
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 personnel 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 and Corrections officers and civilian personnel who wear a Sheriff's Department uniform.
 - 1. Hairstyles
 - a. Hair shall be neat, clean, properly trimmed, and well-groomed while personnel are on duty.

 - 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 personnel 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 personnel 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 personnel nor more than one-fourth (¼) inch beyond the tip of the finger for female personnel. 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 personnel 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. While on duty, 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 personnel 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 employees 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, employees may display tattoos, brands, or jewelry otherwise prohibited by this policy.
 - b. With Section Commander approval, employees may display jewelry or body markings that are an integral part of a recognized religious organization or practice.

Questions by employees or management regarding the validity of an employee'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 deputies), or when otherwise authorized by the Sheriff.
- b. Uniformed personnel 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 personnel may not mix uniform and civilian clothes.
- f. The material and style prescribed for uniforms shall not be modified or otherwise changed unless reviewed by the Uniform Committee and approved by the Sheriff.
 - (1) There will be one (1) uniform committee, which will represent the entire Department. That committee will consist of the following:
 - (a) One (1) commissioned command officer to serve as committee chairperson, appointed by the Administrative Bureau Chief.
 - (b) The Material Management Manager
 - (c) Four (4) commissioned members to be selected from applicants by the Uniform Committee with the concurrence of the Administrative Bureau Chief.

- (d) Two (2) corrections members to be selected from applicants by the Uniform Committee with the concurrence of the Administrative Bureau Chief.
 - (2) The committee will meet periodically or at the discretion of the Sheriff or Administrative Bureau Chief to discuss possible modifications or changes in the Department's Commissioned/Corrections Uniform Policy.
 - g. Non-commissioned uniformed personnel shall avoid placing themselves in positions which would lead citizens to believe that they are deputy sheriffs.
 - h. Uniformed personnel shall not purchase or consume alcoholic beverages or do anything which would reflect adversely on themselves or the Department.
 - i. Specifications for the approved uniform can be located in the appropriate Department Command Directive.
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 pants.
 - d. Personnel must wear a black crew neck undershirt (a style that covers the chest up to the bottom of the neck) or approved mock turtleneck or mock dickie with any uniform shirt with an open collar.
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 inch above the shoe last (where the shoe and heel join).

11. Garrison Belt

Command officers may wear a garrison belt and a firearm holster instead of the utility belt. The belt shall have a brass buckle. Only the holster, an optional cartridge carrier, pager, and telephone may be worn on the belt.

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

- A. The Department badge shall be worn above the left breast pocket. On foul weather jackets only the cloth badge patch is authorized.
- B. Department shoulder patches shall be sewn on both sleeves. The patches shall be positioned below and next to the sleeve head seams.
- C. The authorized nameplate shall be a brass-finished plate with black engraved No. 6 ratio lettering. Engraving shall consist only of the deputy's first and middle initials and last name.
 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 all uniforms unless otherwise directed by the Sheriff.
 3. The nameplate shall be approximately two and one-half (2½) inches by one-half (½) inch.
 4. Cloth nametags shall be used on cold weather jackets and utility uniform. The nametag shall be approximately four (4) inches by one (1) inch in size, and be black with gold three-eighths (¾) inch block lettering. The tag shall be embroidered on the tape containing the deputy's first initial, last name, and optional middle initial.

5. Black mourning bands are authorized for placement over the badge in cases of the death of an officer, during officer memorials, 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. Officers holding the rank of lieutenant or above shall wear gold-colored rank insignias on the collar. No other pins or insignias are authorized for wear on the collar.
 - a. Shirt: The insignia shall be worn centered on each side of the shirt collar with the front edge of the insignia approximately one-fourth ($\frac{1}{4}$) inch to three-eighths ($\frac{3}{8}$) inch from and parallel to the front edge of the collar.
 - b. Jackets: The insignia shall be worn centered on each shoulder of the jacket, with the edge of the insignia approximately three-fourths ($\frac{3}{4}$) inch from and parallel to the sleeve seam.
 - c. Ike Jackets: Shall wear embroidered epaulet style insignia.
2. Officers holding the rank of sergeant shall wear the authorized chevrons sewn on both sleeves of the shirt. The apex of the chevron shall be positioned one-fourth ($\frac{1}{4}$) inch below the bottom point of the Department shoulder patch.

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:
 - (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) Unit Commendation Ribbon
 - (8) Sheriff's Commendation Ribbon
 - (9) Honorable Service 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, 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. and 8.II.E.1.b. above, and including the Education Ribbon, may be worn by all commissioned and corrections personnel.
- d. Ribbons listed in 8.II.E.1.c., excluding the Education Ribbon, and 8.II.E.1.d. above may only be worn if the ribbon was earned in the employee's current status, 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. Members may wear up to twelve (12) service ribbons. 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 uniform, 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 on the right side of the uniform, 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

	Purple Heart	Public Safety	
Education	FTO	Peer Support	

Incorrect

	FTO	Peer Support	
Public Safety	Purple Heart	Education	

Correct

	Valor	
Unit Comm.	Hon. Srvc.	Education
FTO	SWAT	EOD
Honor Guard	CID	SRO

Incorrect

	SRO	
SWAT	EOD	Hon. Srvc.
FTO	Valor	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. Members in excess of 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. Members shall submit requests for service ribbons, via chain of command, on the Service Ribbon Request form (PCSD350) for approval by a Bureau Chief. 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. The original Service Ribbon Request and Issuance forms will be forwarded to the Personnel Unit for filing in the employee's personnel file.
 9. Members being awarded Department medals or commendations will receive the appropriate service ribbon at the annual awards banquet.
 10. Service ribbons that are lost or destroyed in the line of duty will be replaced by Material Management upon written approval of a Division Commander or higher.
 11. Upon retirement, service ribbons may be displayed in the retirement shadowbox.

F. Longevity Insignias

1. Each star/bar will reflect five (5) years of service as a full-time commissioned or corrections officer 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)/hash mark(s) are required on the long sleeve uniform shirt and cold weather jackets.
 - a. Corrections Personnel: This applies to the Tuffy jacket only, not the lightweight windbreaker.

4. The commissioned longevity bar/hash mark will be green with a gold border on a black background. The corrections longevity bar/hash mark 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, their years of service re-start as a deputy sheriff, i.e., stars/bars received as a corrections officer do not carry over into their 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 officer's weapon.

III. UNIFORMS AND EQUIPMENT FOR COMMISSIONED PERSONNEL

A. Uniform Requirements

1. All deputies shall possess and maintain for immediate use the uniform, equipment, and other required articles prescribed in this chapter.
 - a. All commissioned personnel are required to have one (1) each of the following uniform articles:
 - (1) Helmet (Department-issued)
 - (2) Short-sleeve shirt
 - (3) Long-sleeve shirt
 - (4) Tie with tie tack
 - (5) Ike jacket (Commanders only)
 - (6) Uniform pants
 - (7) Authorized uniform dress shoes

- (8) Authorized uniform 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 B, C, and D uniform combinations.
- 2. Footwear
 - a. Uniform shoes or boots shall have slip resistant soles.
 - b. Footwear must be kept in good repair and polished to a high shine.
 - c. Boots shall be black leather, plain toed. Pant legs shall be worn so they cover the tops of the boots and have a slight break. These are authorized for class A, B, and C uniform combinations.
 - d. Chukka-style boots shall be plain black leather military type shoes. These are authorized for Class A, B, and C uniform combinations.
 - e. Low-quarter style shoes shall be plain black leather military-type shoes. These are authorized for the Class A and B uniform and Class C commander's uniform.
 - f. Combat style boots are also authorized only if they are plain black leather or a combination of black leather and fabric. These are authorized for the following uniforms:
 - (1) Commanders – Class C duty uniform

- (2) Sergeants and deputies – Class B duty uniform and Class C utility uniforms
 - g. Other non-traditional uniform footwear such as Eagle, Reebok, Rockport, and similar casual walking shoes or utility style shoes are strictly prohibited for wear with any uniform combination on or off duty.
 - h. Plain black socks shall be worn with the chukka or low-quarter style shoes.
 - i. Corfram or patent leather are authorized as long as they conform to the above style footwear.
 - j. Desert tan boots may be worn with the Class C utility uniforms as authorized by the Support Operations Division Commander.
3. Uniform Tie
 - a. Deputies shall wear an authorized tie for formal or semi-formal occasions as specified in this chapter.
 - b. A Department approved tie-tack shall be positioned on the tie aligned with the bottom of the shirt pocket flaps.
4. Headgear
 - a. The Department approved campaign hat may only be worn with the formal, semi-formal, and duty uniforms as specified in this chapter or as directed by a supervisor.
 - b. The Department approved baseball cap may be worn with the following:
 - (1) Commanders – Class C duty uniform
 - (2) Sergeants and deputies – Class B duty uniform or Class C utility uniforms.

The baseball cap may not be worn with any other uniform combination. The visor (bill) of the baseball cap shall not be bent so as to cause a crease in the visor.

- c. The Department approved helmet shall be issued to all deputies and worn as circumstances dictate.

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 uniform shirts only:

- (1) SWAT (approximately one and three-eighths ($1\frac{3}{8}$) inch by one-fourth ($\frac{1}{4}$) inch, brass finish)
- (2) FTO
- (3) SRO
- (4) Traffic
- (5) Department approved pilot's wings
- (6) EOD
- (7) DUI
- (8) Department-issued Physical Fitness Award
- (9) CIT
- (10) DRE
- (11) Motorcycle Wings
- (12) Search and Rescue

Members are no longer authorized to wear a unit or specialty function pin once their assignment to that unit or function ends.

- b. Raincoats and rubbers or galoshes may be worn in foul weather.
- c. Black leather or fabric gloves may be worn.

6. Classification of Uniforms

a. Commanders

(1) Class A ~ Formal Uniform

- (a) This uniform consists of the Ike jacket, uniform shirt (long or short sleeve), uniform pants, tie, and campaign hat if appropriate or directed. Only the Wellington style boot, chukka boot, or low-quarter shoes are authorized with this uniform.
- (b) Leather articles are required with the Class A uniform. A garrison belt is optional.
- (c) Service ribbons are authorized with the Class A uniform.

(2) Class B ~ Semi-Formal Uniform

- (a) This uniform consists of the uniform long sleeve shirt, uniform pants, tie, and campaign hat if appropriate or directed.
- (b) Only the Wellington style boot, chukka boot, or low-quarter shoes are authorized with the Class B uniform.
- (c) Leather articles are required with the Class B uniform. A garrison belt is optional.
- (d) Service ribbons are authorized with the Class B uniform.

(3) Class C ~ Duty Uniform

- (a) This uniform consists of the uniform shirt (long or short sleeve), uniform pants, and campaign hat if appropriate or directed.

- (b) With short sleeve shirt, a serviceable black undershirt or short sleeve black mock turtleneck or dickie shall be worn.
 - (c) With long sleeve shirt, a serviceable black undershirt or a black mock turtleneck or dickie shall be worn.
 - (d) Nylon fabric web articles, or a garrison belt, may be worn.
- b. Sergeants and Deputies
- (1) Class A ~ Formal Uniform
 - (a) This uniform consists of the uniform long sleeve shirt, uniform pants, tie, and campaign hat if appropriate or directed. Only the Wellington style boot, chukka boot, or low-quarter shoes are authorized with this uniform.
 - (b) Leather articles are required with the Class A uniform.
 - (c) Service ribbons are authorized with the Class A uniform.
 - (d) This uniform shall be worn as desired by the deputy, as directed by a supervisor, while testifying at Superior Court, or at occasions such as an officer's funeral.
 - (2) Class B ~ Duty Uniform
 - (a) This uniform consists of the uniform shirt (long or short sleeve), uniform pants, and campaign hat if appropriate or directed.
 - (b) With short sleeve shirts, a serviceable black undershirt or short sleeve black mock turtleneck or dickie shall be worn.

- (c) With long sleeve shirts, a serviceable black undershirt or a black mock turtleneck or dickie shall be worn.
 - (d) Ties shall not be worn with the Class B uniform.
 - (e) Nylon fabric web articles are required with the Class B uniform.
- (3) Class C ~ Utility Uniforms
- (a) Tactical duty uniform consists of the authorized green pants and top with subdued patches on the shoulder and back and subdued rank insignia. Name and unit shall be embroidered above the right breast pocket and Sheriff's badge above the left breast pocket.
 - (b) Utility uniform consists of the authorized green pants with a light colored utility top. Shoulder patches, breast patches, back panel patch, and rank insignias shall be affixed to this uniform. Cloth nametag and embroidered Sheriff's badge shall be affixed above the appropriate breast pockets.
 - (c) The Class C uniforms may be worn as directed by the Support Operations Division Commander.
 - (d) Only the baseball-style cap and the foul weather jackets are authorized for the Class C uniforms.
 - (e) Nylon fabric web articles are required with the Class C uniforms.
- (4) Class D ~ Pregnancy Uniform

Pregnant deputies working uniformed duty may wear a Class B uniform modified as follows:

- (a) The uniform pants may be altered and tailored with an elastic waist and maternity stretch panel of the same color inserted in the trouser front.
 - (b) 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.
 - (c) Nylon fabric web articles are required with the Class D uniform.
- (5) Class E ~ Bike Patrol Uniform
- (a) The Bike Patrol Uniform specified in the Uniform Command Directive shall be worn when deputies participate in bike patrol duties.
 - (b) The bike patrol jacket and pants may be worn during inclement weather.
7. Authorized Uniform for Off-Duty Employment
- Only Classes A, B, and D uniforms, and commander Class C uniform, are authorized for off-duty employment wear. Unless authorized by a Division Commander, the utility uniform shall not be worn by personnel working off-duty. 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, BDUs, and baseball style hats with PCS D insignia, either silk-screened or embroidered, may be authorized for on-duty wear for specialized units, e.g., CID Units, Training Center, SRO, Motors, Search and Rescue, Air Unit, SWAT, Canine, and Traffic.

- b. These quasi-uniforms must be authorized by the appropriate division commander and cannot be mixed with other regulated uniform combinations.

B. Leather/Nylon Fabric Web Articles

1. Commanders are authorized to wear:
 - a. Authorized leather articles, plain black with all visible metal parts made of brass. The leather shall be clean and all metal parts highly shined.
 - b. Authorized nylon fabric web gear
 - c. Garrison belt
2. Uniform deputies shall maintain and wear the following nylon fabric web articles:
 - a. One (1) black nylon fabric utility belt worn without sagging and without exposing the trouser belt. It shall be held in place with velcro belt keepers.
 - (1) Velcro belts require no keepers.
 - (2) Belts without velcro shall be worn with at least two (2) belt keepers on the back side of the belt.
 - (3) 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.
 - e. One (1) capsicum spray canister and holder shall be worn.

3. Uniform deputies shall maintain and wear the following leather articles for use with Class A uniforms:
 - a. One (1) black leather utility belt worn without sagging and without exposing the trouser belt. It shall be held in place with leather belt keepers.
 - (1) Velcro belts require no keepers.
 - (2) Belts without velcro shall be worn with at least two (2) belt keepers on the backside of the belt.
 - (3) 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.
 - e. One (1) capsicum spray canister and holder shall be worn.
4. In addition to the required articles, deputies may wear any or all of the following items:
 - a. Authorized police baton with case and ring or scabbard positioned on the opposite side of the firearm holster
 - b. Knife and case, five (5) inches or less, positioned to the rear of the firearm holster or handcuff case
 - c. One (1) Department-issued flashlight and holster
 - d. Nylon pager or cell phone case
 - e. Radio and radio holders

- f. A second single-handcuff case may be worn by those deputies who choose to carry a second set of handcuffs, and do not want to wear a double-case.
 - g. Digital recorder case
- 5. Deputies shall wear only the items listed under paragraph B above on their utility belt.
 - 6. Deputies 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 **field deputies**:
- 1. Department approved weapon and tac light with which the deputy has qualified
 - 2. At least two (2) loaded spare magazines with Department-issued ammunition for the deputy's duty gun
 - 3. Taser and holster
 - 4. Capsicum canister
 - 5. Handcuffs and a handcuff key
 - 6. Department-issued flashlight
 - 7. Reflective vest
 - 8. Authorized police baton
 - 9. Department badge
 - 10. Department identification card
 - 11. Rights card
 - 12. Department-issued citation book and required forms
 - 13. Arizona driver's license

14. Department Atlas
 15. Department Quick Reference Guide
 16. Department-issued cell phone
 17. Department-issued radio
 18. Digital recorder
- D. Tactical Flashlight
1. The tactical flashlight (tac light) will be issued to all Department personnel who are qualified with the light and authorized to carry a handgun in the performance of their duties and are issued a Department Glock (other than model 27) or carry their personally-owned handgun which is equipped with rails for mounting the tac light.
 2. On-duty patrol deputies who are issued a Department Glock or carry their personally-owned handgun which is equipped with rails for mounting the tac light, shall have the tac light mounted to their handgun at all times while on duty.
 3. Plainclothes Department members who are assigned to administrative duties or as detectives, and are issued a Department Glock or carry their personally-owned handgun which is equipped with rails for mounting the tac light, may carry the tac light mounted.
 4. The tac light is not to be used in place of the Stinger flashlight, or other flashlight which is not attached to a weapon, i.e., the handgun is not to be drawn for the sole purpose of using the tac light.
 5. If the tac light needs to be removed from the handgun, e.g., to replace the batteries, the weapon will be properly cleared and rendered safe prior to the removal of the tac light, in accordance with training.
 6. The tac light batteries will be replaced annually at night-time firearms qualifications, and as needed.

2. Deputies may carry a second set of handcuffs while on duty, however, it is the deputy's responsibility to purchase the second set and an appropriate carrier. All handcuffs used on duty must meet the National Institute of Justice (NIJ) Standards for Metallic Handcuffs (0307.01), and be on the current NIJ Conforming Products List for Metallic Handcuffs.
 3. Supervisors of commissioned personnel will inspect handcuffs as part of the monthly inspection of all equipment, ensuring that they are serviceable, maintained, and meet Department standards.
- G. Plainclothes deputies shall dress in attire comparable to that of a business person unless other dress is more appropriate to their assignment. Deputies working in plainclothes shall have the following items in their possession or immediately available to them:
1. Department approved weapon with which the deputy has qualified
 2. At least one (1) loaded spare magazine with Department-issued ammunition for the deputy's duty gun
 3. Taser and holster
 4. Ballistic vest
 5. Authorized raid jacket or vest
 6. Handcuffs and a handcuff key
 7. Department badge
 8. Department identification card
 9. Rights card
 10. Arizona driver's license
 11. Department Atlas
 12. Department Quick Reference Guide

13. Department-issued flashlight
14. Department-issued cell phone
15. Department-issued radio
16. Digital recorder

H. Inspections of Commissioned Uniformed Personnel

1. Supervisors of commissioned uniformed personnel shall inspect subordinates at least monthly for compliance with uniform, equipment, and appearance regulations. These inspections shall be documented.
2. District and Section Commanders of commissioned uniformed personnel shall conduct like inspections on a semi-annual basis.

IV. UNIFORMS AND EQUIPMENT FOR CORRECTIONS OFFICERS

A. Uniform Requirements

1. 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. Uniform shoes or boots shall have slip resistant soles.
 - b. Boots shall be black leather, plain toed, Wellington style. Pant legs shall be worn so they cover the tops of the boots and have a slight break. These are authorized for Class A, B, and C uniform combinations.
 - c. Chukka-style boots shall be plain black leather military type shoes. These are authorized for Class A, B, and C uniform combinations.
 - d. Low-quarter style shoes shall be plain black leather military-type shoes. These are authorized for Class A, B, and C uniform classifications.

- e. Combat style boots are authorized only if they are plain black leather or a combination of black leather and fabric. They are authorized for Class B and C uniform combinations only.
 - f. Other non-traditional uniform footwear such as Eagle, Reebok, Rockport, and similar casual walking shoes or utility style shoes are strictly prohibited.
 - g. Plain black socks shall be worn with the chukka or low-quarter style shoes.
 - h. Corfram or patent leather is authorized as long as it conforms to the above-described footwear.
3. Uniform Tie
- a. Uniformed corrections personnel shall wear an authorized tie (dark brown) for formal occasions as specified in this chapter.
 - b. A Department approved tie tack shall be positioned on the tie, aligned with the bottom of the shirt pocket flaps.
4. Headgear
- a. The Department approved baseball cap may be worn with the Class B uniform. The baseball cap may not be worn with any other uniform combination.
 - b. The visor (bill) of the baseball cap shall not be bent so as to cause a crease in the visor.
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 uniform shirts only:
 - (1) Physical Fitness pin
 - (2) TAG pin

(3) MHU pin

(4) CTO pin

Members are no longer 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. Plastic County-issued pens are authorized for wear exposed on the uniform shirt. Gold tone or gold and black metal pens or pen and pencils sets may be worn. Corrections officers are authorized to wear a red pen exposed on the uniform shirt.

6. Classification of Uniforms

a. Corrections Commanders

(1) Class A ~ Formal Uniform

- (a) This uniform consists of the Ike jacket, uniform shirt (long or short sleeve), uniform dress pants, and tie. Only the Wellington style boot, chukka boot, or low-quarter shoes are authorized with this uniform.
- (b) A plain black leather belt, with a brass buckle, or garrison belt may be worn.
- (c) Service ribbons are authorized with the Class A uniform.

(2) Class B ~ Semi-Formal Uniform

- (a) This uniform consists of the uniform long sleeve shirt, uniform dress pants, and tie.

- (b) Only the Wellington style boot, chukka boot, or low-quarter shoes are authorized with the Class B uniform.
 - (c) A plain black leather belt, with a brass buckle, or garrison belt may be worn.
 - (d) Service ribbons are authorized with the Class B uniform.
- (3) Class C ~ Duty Uniform
- (a) This uniform consists of the uniform shirt (long or short sleeve) and uniform cargo style pants.
 - (b) With short sleeve shirt, a serviceable black undershirt or short sleeve black mock turtleneck or dickie shall be worn.
 - (c) With long sleeve shirt, a serviceable black undershirt or a black mock turtleneck or dickie shall be worn.
 - (d) Nylon fabric web articles, or a garrison belt, may be worn.
- b. Corrections Sergeants and Corrections Officers
- (1) Class A ~ Formal Uniform
- (a) This uniform consists of the long sleeve uniform shirt, uniform dress pants, and tie. Cargo style pants are not authorized for the Class A uniform.
 - (b) Only the Wellington style boot, chukka boots, or low quarter shoes are authorized with this uniform. Combat boots cannot be worn with the Class A uniform.
 - (c) Service ribbons are authorized with the Class A uniform.

- (d) This uniform shall be worn as desired by the officer, as directed by a supervisor, or at occasions such as testifying at Superior Court or attending an officer's funeral.

(2) Class B ~ Duty Uniform

This uniform consists of the short-sleeve or long-sleeve shirt, uniform cargo style pants, and authorized black shoes or boots. A tie **shall not** be worn with the short-sleeve shirt.

(3) Class C ~ Pregnancy Uniform

Pregnant corrections officers shall wear a uniform when on duty at a uniformed post and may wear a uniform with the following options:

- (a) Uniform pants with elastic waist, altered and tailored with an elastic maternity stretch panel of the same color inserted in the trouser front.
- (b) Uniform shirt, tailored, with panels of like material and color, inserted in side seams. The bottom of the shirt must be straight edged and not tailed. The shirt shall be worn untucked.

B. Cold Weather Articles

1. Sweaters

- a. Cold weather sweaters of a style and type authorized by the Corrections Bureau may be worn over the uniform shirt as appropriate.

2. Jackets/Windbreakers

- a. Chocolate-brown cold weather tuffy jackets
- b. Chocolate-brown, light weight windbreakers with Department insignias

- C. Leather/Nylon Fabric Web Articles
1. Commanders are authorized to wear:
 - a. Authorized leather articles, plain black with all visible metal parts made of brass. The leather shall be clean and all metal parts highly shined, or
 - b. Authorized nylon fabric web articles, or
 - c. Garrison belt.
 2. Uniformed corrections personnel shall maintain and wear the following articles:
 - a. One (1) black nylon fabric utility belt worn without sagging and without exposing the trouser belt. It shall be held in place with velcro belt keepers.
 - (1) Velcro belts require no keepers.
 - (2) Belts without velcro shall be worn with at least two (2) belt keepers on the backside of the belt.
 - (3) No more than six (6) keepers shall be worn on the belt.
 - b. If the member is weapons qualified and working at Judicial Security or other armed duty post, one 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 key keeper.
 - d. 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 firearm holster.

- e. A key holder and handcuff key (with facility keys issued for the duty post) shall be worn on the duty belt.
- D. The following equipment shall be carried by or immediately accessible to on-duty uniformed corrections personnel:
- 1. Handcuffs and a handcuff key
 - 2. Department-issued flashlight
 - 3. Department badge
 - 4. Department identification card
 - 5. Arizona driver's license
 - 6. Capsicum canister and holder
 - 7. Department radio and holder
 - 8. Taser and holster (for authorized positions)
- E. Authorized corrections personnel in Judicial Security or other weapons duty posts shall also carry:
- 1. A Department approved weapon with which the officer has qualified
 - 2. At least two (2) spare magazines loaded
 - 3. Taser and holster
 - 4. Expandable baton with case

[REDACTED]

[REDACTED]

[REDACTED]



G. Handcuffs

1. The Sheriff's Department will issue one (1) set of handcuffs to each corrections officer. All issued handcuffs will meet National Institute of Justice (NIJ) Standards for Metallic Handcuffs (0307.01), and be on the current NIJ Conforming Products List for Metallic Handcuffs. All handcuffs issued for use will use the standard handcuff key. High security handcuffs that use non-standard keys will be issued and used by Judicial Security and corrections transport units only. Corrections personnel will be issued one (1) nylon carrier.
2. Corrections officers may carry a second set of handcuffs while on duty, but it is the corrections officers' responsibility to purchase the second set and an appropriate carrier. All handcuffs used on duty must meet the National Institute of Justice (NIJ) Standards for Metallic Handcuffs (0307.01), and be on the current NIJ Conforming Products List for Metallic Handcuffs.
3. Supervisors of corrections personnel will inspect handcuffs as part of the monthly inspection of all equipment, ensuring that they are serviceable, maintained, and meet Department standards.

- H. Plainclothes corrections personnel shall dress in attire comparable to that of a business person unless other dress is more appropriate to their assignment. Plainclothes corrections personnel shall have the following items in their possession or immediately available to them:
1. Department badge or identification card
 2. 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 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 Commander, via chain of command.
2. Badges that are lost, stolen or destroyed shall not be replaced without written approval of a Bureau Commander 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 Uniform Operations only after completion of initial detective training. A detective checklist must be on file with Personnel prior to a detective's 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 officer 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 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 CID lieutenant to ensure this is completed.

VII. PUBLIC SAFETY SUPPORT SPECIALIST DRESS CODE

- A. The following is the authorized apparel for Public Safety Support Specialists (PSSS) and shall be worn during assigned work hours:
 1. Blue collared pullover shirt with the embroidered PCSD star, which is provided by the Department
 2. Tan docker-type pants to be purchased and maintained by the employee
 3. Dress style shoes, which are to be purchased and maintained by the employee. Tennis shoes or canvas shoes are prohibited.
 4. Blue lightweight windbreaker with Department insignias, which is provided by the Department

VIII. NON-COMMISSIONED, NON-UNIFORM DRESS CODE

A. The following rules shall apply to all civilian personnel.

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 employees 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.
6. Exceptions:
- a. When deemed operationally necessary by their Section Commander, employees may display tattoos, brands, or jewelry otherwise prohibited by this policy.
 - b. With Section Commander approval, employees may display jewelry or body markings that are an integral part of a recognized religious organization or practice.

Questions by employees or management regarding the validity of an employee'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.

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