

## VOLUME 3 - CHAPTER 3

### UNIFORM AND SAFETY EQUIPMENT

#### 3-03/000.00 DEPARTMENTAL AUTHORITY

#### 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 consider proposed changes in official uniforms, safety equipment and identification items and make recommendations to the Executive Planning Council. The Executive Planning Council has authority to approve specific types of 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 of the Administrative and Training Division, shall serve as the Chairman of the Committee;
- one representative from A.L.A.D.S., who shall serve in accordance with the Memoranda of Understanding for Peace Officers;
- one representative from P.P.O.A., 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:

- Captain of Training Bureau; and
- Director of Personnel Administration.

#### 3-03/000.15 OFFICIAL RECORDS OF THE UNIFORM AND SAFETY EQUIPMENT COMMITTEE

A Commander from the Administrative and Training Division 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 and Training 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 Director of Personnel Administration is responsible for the official records pertaining to identification items.

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

### **3-03/010.00 GENERAL PROVISIONS - UNIFORM AND SAFETY EQUIPMENT**

#### **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**

Members assigned to perform the below listed duties are deemed to have special clothing and safety equipment needs:

- Arson/Explosives Detail
- Beach patrol
- Bicycle teams
- Canine handlers
- Commercial Traffic Enforcement
- Emergency Services Detail
- Harbor Patrol
- 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 specified in section 3-03/070.25 when authorized by the Sheriff or Undersheriff. Other items may also be worn, but only when directed by, and only those items approved by, their concerned Division Chief or Division Director and Sheriff or Undersheriff. Any special clothing is optional and may be worn only while performing those duties pertaining to their specialized positions.

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

### **3-03/030.00 WEARING UNIFORMS**

#### **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 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.

### **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; and
- 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.

### **3-03/030.35 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**

#### **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**
  - Cloth protective vest cover
  - “High Visibility” reflective vest
  - C.P.R. device
  - Penal code

- Flashlight
- Rain wear
- Jacket-Field
- Shirts
- Trousers
- Vehicle Code
- Trouser belt
- Whistle
- **Four Years**
- 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 an SH-AD-32A to the concerned Unit Commander detailing the circumstances of the loss. Attached to the SH-AD-32A shall be:

- a completed Uniform and Equipment Replacement Request form, SH-AD-588; and
- a completed Incident Report 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 or negligent or that the loss was preventable, the Unit Commander shall recommend that the employee pay replacement costs, or that appropriate remedial or 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.

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

After the Division Chief's or Division Director's determination of liability, the Unit Commander shall sign the SH-AD-588. Copies of the SH-AD-32A, SH-AD-588 and police report shall be sent to Central Supply/Logistics authorizing the issuance of a replacement item(s).

Sworn 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 Supply/Logistics. If



retention of such items is required for evidence, a memo concerning their recovery shall be sent to the Central Supply/Logistics Section as soon as possible.

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 shall be reimbursed by Fiscal Administration.

All members are reminded that any Department-owned property must be returned upon their separation from the service of this Department. (See Retirement, Transfer and Resignations in the Personnel chapter.)

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 and forward the form and 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 protective vest, the following conditions qualify for Department replacement:

- poor fit due to weight loss or gain;
- the Kevlar is exposed due to wear or abrasion in the Kevlar's protective envelope;
- obvious damage, rendering the vest panels unusable or unsafe;
- bunching, gathering or heavy creases in the Kevlar panels;
- discoloration of the Kevlar material; and/or

- the vest is a previously issued model without side panels.

After inspection, and if replacement is recommended, the employee shall then bring the vest and the approved SH-AD-588 to Central Supply/Logistics.

#### Special Notes

- the age of the vest alone is not sufficient reason for replacement;
- outer cloth covers will not normally 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 section 3-03/060.20.

#### Unit Commander's Responsibilities

The Unit Commander's signature is required on any Uniform and Equipment Replacement Request 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 Watch Commander and forwarded to Fiscal Administration, Attention: General Accounting, 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 (5) working days after the incident:

- file a claim on Form 76C212V6 (Claim for Reimbursement for Damaged Personal Property)
- submit a SH-R-49 Incident Report;
- submit a SH-AD-588 Uniform and Equipment Replacement Request Form, indicating Class A or B;
- 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 (5) working days after the incident:

- File a claim for reimbursement on Form 76C212V6 (Claim for Reimbursement for Damaged Personal Property);
- Submit a SH-R-49 Incident Report;
- 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 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 section 3-03/060.22 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 noted 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. Damaged property should be forwarded to the manager, Central Supply/Logistics, along with a copy of the approved form for reimbursement.

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 (SH-AD-91) (See the Personnel chapter).

### Reserve Personnel

The procedure for reimbursement for damaged personal property to Sheriff's Reserves 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 of their responsibilities concerning traffic collision/incidents per section 3-09/070.00 Vehicle Collision/incident Reporting and Investigation - Departmental and Permittee Vehicles.

### **3-03/065.00 EXECUTIVE UNIFORM**

#### **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 or 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 ½ inches, nor less than 2 ½ 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 ¼ inches nor less than 2 ¾ 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 Sheriff 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 3-03/120.00 Ammunition. There are two authorized uniforms: Class A and Class B. 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 (optional)
  - stockings
- shoes or boots
- socks

- trousers

### **3-03/070.10 DEPUTY SHERIFF CLASS B UNIFORM**

The Class B uniform may be worn 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 - Class B pants shall be one of the following:
  - Departmentally-authorized four-pocket type
  - Departmentally-authorized four pocket type with sap pockets

NOTE: Battle Dress Uniform (BDU) or unauthorized cargo type pants are not to be worn as Class B pants.

### **3-03/070.25 DEPUTY SHERIFF SPECIAL OPERATIONS CLOTHING**

Although the Department has only two authorized uniforms, Class A and Class B, there are field circumstances that may require specialized clothing and equipment. The wearing of such clothing should be limited to situations that require specialized clothing and safety equipment. The special operations clothing may be worn by a specialized unit when authorized by their Division Chief or Division Director and the concerned Assistant Sheriff or Undersheriff. Items identified in this section are optional and may be worn by persons assigned to and performing duties identified below.

In general, the use of this clothing is discouraged. This clothing exists for use by units with unique functions where a less formal police appearance is appropriate.

Detectives assigned to investigate gang activity may be allowed special provisions for this clothing to be worn during investigations, with the approval of their Division Chief and the

Undersheriff. Blue jean pants and standard raid jacket may be worn by personnel assigned to Operation Safe Streets Bureau when authorized by their Division Chief and the concerned Assistant Sheriff or Undersheriff. Operation Safe Streets Bureau personnel shall wear either the Class A uniform or business attire for court appearances and public presentations.

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

The most common circumstances necessitating such clothing and equipment are listed and described below:

- Bicycle Teams:
  - issued shorts or trousers, which are only to be worn by personnel assigned to bicycle duty, while riding bikes;
  - pullover uniform shirt (section 3-03/410.20);
  - socks (other than black);
  - issued helmet; and
  - bicycle team jacket (optional);
- Beach Patrol:
  - green military style shorts;
  - pullover uniform shirt (section 3-03/410.20); and
  - Class B hat;
- Commercial Vehicle Enforcement Deputies:
  - green Class B uniform pants with affixed knee pads; and
  - green uniform shirt with affixed elbow pads;
- Emergency Operations Bureau:
  - Departmentally-authorized cargo-type (only authorized for special operations clothing); and
  - pullover uniform shirt (section 3-03/410.20);
- Special Enforcement Bureau:
  - green BDU;
- K-9 Units:
  - green BDU;
- Aero Bureau:
  - flight suit;
- Arson/Explosives Detail:
  - black BDU;
- HazMat Detail:
  - personal protection suit;
- Search and Rescue Teams:
  - members shall wear Class B uniforms when not actively conducting a search and rescue operation; and
  - during an active rescue operation, members are to utilize approved specialized clothing and safety equipment deemed necessary for the immediate task;

- Communications and Fleet Management Bureau:
  - Departmentally-authorized cargo-type (only authorized for special operations clothing); and
  - pullover uniform shirt (section 3-03/410.20).

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

- Belt - black in color;
- Headgear (optional);
- Identification card;
- Outerwear;
- Field jacket (optional);
- Foul weather jacket (optional);
- Rank insignia (section 3-03/290.15) mandated for rank of Sergeant and above;
- Scarf (optional);
- Sweater (optional);
- Shoes - black in color (athletic footwear, standard, or boots (section 3-03/225.00));
- Socks - black in color (section 3-03/460.00); and
- Shoes (athletic footwear, standard, bicycle, or boots (section 3-03/225.00)).

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 call-outs. Upon completion of the tactical operation, personnel shall revert to a normal Class A or B uniform as designated by the Unit Commander. Special Enforcement Bureau personnel shall wear either the Class A uniform or business attire for court appearances and public presentations. While performing general patrol functions, Special Enforcement Bureau personnel must wear the standard uniform of the Department.

### **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

- o authorized flashlight OC deployment device is carried)
- o radio holder
- o service firearm and holster
- o 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**

Identification and appropriate authorized safety equipment items shall be carried or kept readily available by sworn members who are on "plain clothes" duty when in the field. In addition to the above listed items, Unit Commanders may specify additional items to be carried or have available.

### **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.

### **3-03/090.00 CORRECTIONS OFFICER UNIFORM**

The corrections officer uniform is basically the same as the Class B uniform worn by Deputy Sheriffs.

The approved shoulder patch, badge and name tag shall be utilized. Service stars are an optional item with this uniform.

Equipment to be worn with this uniform shall be as specified by the concerned Division Chief.

### **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**

Security Officers and Security Assistants shall wear a unique Class A uniform consisting of a white shirt with green patches and a metal badge, green Class A pants, black basket weave belt and a black field jacket with a cloth badge (specifications on file at Logistics). Shoes shall conform to section 3-03/225.00. The use of an approved polo style shirt shall be authorized at a Division level only.

In the event of inclement weather, a Unit Commander may approve green Class B pants on a shift to shift basis. Battle Dress Uniform (BDU) style pants shall never be authorized. There is no authorized Class B shirt.



The uniform shall be worn with the approved shoulder patches, name tag and metal badge for Class A shirt and cloth patch field jacket.

Security Officers who have successfully completed bicycle training, shall wear the approved bicycle uniform consisting of a white polo shirt with blue stencil writing, "SECURITY OFFICER" patch on back, blue pants or shorts, blue jacket with yellow accent, and a blue bicycle helmet.

Only the following equipment may be worn/carried by personnel of this classification:

- Security Assistant;
  - protective vest (optional)
  - flashlight
- Security Officer:
  - gun belt (see section 3-03/150.05)
  - safety equipment (see section 3-03/070.40) less helmet, shotgun cartridge case, knife case, and sap

### **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.

### **3-03/100.27 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),
- 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)
- 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

### **3-03/100.40 UNIFORMED CIVILIAN FEMALE SKIRT (OPTIONAL)**

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.

### **3-03/100.50 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.

### **3-03/105.00 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.

### **3-03/120.00 AMMUNITION**

Sworn members assigned to uniformed duty in the field shall carry their prescribed firearm fully loaded. In addition, they shall carry a minimum of 12 rounds in their ammunition case if their duty weapon is a .38 caliber revolver. If their duty weapon is a Beretta, they shall carry a minimum of 30 rounds in their ammunition pouch, (two

15-round magazines).

Sworn members assigned to plain clothes duty in the field shall carry their prescribed weapon fully loaded. In addition, they shall carry enough extra rounds on their person to fully reload their weapon at least one time.

In addition to the ammunition carried on their person, sworn members may maintain additional rounds 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.

Members are cautioned against using authorized ammunition in light framed revolvers for prolonged target practice. However, authorized ammunition shall be used in light framed revolvers carried on-duty.

### **3-03/120.05 9MM AMMUNITION**

#### Type

This ammunition shall be 9mm Luger or 9mm Parabellum; new, factory-loaded, as specified by the Weapons Training Center. Explosive, incendiary, tracer or metal piercing ammunition shall not be used. Alterations to factory ammunition and/or any projectile developing a velocity in excess of 1,500 feet per second shall not be permitted.

#### Replacement

Ammunition for 9mm on-duty weapons shall be replaced every 12 months by the Weapons Training Center. Members desiring to purchase 9mm ammunition in addition to the issued quantity shall contact the Weapons Training Center to obtain the current specifications prior to purchase.

### **3-03/120.07 .45 AMMUNITION**

This ammunition shall be .45 ACP or .45 automatic caliber; new, factory-loaded, as specified by the Weapons Training Center. Explosive, incendiary, tracer or metal piercing ammunition shall not be used. Alterations to factory ammunition and/or any projectile developing a velocity in excess of 1,500 feet per second shall not be permitted.

#### Replacement

Ammunition for .45 ACP on-duty weapons shall be replaced every 12 months by the sworn member.

### **3-03/120.10 .38 SPECIAL AMMUNITION**

#### Type

Sworn members shall only use Department-approved and/or issued ammunition when on-duty (uniform or plain clothes) or off-duty.

This ammunition shall be .38 special; new, factory-loaded rounds as specified by the Weapons Training Center. Explosive, incendiary, tracer or metal piercing ammunition shall not be used. Alterations to factory ammunition and/or any projectile developing a velocity in excess of 1,500 feet per second shall not be permitted.

.357 Magnum ammunition is specifically not authorized for use on-duty or off-duty.

#### Replacement

Ammunition for .38 caliber on-duty weapons shall be replaced every 12 months by the Weapons Training Center. Members desiring to purchase .38 special ammunition in addition to the issued quantity shall contact the Weapons Training Center to obtain the current specifications prior to purchase.

### **3-03/120.15 12-GAUGE SHOTGUN AMMUNITION**

#### Type

Authorized Department members shall only use, carry or purchase Department issued shotgun ammunition. This ammunition shall be new, factory-loaded 12-gauge pellet or rifle slug and shall be 2 3/4 inches in length.

The pellet load shall be either #4 buckshot or #00 buckshot as specified by the Weapons Training Center.

The rifled slug shall meet the specification of the Weapons Training Center, and shall be used at the Deputy's discretion and carried in accordance with section 3-03/210.10.

#### Replacement

Department owned shotgun ammunition shall be replaced during annual shotgun testing, or when the shell case has been dented, frayed, corroded, exposed to extreme moisture, or causes any problem when loading or chambering, or is damaged in any other manner. When purchased, ammunition shall not only conform to all of the above, it shall also only be one of the brands and types issued by the Department.

### **3-03/125.00 AMMUNITION CASE**

The case shall be black basket weave design with chromium snaps and be of an approved type as specified by the Department.

### **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.

#### **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 BATOM AND BATOM 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, 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**

Upon approval of the concerned Division Chief or Division Director, uniformed Deputies shall have the option of carrying the Handler 12 Device in place of their baton. Those opting to carry the Handler 12 shall also have their side handle baton or fixed straight baton readily available, as it is the recommended tool for deployment in certain emergent situations (e.g., civil unrest, large disturbances, etc.).

### **3-03/140.20 SPECIFICATIONS**

The Handler 12 Device is 15 3/4 inches in length and weighs 22 ounces. It is constructed of Dura Plastisol, a non-conductive plastic that covers a thin steel frame with a hard rubber striking area.

The holder is black cowhide or a polysynthetic plastic that resembles black cowhide and may incorporate Stations for additional equipment, such as handcuffs, flashlight, etc.

### **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**

#### **3-03/150.05 GUN BELT AND KEEPER STRAPS**

The authorized uniform gun belt shall be: (1) a black, full-grain cowhide (or comparable material) belt, with a basket weave design and a solid brass or chromium-plated, colonial-style buckle or (2) a nylon synthetic webbed gun belt and accessories as specified in section 3-03/150.20.

The nylon gun belt items are only authorized for wear on the nylon gun belt. They shall

not be worn on the leather gun belt.

The issued gun belt for male deputies shall be 2 1/4 inches wide. The issued gun belt for female deputies shall be 1 3/4 inches wide or 2 1/4 inches wide depending on the type of gun holster issued.

Female deputies may trade their issued 1 3/4 inches belt, holster and keepers for a 2 1/4 inches belt and accessories if the female deputy has transitioned from the Beretta to the M&P semi-automatic. The transaction must take place in person at Logistics.

The keeper straps shall be black, full-grain cowhide (or comparable material) keepers, with a single or double solid brass or chromium-plated snap fasteners or black nylon synthetic webbing with black snap fasteners.

A gun belt buckle and snap fasteners on leather gear on a gun belt shall not be a combination of solid brass and chromium-plated. Sworn or uniformed civilian personnel may purchase the solid brass gun belt buckle and snap fasteners if they choose.

Belts with solid brass snap fasteners and buckles are only authorized for sworn personnel and uniformed civilian personnel issued a badge.

The use of velcro style belt and/or keeper straps with the leather gun belt is prohibited.

The following authorized items when worn shall be worn on the gun belt as follows:

#### Ammunition Case

The ammunition case shall be worn on the side opposite the holster, centered between the buckle and the baton holder. A second ammunition case is authorized but must be obtained at the deputy's expense. The second case shall be worn where convenient to the wearer.

#### Baton Holder

The baton holder shall be worn on the hip opposite the holster.

#### Cartridge Case, Shotgun (optional)

The cartridge case may be worn on the belt convenient to the wearer.

#### Flashlight Holder (optional)

The flashlight holder may be worn on the belt where space is available.

#### Handcuff Case

The handcuff case shall be worn over the rear pocket opposite the holster. A second handcuff case is authorized but must be obtained at the deputy's expense. The second case shall be worn where convenient to the wearer. Velcro closures are prohibited. A double handcuff case is authorized at employee expense.

### Holster

Only the authorized holster shall be worn. Only an authorized on-duty firearm shall be carried in the holster. The holster shall be worn on the hip directly below the gun hand. Only one holster shall be worn on the gun belt. Cross-draw holsters are not authorized for use while in uniform. Personnel wearing Class A and/or Class B may only wear those holsters described above. Tactical holsters are specifically prohibited for personnel wearing a Class A or Class B uniform and shall not be worn while performing routine law enforcement duties.

Tactical holsters worn with green tactical cargo-type pants and full tactical BDU uniforms shall only be worn by units which are authorized by the Sheriff.

### TASER Holster

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

### Keeper Straps

Four keeper straps (double or single) shall be worn to keep the gun belt in place, proportionately spaced, with two in the front and two in the back.

### Key Ring Holder

The key ring holder shall be worn where convenient to the wearer. A whistle and handcuff key(s) shall be carried on the ring.

### Knife and Case (optional)

The knife case may be worn on the back of the belt convenient to the wearer.

### Pepper (O.C.) Canister Holder

The O.C. spray canister holder shall be worn on the belt where space is available.

### Radio Holder

The radio holder shall be worn opposite the holster in an area convenient to the wearer.

### **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 NYLON SYNTHETIC WEBBED**

The Weapons Training Unit shall post and maintain a list of approved nylon synthetic gun belts and accessories at the Sheriff's ranges and on the Sheriff's Department Intranet.

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

Only Department authorized holsters are to be worn with nylon synthetic web gear. Holsters shall have a plain or simulated nylon fabric finish that matches the webbed belt.

### **3-03/180.00 CARTRIDGE CASE, SHOTGUN (OPTIONAL)**

The cartridge case shall be black, top-grain cowhide, basket weave design, not less than six ounces in weight and shall have a front flap with a chromium-plated snap. There shall be a formed section to accommodate a maximum of four shotgun shells. The belt loop shall be of a size and design to fit securely on the gun belt.

### **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 ½ inch black mohair braid; for Sergeants and above, a ½ inch gold stripe braid.

### **3-03/210.00 FIREARMS**

#### **3-03/210.05 REVOLVERS/SEMI-AUTOMATIC PISTOLS (ON 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 as the primary on-duty handgun for armed members has been phased out.

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 in uniform or conducting tactical operations shall carry a Department authorized on-duty semi-automatic handgun.

Sworn members working in business attire may carry a Department authorized off-duty semi-automatic handgun in lieu of an on-duty handgun. When working in business attire, the handgun barrel or holster shall not extend below the bottom edge of the coat or other similar apparel.

Sworn members carrying any Department authorized secondary on-duty back-up or off-duty handgun must securely carry the weapon concealed from view. In no case shall it be carried on the Sam Browne belt or exposed in the waistband area or pocket.

Sworn members assigned to specialized investigative units may, with sufficient justification, request approval from their Division Chief to carry firearms other than those which are authorized.

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 manufacturer's specified capacity;
- external hammer decocked; and
- external safety in the on position.

All handguns carried on-duty or off-duty, including secondary handguns, must be recorded with Personnel Administration as outlined in section 3-03/210.15, "Firearms Recording" of the Department Manual of Policy and Procedures, prior to carrying them.

All sworn members below the rank of Undersheriff 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 Staff for that specific class 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, 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.

### Laser and Night Sights

Laser and night sights as specified by the Weapons Training Unit, are authorized for on-duty and off-duty use on Department approved pistols and revolvers. Laser or night sights may be installed on Department authorized handguns at the member's expense. Installation and maintenance shall be the responsibility of the individual member.

The installation of night sights on Department authorized pistols, by an approved vendor, shall be coordinated by the Weapons Training Staff at the Biscaliuz armory.

All members below the rank of Undersheriff desiring to carry and use Laser sights on or off-duty, shall attend and satisfactorily complete an instructional and qualification course conducted by the Weapons Training Staff.

### Magazines

Only those magazines specially designed and advertised by manufacturers as standard equipment may be used in Department-approved pistols. Extended magazines increasing the round capacity beyond that which was originally intended or advertised by the manufacturer are not authorized, except with specific written approval of the concerned Division Chief or Division Director.

### Maintenance

Firearms shall be maintained in proper operating condition at all times. Anyone whose firearm has been dropped or who has a question regarding the safety, condition, timing or proper function of his firearm should have it checked by qualified armory personnel at the Weapons Training Unit.

The Department armorers are responsible for inspecting and making repairs to all Department-issued firearms.

### Modifications

Sworn 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 Weapons Training Unit.

### Safety Devices

All safety devices provided by the manufacturer shall be retained intact and be operable at all times.

### 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 Weapons Training Unit 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 Manual of Policy and Procedures.

## **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 DEPARTMENT SHOTGUN**

The Department-issued shotgun, when carried in a vehicle, shall be cocked, on safe, with the barrel chamber empty and four authorized buckshot rounds in the magazine tube. Personnel shall not carry a shotgun in a vehicle which contains rifle slug(s) in the barrel chamber and/or magazine tube.

Personnel who are assigned to patrol and are engaged in regular patrol duties, shall carry the Department-issued shotgun in their patrol vehicle.

### **3-03/210.15 FIREARMS RECORDING**

Sworn members shall record all Department-authorized firearms (on-duty and off-duty) with Personnel Administration by submitting an Employee's Personal Information form, 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 FIREARM PURCHASE AND AUTHORIZATION**

Sworn members who wish to purchase a new firearm for on-duty or off-duty use, and for which a Department letter of identification is required, 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 firearm;
- the make and type of firearm to be purchased;
- the firearm dealer's name and address; and
- on-duty or off-duty use.

Unit Commanders shall determine if the requested firearm is a Department authorized firearm from the current list of approved weapons maintained by the Weapons Training Center. If authorized, the Unit shall prepare a Letter of Identification form SH-AD-612 to the firearm dealer, complete with the name, employee number and Unit of assignment of the concerned member, as well as the make, model, caliber, barrel length and finish of the firearm to be purchased. The letter of identification, signed by the Unit Commander, shall then be directed to the member for presentation to the dealer. A copy of each letter shall be placed in the Unit's personnel file.

When a firearm is to be delivered by a firearms dealer, pursuant to a letter of identification, only that member for whom the letter was prepared shall take personal delivery from the dealer. Such delivery shall be taken only upon completion of required State and Federal

transaction records by the dealer.

No more than one letter of identification for one firearm per year shall be permitted for any individual member. No member of this Department, below the rank of Captain, shall initiate any letter of identification; nor shall any letter be prepared for a firearm not authorized for on-duty or off-duty use.

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.

Peace officers are not exempt from the 15-day waiting period for gun purchases under Penal Code section 12078 unless they present a letter of authorization personally signed by their department head. It is the policy of the Department not to provide waivers of the statutory 15-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, an appropriate letter authorizing the firearms dealer to waive the 15-day waiting period shall be prepared and submitted for the Sheriff's signature.

### **3-03/210.25 FIREARMS - OTHER**

This subsection applies to Department-owned firearms other than handguns, i.e., shotguns, rifles, tear gas guns.

All repairs, servicing and alterations to these Departmental firearms shall be performed by, or under, the specific direction of, the Weapons Training Center. 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.

### **3-03/210.35 USE OF FIREARMS**

No member shall load, unload, or test (including dry firing) any firearm inside any County facility, except in those areas specifically designated for that purpose by the Unit Commander. 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 Chief 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 and buckle or lacing at the tops, and 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 on routine duty, public or

court appearances or 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 style R10 LASO Style, Forest Green, or equivalent, with green pershing ribbed braid or open cane band, rank insignia band/chin strap and cap piece is authorized for use during routine duty and shall be worn on occasions as specified by the Sheriff. The rank insignia band/chin strap shall be black for deputy sheriffs 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.

#### Class A Campaign Hat (optional)

The green felt Class A campaign hat may be worn by sworn members with the Class A uniform. The hat shall be manufactured by the Albourn Hat Company only. The hat shall be worn with cap piece and acorn ornamentation. Felt campaign hat and acorn ornamentation specifications are available at Central Supply/Logistics. This hat may only be worn with the Class A uniform. Any exception must be approved by the concerned Division Chief or Division Director.

#### Cap Piece for Class A Dress and Campaign Hats (optional)

The cap piece shall be yellow metal, with single mounting post for the campaign hats 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 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 dress hat.

#### Watch Cap (optional)

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 watch cap shall be black in color of tightly-woven material and embroidered on the lower front with the letters "LASD" in one-half-inch gold thread. Personnel shall wear the cap with the bottom folded up to expose the embroidered letters to the front, the top close to the head, and the bottom not below the middle of the forehead or ears. 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 Administrative and Training Division, Central Supply and Logistics, for a list of approved vendors.

#### Class B Baseball-Style Cap (optional)

The Class B baseball-style cap shall be olive drab green in color with subdued black Sheriff's star patch. It is available for purchase at the Sheriff's Emporium and other vendor locations.

The Class B baseball cap may only be worn with a Class B uniform. The Class B baseball-style cap may be worn for sun protection during daylight hours or during daylight and/or night hours in the rain, at the Watch Commander or Unit Commander's discretion, only when Class B uniforms are authorized. The baseball-style cap must be worn forward and shall not be altered in any way. 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.

#### Class B Cattleman Straw Western Hat (optional)

A Cattleman Straw Western Hat may be worn for sun protection while on the Pitchess Detention Center and Mira Loma facilities. The hat shall be ivory in color with plain design, a five and 1/2-inch crown, and a four-inch brim. The concerned Unit Commander shall have responsibility for assessing whether individual hat styles meet these specifications.

### CUSTODY ASSISTANT MEMBERS

#### Class B Baseball-Style Cap (optional)

The Class B baseball-style cap shall be olive drab green in color with subdued black Sheriff's star patch. It is available for purchase at the Sheriff's Emporium and other vendor locations.

The Class B baseball cap may only be worn with a Class B uniform. The Class B baseball-style cap may be worn for sun protection during daylight hours or during daylight and/or night hours in the rain, at the Watch Commander or Unit Commander's discretion, only when Class B uniforms are authorized. The baseball-style cap must be worn forward and shall not be altered in any way. 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.

### SECURITY OFFICERS

#### Class A Dress Hat

The green polyester/wool circular Class A dress hat, Keystone Cap Company style R10

LASO Style, forest green, or equivalent, with black pershing ribbed braid, black chin strap, and cap piece as described above in the "Sworn" is authorized for use during routine duty.

#### Cap Piece for Class A Dress Hats

The cap piece shall be yellow metal, with 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 is only available for sale through the Personnel Administration Bureau, Employee Service Center.

#### BLUE UNIFORMED CIVILIAN/VOLUNTEER MEMBERS

A dark blue baseball-type cap may be worn by blue uniformed civilian/volunteer personnel, (see section 3-03/250.00). The baseball-style cap shall have a light 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 altered in any way. 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.

#### **3-03/260.00 HELMETS**

##### 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. 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. The helmet will be classified as a full face modular design and shall consist of a tan, green and black paint configuration. Sworn personnel assigned to off-road enforcement duties shall wear a full face helmet as approved by the Department.

### 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 a list of approved duty holsters at the Sheriff's ranges and on the Sheriff's Department Intranet.

All holsters shall be of good quality commercial construction, specifically shaped to fit the weapon carried. Holsters shall be securely riveted, stitched or bolted to the holster shank/belt loop, and shall fully cover the handgun's trigger guard opening when the weapon is holstered.

No clamshell, automatic, or "trick" holsters of any kind shall be worn in lieu of the specified holsters.

Deputies who request that the Department replace a stolen, lost, or damaged issued

holster will, on approval, be issued the holster currently issued by Central Supply/Logistics. We have two primary weapon systems striker fire (no external hammer) and semiautomatic pistol with an external hammer.

### Duty Holsters

Armed uniformed personnel wearing a gun belt shall wear either the Department-issued holster or Department-approved optional duty holster. Optional duty holsters shall be purchased and maintained at the member's expense. Personnel electing to use optional duty holsters are responsible for achieving proficiency with the equipment.

Duty holsters shall have at least one additional retention feature within the holster to retain the pistol when the over the hammer safety strap or rotating hood is disengaged.

Duty holsters shall be constructed of black leather, Kydex material, or simulated leather/polymer. Holsters worn with leather belts shall have a professional "basket weave" design and chrome snaps. Holsters worn with nylon fabric belts shall have a plain black or simulated nylon fabric finish. Duty Holster shank/belt loops may be high ride, standard or low lengths.

### Tactical Holsters

Tactical holsters include those holsters that are suspended from the belt by a flexible webbing strap and secured to the thigh by one or more additional straps. Armed personnel wearing bulky external body armor or entry vests may wear a tactical holster in lieu of the Department issued holster or a Department approved optional duty holster during tactical operations only.

Tactical holsters shall not be worn while performing routine law enforcement duties and are specifically prohibited for personnel wearing a Class A or Class B uniform.

### Other On-Duty Holster

All armed, uniformed personnel, not wearing a gun belt, shall wear a "top draw" holster with an over-the-hammer safety if their weapon has an exposed hammer. Personnel carrying "striker fire" weapons may wear a locking holster that covers the trigger and trigger guard. The holster must retain the pistol if the holster is held upside down.

The holster shall be worn on the "strong side". Construction material shall be black leather, simulated leather, black polymer, or Kydex type material.

Plain clothes personnel and personnel assigned to administrative duty may wear any of the following holsters, providing they are approved:

- inside open top holster;
- outside open top holster; or



- shoulder holster (plain clothes personnel only).

NOTE: Sworn members assigned to specialized investigative Units may, with sufficient justification, request approval from their Division Chief or Division Director to carry firearms and holsters other than those which are authorized.

### Off-duty and Secondary Handgun Holsters

Sworn members electing to carry a Department-authorized handgun off duty or as a secondary “back-up” handgun on their person or inside baggage, 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. Any type of holster that fully covers the handgun’s trigger guard when the weapon is holstered to prevent accidental movement of the trigger, is acceptable.

### **3-03/285.00 IDENTIFICATION CARD**

The official Department identification card shall include the following:

- the County seal or graphic of the appropriate badge;
- standard design (approximately 3 ½" by 2 ½");
- recent photograph of the employee (within last five years);
- full name of the employee and employee number;
- title (Sworn will indicate rank. The following professional staff positions will indicate classification: Custody Assistant, Civilian Investigator, Crime Analyst, Security Officer, Security Assistant, Court Services Specialist, Communication Operator, and Law Enforcement Technician);
- signature of the employee and the approving authority;
- birth date, height, hair and eye color of the employee;
- identification card number and date of issue; and
- identification card must be laminated securely, both front and back.

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

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 ½" by 3 ½");
- 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 ¾ inches wide by 1 ⅛ inches.

The motorcycle insignia shall be sewn on the sleeve of the Class A shirt, Class B shirt or coveralls, centered ½ inch below the official shoulder patch or if chevrons are worn, ½ 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 1/2 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 ½ 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 ½ 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 ½ 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 1/2 inch below the official shoulder patch, or if chevrons are worn, 1/2 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 1/2 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 1/2 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 ½ inch from the bottom edge of the sleeve.

### **3-03/300.00 JACKETS - UNIFORM**

#### **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, 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 3-03/300.10.

### **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 words "Los Angeles County 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, and 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 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, centered between the center button and left edge. Only one emblem or pin of an employee's choice may be worn on Departmental uniforms.

## **3-03/340.00 NAME TAGS**

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.

NOTE: Rain wear is the only exception.

#### Metal Name Plate

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 shirt and dress jacket and may be worn on the field jacket. Only sworn employees, community service officers, security officers and desk operations assistants may wear this metal name plate.

When worn on the Class A shirt, the name plate 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 name plate 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 name plate 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 Director, Administrative and Training Services.

#### Cloth Name Tape

A Deputy Sheriff cloth name tape, approximately 1 X 5 3/4 inches, green with black lettering, shall be worn on the Class B shirt and may be worn on 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 top of the pocket.

Custody assistants are authorized to wear a cloth name tape, approximately 1 X 5 3/4 inches, black with gold lettering, on the field jacket and Class A or B shirt. This name tape shall be worn in the same manner as the Deputy Sheriff cloth name tape.

All other uniformed civilian employees shall wear a cloth name tape, approximately 1 X 5 3/4 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 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 2 ½ inches wide by 1 ¼ inches tall. The plastic plate shall have holes allowing the wearer to place the posts of the metal name plate through them and then affix the name plate and contract city name identifier to the Class A shirt in the same manner as described for the metal name plate.

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.

### **3-03/345.00 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 NIJ standards at the time of purchase.

#### Concealed Vest

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

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

The concealed protective vest shall be a wraparound model with white or tan outer cover. Lower abdomen and groin panels are authorized as optional items.

The concealed protective vest is provided to sworn members for their personal protection

during normal operations and working hours. 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 members.

At all times during field operations wherein forced entry may become necessary, the 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 protective vest at all times while operating a Sheriff's motorcycle.

#### Exposed Vest (optional)

An exposed (worn over the shirt) protective vest is only permitted during special operations. Bulky external body armor or entry vests are only to be worn during the tactical operation. Upon completion of the tactical operation, personnel shall change into either a Class A or B uniform, or civilian attire, as directed by their Unit Commander.

The ballistics resistance level of the exposed protective vest shall meet or exceed threat level II-A, as tested and certified according to the most current NIJ standards and shall be in accordance with the following specifications:

- the vest cover shall be forest green and made of cotton, nylon, cordura or other durable cloth material;
- the vest cover shall be of an appropriate size to snugly house the bullet resistant panels and properly support the panels when worn by the user. The vest cover shall be sleeveless;
- the side panel closures shall consist of velcro/elastic material. The cover shall not contain any exposed plastic or metal;
- the rectangular patch shall be sewn on the outer portion of the rear cover, centered below the lower portion of the neckline. The patch background shall be the same color as the exposed vest cover (forest green). The patch shall be a minimum of 5 X 10 inches. Embroidered on the patch in gold thread shall be a 1/2 inch border, and centered inside the border shall be the word "SHERIFF." Each letter shall be a minimum of 3/8 X 3 inches;
- a Department Class B cloth badge shall be sewn on the front left panel cover, over the wearer's heart;
- a Department Class B cloth name tape shall be sewn on the right panel, centered on the panel across from badge; and
- the vest cover may contain pockets made of matching material for handcuffs, radio, pens and pencils, etc.



### **3-03/350.10 "HIGH-VISIBILITY" SAFETY VEST**

Except as provided below, Department members performing the following duties, on a roadway (including shoulders and right-of-way) shall wear a "High-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 "High-Visibility" vests are worn when required by this section.

The wearing of the "High-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.

For each five years of service completed as a P.O.S.T. 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 sleeve Class A shirt. Non-Sworn uniformed personnel may wear service stars in the same manner on their approved long sleeve shirt.

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

Service stars shall be worn in one of two configurations:

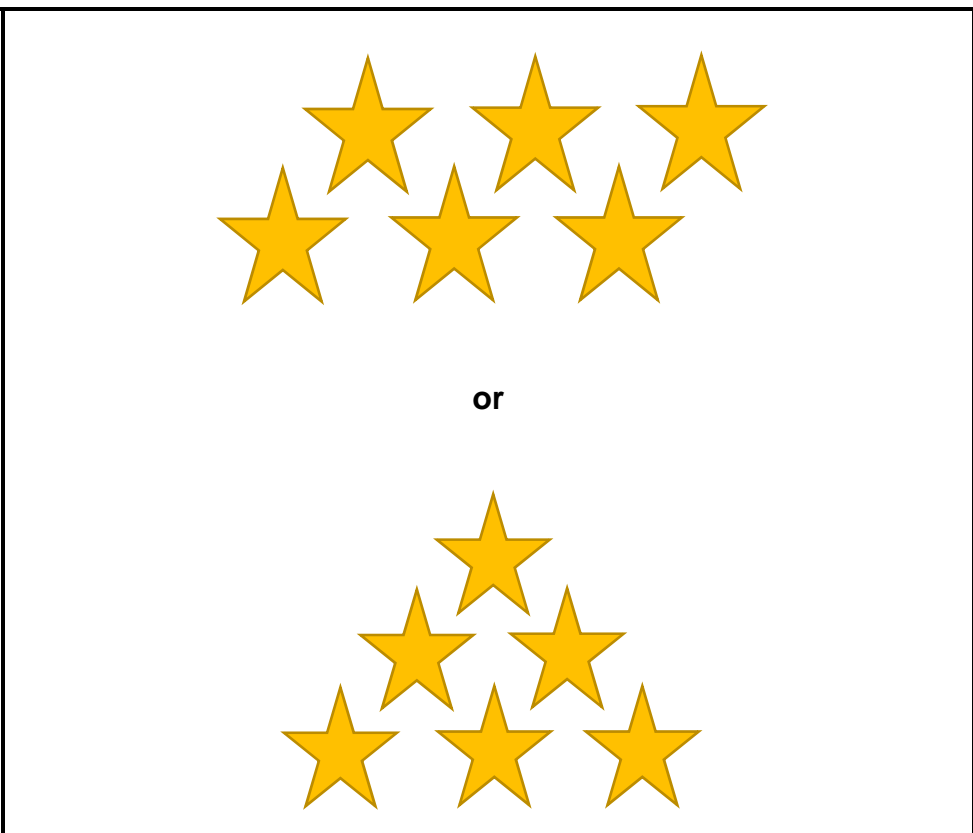
1. Service stars shall be positioned with one point facing upwards towards the shoulder, 1/2 inch above the cuff on the Class A shirt, field jacket, or dress jacket in a straight line.
2. Service stars shall be positioned with one point facing upwards towards the shoulder, 1/2 inch above the cuff on the Class A shirt, field jacket, or dress jacket. The services stars shall only be worn on the left sleeve. All stars shall be 1/8 inch apart, parallel with the cuff line, in the following configurations. Two stars shall be worn in a single row. Three stars shall be worn in two stars on the lower row and one start on the top row, centered between the lower two stars in a triangle configuration. Four stars shall be worn in two rows, offset from each other. Five stars shall be worn in two rows, offset from each other, with three stars on the lower row and two stars on the upper row. Six stars may be worn in a pyramid configuration with three stars on the bottom row, two stars in the middle, and one star at the top, or in two rows of three, offset from each other. Seven stars shall be worn in two rows, four stars on the bottom row and three stars on the top row, offset from each other. Additional stars shall be added to the lower row or the row containing the less number of stars. The upper row shall be offset, not stacked.

The services stars shall be worn in the following configuration corresponding with the period represented.

5 Years	
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10 Years	
15 Years	
20 Years	
25 Years	

30 Years



35 Years



40 Years



45 Years



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### **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 and 45 percent wool material, 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 and 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**

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.

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.

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.

### **3-03/410.20 PULLOVER SHIRT WITH LASD LOGO**

A solid green pullover long or short sleeve shirt with a collar and a two or three-button front is authorized for specified duties per section 3-03/020.00 or as part of the Special Operations Clothing per section 3-03/070.25. This shirt shall have a yellow (gold) embroidered badge surrounded with the words "Los Angeles County" above and "Sheriff's Department" below, silk screened replicas of the official shoulder patches, and the word "SHERIFF" on the back. All lettering shall be yellow (gold). The employee's surname shall be embroidered on the right breast area.

#### **Bicycle Team Duty**

A solid white pullover long or short sleeve shirt with a collar and a two or three-button front is required for safety purposes for specified Bicycle Team duties per section 3-03/020.00.

This shirt shall have an embroidered badge surrounded with the words "Los Angeles County" above and "Sheriff's Department" below, silk screened replicas of the official shoulder patches, and the word "SHERIFF" on the back. All embroidery and lettering shall contrast with the shirt color, i.e., green or black on a white shirt. The employee's surname shall be embroidered on the right breast area.

#### Range Safety Duty

A solid bright yellow pullover long or short sleeve shirt with a collar and a two or three-button front is required for safety purposes for specified range duties per section 3-03/020.00. This shirt shall have an embroidered badge surrounded with the words "Los Angeles County" above and "Sheriff's Department" below, silk screened replicas of the official shoulder patches, and the word "SHERIFF" on the back. All lettering shall contrast with the shirt color, i.e., green or black on a yellow shirt. The employee's surname shall be embroidered on the right breast area.

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**

Regulation shoulder patches shall be worn on both sleeves of all uniform jackets and shirts, centered on the sleeve, with the top edge of the emblem ½ inch below the sleeve seam. Patches shall be sewn securely around the outer edge with a good quality silk thread. Cross stitching is not permitted.

#### Sworn Shoulder Patch



The sworn shoulder patch shall be forest green with gold lettering, star and border. The words "Los Angeles County" shall be embroidered across the top. The word "Sheriff" shall be embroidered at the bottom. In between shall be a gold Sheriff's star with a brown bear centered on the star.

#### Custody Assistant Shoulder Patch

The custody assistant shoulder patch shall be forest green with gold lettering, star and border. The words "Los Angeles County" shall be embroidered across the top. The word "Jail" shall be embroidered at the bottom. In between shall be a gold Sheriff's star with a brown bear centered on the star.

#### Civilian Shoulder Patch

The civilian shoulder patch shall be navy blue with light blue lettering, star and border. The words "Los Angeles County" shall be embroidered across the top. Centered in the middle area shall be a light blue Sheriff's star with a navy blue bear centered on the star. For uniformed civilians assigned to Custody Division, the word "Jail" shall be embroidered at the bottom. The words "Parking Control Officer" shall be centered at the bottom of the patch for parking control officers. No other wording is authorized for civilian shoulder patches. Patches shall be worn on both sleeves.

#### Community Service Officer Patch

The community service officer patch shall be approximately 1 ½ X 4 ¾ inches, forest green with gold lettering and border. The words "Community Service Officer" shall be centered on the patch. The patch shall be worn on the community service officer uniform shirt and jacket, approximately ½ inch above and centered over the left pocket.

#### Court Services Specialist Patch

The court services specialist patch shall be approximately 1 ½ X 4 ¾ inches, forest green with gold lettering and border. The words "Court Services Specialist" shall be centered on the patch. The patch shall be worn on the court services specialist uniform shirt and jacket, approximately ½ inch above and centered over the left pocket.

#### Desk Operations Assistant Patch

The desk operations assistant patch shall be 4 ½ inches by 1 ½ inches, white, with navy blue lettering and border. The words "Desk Operations" shall be centered on the patch. The patch shall be worn above the left pocket, centered, with the bottom edge of the patch parallel with the top seam of the pocket.

#### Intern and Court Services Specialist Patch

These patches shall be approximately 3/4 inches by 3 inches, forest green, with gold lettering and border. The word "INTERN" shall be centered on the patch and worn by community service officers, and the letters "C.S.S." shall be centered on the patch and worn by court services specialists.

The patch shall be worn on both sleeves, centered one inch below the bottom edge of the shoulder patch.

#### Volunteer Patch

The volunteer patch shall be a half-circle design with a dark blue background and yellow lettering and border. The words "Los Angeles County Sheriff" shall be embroidered across the top edge, and the word "Volunteer" shall be embroidered across the bottom edge. Centered in the middle area shall be a brown bear or green grass. Patches shall be worn on both sleeves.

#### Explorer Shoulder Patch

The explorer shoulder patch shall be forest green with gold lettering and border. The words "Los Angeles County" shall be embroidered across the top, and the words "Deputy" and "Explorer" separated by the Boy Scout emblem shall be embroidered across the bottom. Patches shall be worn on both sleeves.

### **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 ½ inches or be less than 2 ½ 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 TROUSERS**

#### Sworn Members

##### Class A Trousers

The official Deputy Sheriff trousers shall be slack-type pants, forest green in color, and shall be only those brands and styles approved by the Uniform and Safety Equipment Committee.

##### Class A Breeches

Breeches are allowed when performing mounted posse or motorcycle duty. Breeches shall be forest green in color and only those brands and styles approved by the Uniform and Safety Equipment Committee.

##### Class B Trousers

The official Deputy Sheriff Class B trousers shall be utility-type pants, forest green in color, and only those brands and styles approved by the Uniform and Safety Equipment Committee.

##### Optional Class B Trousers

The Class B trousers shall be made of 65% polyester and 35% cotton twill with 2 quarter top front pockets, 1 welt-type pocket located horizontally on the side seam

of each pant leg, 2 rear welt-type pockets with 1 additional welt-type horizontal pocket located below and to the rear of each pant leg. The waistband shall be 2 2" wide with 7 belt loops, each 1" in width. The color shall be forest green.

### Shorts

Uniform shorts shall be made of supplex® nylon or cotton canvas, with two pockets on the front and rear. The supplex® shorts shall have a drawstring with nylon waist band-no fly. The canvas shorts shall have a button waist and fly and shall be of a fatigue design and construction. The legs shall not be longer than four inches as measured from the crotch seam. The color shall be forest green.

### Bicycle Pants

The bicycle pants shall be made of supple nylon, with two pockets on the front and rear, and nylon zipper at the bottom of each leg. The color shall be forest green.

### Community Service Officer Trousers

The official community service officer trousers shall be the same as the Deputy Sheriff Class B trousers.

### Custody Assistant Trousers

#### Class A Trouser

The official Custody Assistant Class A trousers shall be slack-type pants, forest green in color, and shall be only those brands and styles approved by the Uniform and Safety Equipment Committee.

#### Class B Trousers

The official Custody Assistant Class B trousers shall be utility-type pants, forest green in color, and only those brands and styles approved by the Uniform and Safety Equipment Committee.

### Civilian Uniform Trousers

#### Class A Trouser

The official civilian uniform Class A trousers shall be slack-type pants, dark blue in color, and shall be only those brands and styles approved by the Uniform and Safety Equipment Committee.

#### Class B Trousers

The official civilian uniform Class B trousers shall be utility-type pants, dark blue in color, and shall be only those brands and styles approved by the Uniform and Safety Equipment Committee.

**3-03/520.00 WHISTLE**

The whistle carried while on-duty shall be of quality commercial construction and black in color.