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## I. APPEARANCE OF PERSONNEL

- A. All members of the Department have the responsibility to present and maintain a professional public appearance that reflects the high standards of the Pima County Sheriff's Department. Integral elements of personal appearance are grooming, neatness, and adherence to usually accepted contemporary norms.
  
- B. Overall Appearance
  - 1. All members of the Pima County Sheriff's Department are expected to report to work dressed in clothing that is neat, clean, and in good repair. Acceptable dress is standard business attire. Some items of clothing are not acceptable, either because of their unprofessional appearance or because they present a safety or security issue.
  
  - 2. Hair must be neat and well groomed. Extreme hairstyles, makeup, and jewelry are prohibited. If members choose to color their hair, only natural colors shall be used. Wigs and hairpieces shall not be worn unless they conform to the standards for natural hair. (Bureau Commanders may make exceptions in cases of special assignments.)
  
- C. The following rules shall apply to all commissioned, corrections, and civilian members who wear a Sheriff's Department uniform.
  - 1. Hairstyles
    - a. Hair shall be neat, clean, properly trimmed, and well-groomed.
  
    - b. In no case shall the bulk or length of the hair interfere with the proper wearing of authorized headgear.

- c. Hair may be worn in contemporary styles but no lower than the top of the shirt collar at the back of the neck for men, bottom of the shirt collar at the back of the neck for women, and the mid-point of the ear at the sides when the man or woman is standing with his/her head in a normal position. Hair shall not extend below the eyebrow line on the forehead. Hair shall not extend more than three (3) inches outward from the surface of the head. If female members wish to wear longer hair, it must be pinned to conform to the foregoing standards. Male officers may not pin their hair to conform to these standards.
- d. Sideburns shall extend no lower than the bottom of the ear. The maximum width at the bottom of the sideburn shall not exceed one and one-half (1½) inches. Sideburns must be neatly trimmed and not excessively heavy or bushy.

## 2. Facial Hair

- a. Mustaches may be worn but shall be neatly trimmed and shall not extend more than one-half (½) inch beyond or one-half (½) inch below the corners of the mouth, nor shall they extend below the top of the upper lip. Mustaches shall not connect with sideburns.
- b. All uniformed members shall be clean-shaven, except for sideburns and mustaches. Bureau Commanders may make exceptions in cases of special assignments and for civilian positions.
- c. Where a medical condition exists which precludes shaving and with written verification of such condition from a physician and with the Bureau Commander's permission, a member may be allowed to wear a beard. Beards must be neatly trimmed.

## 3. Fingernails

Fingernails shall be clean and shall not extend beyond the tip of the finger for male members nor more than one-fourth (¼) inch beyond the tip of the finger for female members. Females may wear conservatively colored fingernail polish.

#### 4. Jewelry

Items of personal jewelry, in good taste, may be worn; generally this is limited to wristwatches, wedding bands, or other tasteful rings. Earrings may be worn by female members within the following guidelines:

- a. Clip-on type earrings shall not exceed one-half ( $\frac{1}{2}$ ) inch in diameter and shall conform to the shape of the ear.
- b. Small post type earrings may be worn for pierced ears and not more than one (1) earring in each ear is permitted.
- c. As a safety precaution, neither protruding nor dangling earrings shall be worn.
- d. All earrings will be attached to the earlobe below the ear canal opening.

#### 5. Body Piercing Jewelry

Wearing of visible body piercing jewelry, other than earrings pursuant to this policy, is strictly prohibited. The prohibition includes jewelry placed in the tongue.

#### 6. Tattoos/Body Markings

- a. Tattoos will be displayed only under the following circumstances:
  - (1) Tattoos may be displayed on the arms or hands while in uniform or civilian attire.
  - (2) Tattoos on the legs will not be visible while in uniform.
  - (3) While members are in civilian attire, visible tattoos on the legs may not extend more than six (6) inches above the center of the anklebone.
  - (4) No other visible tattoos are authorized.

- (5) Body markings considered inappropriate are to be covered while on duty and/or in uniform.
  - b. The display of any unprofessional, offensive tattoo or brand, regardless of location, while members are on duty or working off-duty in a law enforcement capacity is prohibited. The following list includes, but is not limited to, the types of items prohibited by this policy:
    - (1) Depictions of nudity or violence
    - (2) Sexually explicit or vulgar art, words, phrases, profane language
    - (3) Symbols likely to incite a strong negative reaction in any group, i.e., swastikas, pentagrams, etc.
    - (4) Initials or acronyms that represent criminal or historically oppressive organizations, e.g., AB, KKK, SS, street gang names, numbers, and/or symbols
  - c. Inappropriate or excessive tattoo/body marking issues will be handled on a case-by-case basis.
7. Exceptions
- a. When deemed operationally necessary by the Section Commander, members may display tattoos, brands, or jewelry otherwise prohibited by this policy.
  - b. With Section Commander authorization, members may display jewelry or body markings that are an integral part of a recognized religious organization or practice.

Questions by members or management regarding the validity of a member's display of a tattoo, brand, or jewelry shall be submitted for review and approval in accordance with state laws pertaining to the free exercise of religion.
  - c. Non-offensive tattoos, otherwise prohibited by this policy due to location, may be displayed during Department-sanctioned physical fitness activities and evaluations.

## 8. Uniforms

- a. The uniform shall be worn only during on-duty hours, while traveling to and from duty assignments, during authorized off-duty employment (for commissioned members), or when otherwise authorized by the Sheriff.
- b. Uniformed members shall wear only the authorized uniform prescribed for their rank and assignment.
- c. The uniform should fit well and be neat, clean, and properly pressed. All appropriate buttons on shirts and pants must be fastened. All leather, plastic, and metal articles shall be in presentable order.
- d. Uniform articles must be replaced when faded, worn, or no longer professional in appearance.
- e. Uniformed members may not mix uniform and civilian clothes.
- f. The Sheriff may appoint a Uniform Committee as necessary to review proposed changes to the uniform.
- g. Non-commissioned uniformed members shall avoid placing themselves in positions which would lead citizens to believe that they are deputy sheriffs.
- h. Uniformed members shall not purchase or consume alcoholic beverages or do anything which would reflect adversely on themselves or the Department.
- i. Specifications for the authorized commissioned and corrections uniform is located in the appropriate Department Command Directive.
- j. Quasi-uniform apparel for civilian members, such as light-weight jackets, collared pull-over shirts, pants, and baseball style hats with Department insignia, may be authorized for on-duty wear by the appropriate division commander.

9. Uniform Shirts

- a. Uniform shirts may be either long sleeve or short sleeve and shall be worn per the guidelines of this chapter.
- b. Shirt sleeves shall not be rolled up at any time.
- c. The authorized uniform shirt shall be worn only with the authorized uniform pant.

10. Uniform Pants

- a. Pant legs shall be tailored to fall straight down to a maximum length but not so long as to create more than a slight "break" in the pant leg.
- b. While the member is standing at attention, the bottom of the pant leg shall not be more than one (1) inch above the shoe last (where the shoe and heel join).

11. Garrison Belt (Commanders only)

Commanders may wear a garrison belt and a firearm holster instead of the utility belt.

II. BADGES, PATCHES, NAME TAGS, AND RANK INSIGNIAS

- A. The Department badge shall be worn above the left breast pocket on Class A and B uniforms. The Department badge shall be embroidered in the same location on the Class C uniform. On cold weather jackets, only the cloth badge patch is authorized.
- B. Department shoulder patches shall be sewn on both sleeves.
- C. The authorized nameplate shall be a brass-finished plate with black lettering.
  1. The nameplate shall be positioned above and next to the top of the right breast pocket and shall be centered above the pocket button.
  2. The nameplate shall be worn on the Class A and B uniforms unless otherwise directed by the Sheriff.

3. The member's last name shall be embroidered on the Class C uniform.
4. Cloth nametags shall be used on foul weather jackets.
5. Black mourning bands are authorized for placement over the badge in cases of the death of a deputy/officer, during memorial services, and on other occasions as authorized by the Sheriff.

The band is to be worn over the badge extending from the member's left shoulder down across the badge toward the heart.

D. Rank Insignias

1. Commanders shall wear gold-colored rank insignias; black embroidered insignias are authorized on Class C uniform only.
2. Sergeants shall wear authorized chevrons on both sleeves of the shirt.

E. Service Ribbons

Service Ribbons are worn to recognize medals awarded by the Department, other notable achievements, special assignments, and longevity.

1. Authorized service ribbons, in order of precedence:
  - a. American Flag Ribbon
  - b. Department awarded medals or commendations (see Awards Program for criteria):
    - (1) Medal of Honor Ribbon
    - (2) Medal of Valor Ribbon
    - (3) Medal of Merit Ribbon
    - (4) Purple Heart Ribbon
    - (5) Public Safety Achievement Ribbon
    - (6) Public Service Achievement Ribbon

- (7) Honorable Service Ribbon
  - (8) U.S. Military Service Ribbon
  - (9) Unit Commendation Ribbon
  - (10) Sheriff's Commendation Ribbon
- c. Outside achievements / commendations:
- (1) Education Ribbon (Bachelor's degree, or higher, from an accredited college or university.)
  - (2) Civic / Service Organization Officer of the Year Ribbon (Sons of the American Revolution, Timothy D. Graham Leadership Award, Shannon Russell Award, Elks, Kiwanis, Rotary, Optimist, etc.)
  - (3) FBI National Academy Ribbon
  - (4) Northwestern Service Ribbon may be worn by any graduate of an advanced collision investigation training program (minimum of 160 hours). Examples include, Northwestern Traffic Institute and IPTM. Only one (1) ribbon may be earned.
  - (5) Certified Manager Ribbon (certified by the American Jail Association Program or National Certified Public Manager Consortium)
- d. Special assignments – minimum of three (3) years service in each assignment:
- (1) FTO Ribbon  
Assigned at least one (1) recruit for five (5) cycles. One (1) cycle equals an FTO Program for an academy class.
  - (2) CTO Ribbon  
Assigned at least one (1) recruit for five (5) cycles. One (1) cycle equals a CTO Program for an academy class.

- (3) Arizona POST Certified Instructor Ribbon  
Completed certified instructor program and taught a minimum of five (5) classes for the Department.
- (4) Firearms Instructor Ribbon  
Completed firearms instructor course and taught or run a minimum of five (5) firearms courses for the Department.
- (5) SWAT Ribbon
- (6) TAG Ribbon
- (7) EOD Ribbon
- (8) Honor Guard Ribbon (includes Honor Guard Rifles)
- (9) Peer Support Ribbon (includes CISM)
- (10) CID Ribbon (includes assignments in OSI and District detective)
- (11) Traffic Ribbon (includes assignments to the DUI and Motor Units)
- (12) SRO / DARE Ribbon
- (13) Pilot Ribbon  
Assigned as a full-time pilot to the PCSD Air Unit.
- (14) K-9 Ribbon
- (15) Parks / Search and Rescue Ribbon

2. Authorized Wear of Service Ribbons

- a. Upon graduation from their respective academy, deputies and corrections officers are authorized to wear service ribbons when appearing in Class A (formal) uniform. Service ribbons shall not be worn on utility uniforms.
  - (1) The American Flag Ribbon may be worn at the graduation ceremony.

- b. The American Flag Ribbon is the only ribbon authorized for wear on the Class B uniform.
- c. Ribbons listed in 8.II.E.1.a., 8.II.E.1.b., and 8.II.E.1.c(1) may be worn by all commissioned and corrections members.
- d. Ribbons listed in 8.II.E.1.c. (excluding the Education Ribbon) and 8.II.E.1.d. may only be worn if the ribbon was earned in the member's current status as commissioned or corrections. For example, a deputy may not wear service ribbons earned as a corrections officer (except those listed in 8.II.E.2.c.) and vice versa.
- e. Up to twelve (12) service ribbons may be worn. The choice of which ribbons to display is at the discretion of the member, but any ribbons displayed will be in precedent order.

### 3. Display Order

- a. For wear on the uniform shirt:

Service ribbons shall be worn on the right side of the shirt, centered above the pocket, with the bottom row of ribbons flush with the top of the nameplate. The nameplate shall be worn immediately below the ribbons, at the top seam of the pocket, centered above the pocket button.

- b. For wear on the Ike jacket (commanders only):

Service ribbons shall be worn centered on the right side of the jacket, flush with the top seam of the pocket. The nameplate shall be worn immediately below the ribbons, attached to the pocket flap approximately one-quarter ( $\frac{1}{4}$ ) inch below the pocket top seam, centered above the pocket button.

- c. Ribbons shall be displayed in precedent order (see 8.II.E), beginning from outside (right arm) to inside (towards the heart).

- d. No more than three (3) ribbons will be worn in any single row. Additional rows shall not be added until the current row has three (3) ribbons. Limited to a maximum of four (4) rows. (See examples below.) Ribbon holders for each configuration will be available for issue by Material Management.

**Correct**

	Ribbon 1	
Ribbon 2	Ribbon 3	Ribbon 4

**Incorrect**

Ribbon 1	Ribbon 2
Ribbon 3	Ribbon 4

**Correct**

	Ribbon 1	Ribbon 2	
Ribbon 3	Ribbon 4	Ribbon 5	
Ribbon 6	Ribbon 7	Ribbon 8	

**Incorrect**

Ribbon 1	Ribbon 2	Ribbon 3	
	Ribbon 4	Ribbon 5	
Ribbon 6	Ribbon 7	Ribbon 8	

**Correct**

	Ribbon 1	
Ribbon 2	Ribbon 3	Ribbon 4
Ribbon 5	Ribbon 6	Ribbon 7
Ribbon 8	Ribbon 9	Ribbon 10

**Incorrect**

Ribbon 1	Ribbon 2	Ribbon 3
Ribbon 4	Ribbon 5	Ribbon 6
	Ribbon 7	Ribbon 8
	Ribbon 9	Ribbon 10

- e. When there are multiple rows of ribbons, the higher ranking ribbons shall be displayed above the lower ranking ribbons. (See examples below.)

**Correct**

	U.S. Flag	Public Safety	
Education	FTO	Peer Support	

**Incorrect**

	FTO	Peer Support	
U.S. Flag	Purple Heart	Education	

**Correct**

	U.S. Flag	
Hon. Srvc.	Unit Comm.	Education
FTO	SWAT	EOD
Honor Guard	CID	SRO

**Incorrect**

	SRO	
SWAT	EOD	Hon. Srvc.
FTO	U.S. Flag	Unit Comm.
Education	CID	Honor Guard

4. When a member is awarded a second or third medal [see 8.II.E.1.b. (1)-(6)], they will be presented the appropriate service ribbon with one (1) or two (2) stars. A maximum of two (2) stars will be awarded, except as noted below.

5. A member with more than 20 years continuous service with the Department will receive the following:
  - a. 25 years – Honorable Service Ribbon with one (1) star
  - b. 30 years – Honorable Service Ribbon with two (2) stars
  - c. 35 years – Honorable Service Ribbon with three (3) stars
6. Requests for service ribbons shall be submitted, via chain of command, on the Service Ribbon Request form (PCSD350) for approval. Approved requests will be forwarded to Material Management for processing.
7. Material Management will forward the service ribbons, with a copy of the Service Ribbon Issuance form, to the member's Division Commander for presentation.
8. A member awarded a Department medal or commendation will receive the appropriate service ribbon at the same time the medal or commendation is presented; typically this occurs at the annual awards ceremony.
9. Any service ribbon that is lost or destroyed in the line of duty will be replaced by Material Management upon written approval of a Division Commander or higher.

F. Longevity Insignias

1. Each star/bar will reflect four (4) years of service as a full-time commissioned or corrections member with the Pima County Sheriff's Department.
2. The star insignia is required on the Ike jacket. The star will be gold in color with a black background.
3. The bar(s) are required on the Class A or B long sleeve uniform shirt and Foul weather jackets.
  - a. Corrections members: This applies to the foul weather jacket only, not the lightweight windbreaker.

4. The commissioned longevity bar will be green with a gold border on a black background. The corrections longevity bar will be gold in color with black trim.
  5. If a deputy sheriff demotes to the position of corrections officer, the service bars obtained while in the deputy sheriff classification will carry over with him/her as a corrections officer.
  6. If a corrections officer promotes to the position of deputy sheriff, his/her years of service re-start as a deputy sheriff, i.e., service bars received as a corrections officer do not carry over into his/her new position as a deputy sheriff.
- G. The Ike jacket, foul weather jacket, optional light duty jacket, and utility uniform shall have required shoulder patches, breast emblems, and rank insignias affixed as previously directed. All jackets may be tailored with a slit in the seam to accommodate the member's firearm.

### III. UNIFORMS AND EQUIPMENT FOR COMMISSIONED MEMBERS

#### A. Uniform Requirements

1. All commissioned members shall possess and maintain for immediate use the uniform, equipment, and other required articles prescribed in this chapter.
  - a. All commissioned members are required to have one (1) each of the following uniform articles:
    - (1) Helmet (Department-issued)
    - (2) Long or short-sleeve shirt (Class C)
    - (3) Long-sleeve shirt (Class A)
    - (4) Tie with tie tack
    - (5) Ike jacket (Commanders only)
    - (6) Uniform pants (Class A / B and C)
    - (7) Authorized footwear
    - (8) Authorized campaign hat (Department-issued)

- b. Uniform specifications as to style, brand, size, and color will be maintained in the form of a Command Directive with the Uniform Committee responsible for its currency. Local uniform stores will be provided with the specifications.
  - c. Raincoats shall be issued by Material Management.
  - d. Gold or gold and black metal pens or pen and pencil sets shall be worn in the shirt pocket. Black plastic pens are authorized for wear only with the Class C and D uniform combinations.
2. Footwear
- a. Footwear must be kept in good repair.
  - b. Black leather footwear must be polished to a high shine.
  - c. Other non-traditional uniform footwear and casual walking shoes or utility style shoes are strictly prohibited for wear with any uniform combination on or off duty.
  - d. Plain black socks shall be worn with low-quarter style black shoes.
3. Uniform Tie
- a. Commissioned members shall wear an authorized tie for formal or semi-formal occasions as specified in this chapter.
  - b. The tip of the tie should rest approximately at the top of the belt buckle.
  - c. A Department approved tie-tack shall be positioned on the tie with the bottom tip of the tie tack aligned with the bottom of the shirt pocket flaps.
4. Headgear

The Department authorized campaign hat may be worn with the Class A and Class B uniforms.

## 5. Optional Uniform Articles

- a. One (1) of the following insignias, to represent a member's current assignment or specialty function, may be worn above and centered over the nameplate or service ribbons on Class A and B uniform shirts only:

- (1) CIT
- (2) DRE
- (3) DUI
- (4) EOD
- (5) FTO
- (6) Motorcycle Wings
- (7) Physical Fitness Award, Department-issued
- (8) Pilot's wings, Department authorized
- (9) Search and Rescue
- (10) SRO
- (11) SWAT (approximately one and three-eighths (1<sup>3</sup>/<sub>8</sub>) inch by one-fourth (1<sup>1</sup>/<sub>4</sub>) inch, brass finish)
- (12) Traffic

Members are not authorized to wear a unit or specialty function pin once their assignment to that unit or function ends.

- b. Black leather or fabric gloves may be worn.
- c. The Department authorized baseball cap may be worn with the Class B or C uniforms.
- d. The Department authorized watch cap may be worn as weather dictates with the Class B or C uniforms

## 6. Classification of Uniforms

### a. Class A ~ Formal Uniform

- (1) This uniform consists of the uniform long sleeve shirt, uniform pant, tie, campaign hat (as directed), and Ike jacket (Commanders) if appropriate or directed. Only black plain-toed dress shoes are authorized with this uniform.
- (2) Leather articles are required with the Class A uniform.
- (3) Service ribbons are authorized with the Class A uniform.

### b. Class B ~ Semi-Formal Uniform

- (1) This uniform consists of the uniform shirt (long or short sleeve), uniform pant, and Campaign hat if appropriate or directed. Only black plain-toed leather boots or low-quarter shoes are authorized with this uniform.
- (2) A serviceable black undershirt shall be worn. A black mock turtleneck or dickie may be worn with a long sleeve shirt.
- (3) Leather articles shall be worn.

### c. Class C ~ Utility Uniforms

- (1) This uniform consists of the green utility pant and khaki colored utility top, with authorized insignia. **This uniform is the standard duty, daily wear, uniform for commissioned personnel, unless directed otherwise.** Only suede desert tan boots are authorized with this uniform.

- (2) The tactical duty uniform (SWAT, K-9) consists of the authorized green pant and top with subdued insignia; exception, the Bomb Squad tactical uniform shirt shall be khaki in color. This uniform may be worn as directed by the Support Operations Division Commander. Only suede desert tan boots are authorized with this uniform.
- (3) A serviceable black undershirt shall be worn. A black mock turtleneck or dickie may be worn with a long sleeve shirt.
- (4) Only the baseball-style cap, watch cap, and foul weather jackets are authorized for the Class C uniforms.
- (5) Nylon fabric web articles are required with the Class C uniforms.
- (6) Class C uniforms are not authorized for appearances in Superior Court or Grand Jury.

d. Class D ~ Pregnancy Uniform

Pregnant members working uniformed duty may wear a Class B or C uniform modified as follows:

- (1) The uniform pant may be altered and tailored with an elastic waist and maternity stretch panel of the same color inserted in the trouser front.
- (2) The uniform shirt may be altered with panels of like material and color inserted in the side seams. The bottom of the shirt must be straight edged and not tailed. The shirt shall be worn untucked.

e. Class E ~ Bike Patrol Uniform

- (1) The Bike Patrol Uniform specified in the Uniform Command Directive shall be worn when members participate in bike patrol duties.
- (2) The bike patrol jacket and pant may be worn during inclement weather.

7. Authorized Uniform for Off-Duty Employment

All classes of uniform are authorized for off-duty work, dependent on the nature of the assignment. The Department Off-Duty Coordinator will determine the authorized uniform for each assignment. The Class E uniform may be worn only if bicycles have been authorized.

8. Other Authorized Apparel

- a. Other authorized uniform and quasi-uniform apparel such as light-weight jackets, collared pull-over shirts, pants, shorts, and baseball style hats with PCSD insignia, either silk-screened or embroidered, may be authorized for on-duty wear for specialized units.
- b. These quasi-uniforms must be authorized by the appropriate division commander.

B. Leather/Nylon Fabric Web Articles

1. Uniformed commissioned members shall maintain and wear the following nylon fabric web articles (Class B and C uniforms) and leather articles (Class A):

- a. One (1) black nylon fabric and one (1) black leather utility belt worn without sagging and without exposing the trouser belt. It shall be held in place with belt keepers.
  - (1) Velcro belts require no keepers.
  - (2) No more than six (6) keepers shall be worn on the belt.
- b. One (1) holster for the on-duty weapon shall be worn on the right or left side of the utility belt. The uniform holster **shall not** be worn in a cross-draw fashion.
- c. One (1) cartridge carrier capable of holding two (2) loaded magazines shall be worn on either the right or left side between the belt buckle and the holster or scabbard.
- d. One (1) closed handcuff case shall be worn. This may be either a single-case or a double-case.

2. In addition to the required articles, uniformed commissioned members may wear any or all of the following items:
    - a. Authorized police baton with case and ring or scabbard
    - b. Knife / multi-tool and case
    - c. One (1) oleoresin capsicum (OC) spray canister and holder
    - d. Flashlight and holder
    - e. Cell phone case
    - f. Radio and radio holders
    - g. A second single-handcuff case may be worn by those members who choose to carry a second set of handcuffs, and do not want to wear a double-case.
    - h. Digital recorder case
  3. Commissioned members will wear all nylon or all leather articles as appropriate. Mixing of leather and nylon accessories is not authorized.
- C. The following required equipment shall be carried by or be immediately accessible to **all commissioned members**:
1. Department authorized weapon and tactical light with which the member has qualified
  2. At least two (2) loaded spare magazines with Department-issued ammunition
  3. Taser and holster, if issued
  4. Oleoresin capsicum spray
  5. Handcuffs and a handcuff key (all handcuffs must meet NIJ standards)
  6. Flashlight

7. Reflective vest
  8. Authorized police baton
  9. Department badge
  10. Department identification card
  11. Department-issued citation book and required forms
  12. Arizona driver's license
  13. Department Atlas
  14. Department-issued cell phone
  15. Department-issued radio
  16. Digital recorder
- D. Tactical Flashlight

The tactical flashlight (tactical light) will be issued to all Department members who are qualified with the light and authorized to carry a firearm in the performance of their duties.

1. Commissioned members in uniform shall carry their firearm with the tactical light attached, if the firearm is equipped to accommodate the light.
2. Plainclothes commissioned members may carry their firearm with the tactical light attached.
3. The tactical light attached to a weapon is not to be used as a general purpose flashlight, it shall only be employed when there is reasonable cause for the firearm to be drawn.

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- F. Plainclothes commissioned members shall dress in attire comparable to that of a business person unless other dress is more appropriate to their assignment. Commissioned members working in plainclothes shall have the following items in their possession or immediately available to them:
1. Department authorized firearm with which the member has qualified
  2. At least one (1) loaded spare magazine with Department-issued ammunition
  3. Taser and holster, if issued
  4. Ballistic vest
  5. Authorized raid jacket or vest
  6. Handcuffs and a handcuff key (all handcuffs must meet NIJ standards)

7. Department badge
8. Department identification card
9. Arizona driver's license
10. Department Atlas
11. Flashlight
12. Department-issued cell phone
13. Department-issued radio
14. Digital recorder

G. Inspections of Commissioned Uniformed Members

Supervisors shall inspect subordinates at least monthly for compliance with uniform, equipment, and appearance regulations. These inspections shall be documented.

IV. UNIFORMS AND EQUIPMENT FOR CORRECTIONS MEMBERS

A. Uniform Requirements

1. All corrections members shall possess and maintain for immediate use the uniform, equipment, and other required articles prescribed in this chapter.
  - a. All corrections members are required to have one (1) each of the following uniform articles:
    - (1) Long-sleeve shirt (Class A)
    - (2) Long or short-sleeve shirt (Class C)
    - (3) Tie with tie tack
    - (4) Ike jacket (commanders only)
    - (5) Uniform pants (Class A and C)
    - (6) Authorized footwear

- b. Uniform specifications as to style, brand, size, and color shall be maintained in the form of a Command Directive with the Uniform Committee responsible for its currency. Local uniform stores shall be provided with the specifications.
2. Footwear
    - a. Footwear shall have slip resistant soles.
    - b. Footwear must be kept in good repair.
    - c. Black leather footwear must be polished to a high shine.
    - d. Non-traditional uniform footwear and similar casual walking shoes or utility style shoes are strictly prohibited for wear with any uniform combination.
    - e. Plain black socks shall be worn with low-quarter style black shoes.
    - f. Corfram or patent leather is authorized as long as it conforms to the above-described footwear.
  3. Uniform Tie
    - a. Uniformed corrections members shall wear an authorized tie for formal occasions as specified in this chapter.
    - b. The tip of the tie should rest approximately at the top of the belt buckle.
    - c. A Department authorized tie-tack shall be positioned on the tie with the bottom tip of the tie tack aligned with the bottom of the shirt pocket flaps.
  4. Optional Uniform Articles
    - a. One (1) of the following insignias, to represent a member's current assignment or specialty function, may be worn above and centered over the nameplate or service ribbons on Class A and B uniform shirts only:
      - (1) Department-issued Physical Fitness award

(2) TAG

(3) MHU

(4) CTO

Members are not authorized to wear a unit or specialty function pin once their assignment to that unit or function ends.

b. No unauthorized insignia, badges, or pins shall be worn with the authorized uniform.

c. Gold tone or gold and black metal pens or pen and pencil sets may be worn in the shirt pocket. Black plastic pens are authorized for wear only with the Class C and D uniform shirt combinations.

d. The Department authorized baseball cap may only be worn with the following:

(1) Class B or D uniforms for staff working in the Transportation Unit

(2) Class C or D uniforms for members working outside or in the kitchen

5. Classification of Uniforms

a. Class A ~ Formal Uniform

(1) This uniform consists of the uniform long sleeve shirt, uniform pant, tie, and Ike jacket (commanders) if appropriate or directed. Only black plain-toed dress shoes are authorized with this uniform.

(2) A plain black leather belt with a brass buckle may be worn. A garrison belt is authorized for commanders only.

(3) Service ribbons are authorized with the Class A uniform.

b. Class B ~ Semi-Formal Uniform

- (1) This uniform consists of the uniform shirt (long or short sleeve) and uniform pant. Only black plain-toed leather boots or low-quarter shoes are authorized with this uniform.
- (2) A serviceable black undershirt shall be worn. A black mock turtleneck or dickie may be worn with a long sleeve shirt.
- (3) Nylon fabric web articles or garrison belt (commanders only), shall be worn.
- (4) Service ribbons are authorized with the Class B uniform.

c. Class C ~ Utility Uniform

- (1) This uniform consists of the black (or chocolate brown until 3/1/18) utility pant and khaki colored utility top, with authorized insignia. **This uniform is the standard duty, daily wear uniform for corrections members, unless directed otherwise.** Only suede desert tan boots are authorized with this uniform.
- (2) A serviceable black undershirt shall be worn. A black mock turtleneck or dickie may be worn with a long sleeve shirt.
- (3) Only the baseball-style cap and foul weather jackets are authorized for the Class C uniform.
- (4) Nylon fabric web articles are required with the Class C uniform.
- (5) The Class C uniform is not authorized for appearances in Superior Court.

d. Class D ~ Pregnancy Uniform

Pregnant members working uniformed duty may wear a Class B or C uniform modified as follows:

- (1) The uniform pant may be altered and tailored with elastic waist and maternity stretch panel of the same color inserted in the trouser front.
- (2) The uniform shirt may be altered with panels of like material and color inserted in the side seams. The bottom of the shirt must be straight edged and not tailed. The shirt shall be worn untucked.

B. Leather/Nylon Fabric Web Articles

Uniformed corrections members shall maintain and wear the following nylon fabric web articles (Class B and C uniforms) and leather (commanders only) articles (Class A):

1. One (1) black nylon fabric and one (1) black leather (commanders only) utility belt worn without sagging and without exposing the trouser belt. It shall be held in place with belt keepers.
  - a. Velcro belts require no keepers.
  - b. No more than six (6) keepers shall be worn on the belt.
2. If the member is firearms qualified and working at Judicial Security or other armed duty post, one holster for the on-duty firearm shall be worn on the right or left side of the utility belt. The uniform holster **shall not** be worn in a cross-draw fashion.
3. If applicable, one (1) cartridge carrier capable of holding two (2) loaded magazines shall be worn on either the right or left side between the belt buckle and the holster or key keeper.
4. One (1) closed handcuff case shall be worn. This may be either a single-case or a double-case. If applicable, the case shall be worn on the opposite side of the weapon holster.
5. A key holder and handcuff key (with facility keys issued for the duty post) shall be worn on the duty belt.

- C. The following required equipment shall be carried by or be immediately accessible to all on-duty uniformed corrections members:
1. Handcuffs and a handcuff key (all handcuffs must meet NIJ standards)
  2. Department-issued flashlight
  3. Department badge, except when wearing the Class C uniform
  4. Department identification card
  5. Arizona driver's license
  6. Oleoresin capsicum spray and holder
  7. Department radio and holder
  8. Taser and holster, if issued and authorized
- D. Authorized corrections members in Judicial Security or other firearms duty posts shall also carry:
1. Department authorized weapon with which the member has qualified
  2. At least two (2) loaded spare magazines with Department-issued ammunition
  3. Expandable baton with case
- E. Ballistic Vests / Stab Vests

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- F. Plainclothes corrections members shall dress in attire comparable to that of a business person unless other dress is more appropriate to their assignment. Corrections members working in plainclothes shall have the following items in their possession or be immediately available to them:
1. Department badge
  2. Department identification card
  3. Arizona driver's license

V. REPLACEMENT OF DAMAGED UNIFORM EQUIPMENT AND PERSONAL EFFECTS

- A. Department sanctioned uniform equipment and personal effects may be replaced or reimbursed by the Department when rendered unserviceable due to damage or loss incurred in the line of duty.
1. "Department sanctioned uniform equipment and personal effects" means those articles of attire and those items possessed by a Department member that the member is required to wear or possess or that are otherwise authorized for wear or possession in the provisions of the Manual.  
  
This definition excludes items of adornment such as jewelry and extravagant items, e.g., a solid gold writing pen or Rolex watch, but includes items necessary for accomplishing the member's official duties, e.g., glasses, watch, etc.
  2. "Damage or loss incurred in the line of duty" means damage or loss that occurred while the member was executing a proper and official duty. This definition excludes damage or loss due to carelessness, poor judgment, or negligence.

B. Damage to Uniform Equipment

Requests for uniform replacement shall be documented on a Department memorandum and forwarded to the member's Division Commander through the chain of command.

1. The memorandum shall describe the nature of the damage and how and when the damage occurred.
2. Supervisors and commanders in the member's chain of command shall review the request and append any appropriate comments.

C. Loss of, or Damage to, Personal Effects

1. The procedure for initiating, reviewing, and approving requests for reimbursing the loss of, or damage to, personal effects is the same as that outlined in the preceding section with the following exceptions:

When initiating the request for reimbursement, the member shall include the cost of the lost or damaged item when purchased and shall securely attach to the memorandum all receipts which document the repair cost or replacement cost of the item.

2. In cases where the value of a lost or damaged article has appreciated, the Department shall not provide reimbursement greater than the initial cost unless such appreciated value can be justified.

VI. DEPARTMENTAL BADGES

- A. The Sheriff shall prescribe official Department badges and authorize members to wear them.

1. Only authorized badges shall be worn by members in the performance of their duties.
2. The only authorized source of procurement for Department badges is the Pima County Sheriff's Department's Material Management.

- B. Material Management is responsible for procurement, maintenance, receipt, issuance, and physical control of all official Department badges.
- C. Turn-in and Exchange Procedures of Department Badges
  - 1. All badges shall be returned to Material Management immediately upon termination of employment, commission, or appointment.
  - 2. Members who are promoted or who change their status, shall turn in all previously issued badges to Material Management prior to being issued new badges.
  - 3. Badges that have become unserviceable through normal use shall be exchanged at Material Management.
- D. Lost, Stolen, and Destroyed Badges
  - 1. Whenever a member discovers that an issued badge is lost, stolen or destroyed, that member shall immediately report that fact in writing to the appropriate Bureau Chief, via chain of command.
  - 2. Badges that are lost, stolen or destroyed shall not be replaced without written approval of a Chief or the Administrative Services Captain.
- E. Detective Badges
  - 1. Sergeants and deputies assigned to the Criminal Investigations Division (CID) will be issued one (1) belt breast badge and clip-on badge holder, stating "Detective Sergeant" or "Detective," whichever is appropriate.
  - 2. Detective badges will be issued to detectives assigned to the Criminal Investigations Division and Patrol Division only after completion of initial detective training. A detective checklist must be on file with Personnel prior to a detective badge being issued. Upon completion of training and authorization by the CID Division Commander, the deputy/sergeant will receive a detective badge in exchange for his/her deputy/sergeant breast badge.

3. Detective badges will be issued to detectives assigned to the Office of Special Investigations (OSI) only after completion of initial training. Upon completion of training and authorization by the Administrative Bureau Chief, the deputy/sergeant will receive a detective badge in exchange for his/her deputy/sergeant breast badge.
4. The detective sergeant and detective badges are authorized for wear for both uniform and non-uniform duties. Upon issuance of a detective sergeant or detective badge, the sergeant or deputy will be required to turn in his/her “deputy” or “sergeant” breast badge to Material Management.
5. Prior to the deputy/sergeant leaving a CID or OSI assignment, he/she must exchange, with Material Management, his/her detective sergeant or detective badge for a sergeant or deputy badge. It will be the responsibility of the member’s lieutenant to ensure this is completed.

#### VII. PUBLIC SAFETY SUPPORT SPECIALIST DRESS CODE

- A. Following is the authorized apparel for Public Safety Support Specialists (PSSS) and shall be worn during assigned work hours:
  1. Collared pullover shirt provided by the Department; color to be authorized by the appropriate Division Commander
  2. Khaki or black, full-length, dress style pant, to be purchased and maintained by the member
  3. Dress style shoes, to be purchased and maintained by the member. Tennis shoes or canvas shoes are prohibited.

#### VIII. NON-COMMISSIONED, NON-UNIFORM DRESS CODE

- A. The following rules shall apply to all civilian members.
  1. Hairstyles

Hair shall be neat, clean, properly trimmed, and well-groomed while on duty.

2. Facial Hair

Beards, mustaches, and sideburns must be neatly trimmed in a manner acceptable to the business environment.

3. Fingernails

Fingernails shall be clean and groomed to a length that does not interfere with performance.

4. Jewelry

Jewelry in good taste may be worn. Jewelry pierced in the tongue and other visible body piercing jewelry is prohibited with the exception of pierced earrings, which are limited to one (1) in each ear and not to be worn above the opening of the ear canal.

5. Tattoos/Body Markings

a. While on duty, tattoos will be displayed only under the following circumstances:

(1) Tattoos may be displayed on the arms or hands while on duty.

(2) Tattoos on the legs may not be visible more than six (6) inches above the center of the anklebone.

(3) No other visible tattoos are authorized.

(4) Body markings considered inappropriate are to be covered while on duty.

b. The display of any unprofessional or offensive tattoo or brand, regardless of location, while members are on duty is prohibited. The following list includes, but is not limited to, the types of items prohibited by this policy:

(1) Depiction of nudity or violence

(2) Sexually explicit or vulgar art, words, phrases, or profane language

- (3) Symbols likely to incite a strong negative reaction in any group, e.g., swastikas, pentagrams, etc.
    - (4) Initials or acronyms that represent criminal or historically oppressive organizations, e.g., AB, KKK, SS, street gang names, numbers, and/or symbols
  - c. Inappropriate or excessive tattoo/body marking issues will be handled on a case-by-case basis.
- 3. Exceptions:
  - a. When deemed operationally necessary by their Section Commander, members may display tattoos, brands, or jewelry otherwise prohibited by this policy.
  - b. With Section Commander approval, members may display jewelry or body markings that are an integral part of a recognized religious organization or practice.

Questions by members or management regarding the validity of a member's display of a tattoo, brand, or jewelry shall be submitted for review and authorization in accordance with state laws pertaining to the free exercise of religion.
- 7. Unacceptable attire while on duty:
  - a. Shirts without collars (for males)
  - b. T-shirts with inappropriate pictures or sayings
  - c. Attire that is provocative, revealing, short, or tight
  - d. Clothing that is faded, dirty, or excessively worn
  - e. Clothing, jewelry, or footwear that poses a safety, health, or security risk

- f. Athletic type shoes that are in disrepair, are multi-colored, or have high-tops.
    - (1) Requests to wear conservative, low-top athletic type shoes must be pre-approved by the member's supervisor. Approval will be based on:
      - (a) Assignment
      - (b) Medical determination, including written justification from a physician
  - g. Denim jeans (will be permitted during business hours during Rodeo Week)
  - h. Other apparel not specifically addressed may still be unacceptable and will be judged in comparison with normally accepted ranges and standards.
- B. Supervisors are responsible for maintaining the standard of professional appearance for their subordinates. When a member does not comply with established standards, the supervisor's normal response shall be to discuss the matter with the member. If a verbal request fails to bring the desired response, the supervisor:
- 1. May order members to go home and change to appropriate attire. The member shall return to work as soon as possible and shall not be compensated for the time away from work.
  - 2. May initiate disciplinary action if appropriate