pins