



WEBER COUNTY SHERIFF'S OFFICE **POLICY AND PROCEDURES**

Uniform Authorization and Personal Equipment

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28.32.1 Purpose

To outline the policy and procedure for provision and wear of uniforms, civilian clothing and personal equipment by office personnel while engaged in law enforcement activities.

28.32.2 Rationale

The uniform of the Weber County Sheriff's Office serves several important purposes. First, it identifies the deputy as a law enforcement officer and a member of the Weber County Sheriff's Office. Second, the uniform helps to establish a command presence that often, is instrumental in gaining compliance from others for the lawful orders and directions given by the uniformed deputy. Thirdly, the uniform, as a common symbol of law enforcement authority, helps to fulfil those legal requirements addressing notification to others of the deputy's presence and intentions. The wearing of a standardized and properly maintained deputy sheriff's uniform demonstrates professionalism and instills public confidence and respect.

28.32.3 Definitions

- A. "Adopted design" means the design (size, shape, color, style, configuration, texture, or model) adopted, purchased or issued by the Office for use or wear. An item is considered to be of adopted design if it so closely resembles a true item of adopted design as to require close scrutiny to reveal any differences and the utility to accomplish the desired end is at least equal to the true adopted design item.

- B. "When" or "as appropriate" means those occasions when by direction, usage, custom, or practice, a particular mode of dress or type of behavior is called for or expected. In the event of a question, as to Office affairs, supervisors in the supervisory chain of an employee will determine when or what is appropriate for that employee.

28.32.4 **Policy**

- A. All personnel must be able to report for duty in an authorized Sheriff's deputy uniform or appropriate civilian attire.
- B. Employees engaged in activities for which the Office requires wearing a uniform will be furnished such a uniform, and will be issued necessary items of personal equipment.
 - 1. **All** issued uniform and equipment items, whether authorized and issued through the quartermaster or authorized for use at deputy expense shall be subject to availability and specifications as required by current bids and/or Weber County Purchasing requirements.
 - 2. The Sheriff's Office Finance Section will maintain a list of uniform and equipment specifications as well as a list of current bids and authorized vendors. All items, whether issued or personally purchased, shall be through authorized vendors. Any change of specifications and/or vendors must be approved through the Sheriff or his designee prior to purchase.
- C. Uniforms, issued and authorized personal purchase
 - 1. Deputies will be required to report for duty presenting a neat and clean appearance at all times. All issued uniforms and uniform accessories issued by the office are expected to be neat, well-fitted, clean, pressed, and in good repair. The supervisors will ensure that the uniform is, upon regular inspection, able to meet uniform standards.
 - 2. All sworn personnel whose duties involve daily wear of the Sheriff's Office uniform when working are authorized the following:

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a. Class "A" Uniform

A white long-sleeve shirt, black tie, or a short sleeve white shirt and white T-shirt, black poly or wool blend uniform pants and optional western hat, issued duty belt items, highly polished black boot or shoe, and appropriate uniform accessories.

Female employees shall also wear the above uniform but may choose between the regular black tie or a western style black cross tie.

- i. This uniform may be worn any time a uniformed employee is assigned to, or attends a formal function, or when directed by proper authority

b. Class "B" Uniform (Daily Work)

All sworn personnel will be issued and are expected to maintain at least one full Class B uniform, available for immediate use. This includes all plain-clothes, undercover and specialty assignment deputies.

A long and/or short sleeve Flying Cross, Silver Tan shirt, Black Dacron Wool Blend, Poly Blend uniform or cargo/6-pocket style pants and black boot/shoe, approved uniform accessories, and the issued leather or nylon web duty belt items and related equipment. The uniform shirt, long or short sleeve, may be worn year round, open collar, with a white or black tee-shirt. A black long sleeve mock turtleneck undershirt or black tie may be worn only with the long sleeve shirt. Under shirts, whether white, black or turtleneck shall not have visible brand names or logos. Only an embroidered "W.C.S.O." logo may be utilized on mock turtlenecks. An office approved western hat or black ball cap may also be worn with this uniform.

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- i. Optional Authorized Summer Uniform Patrol Functions only shall consist of a white uniform shirt, with the approved badge and name tag. Black shorts (bike patrol style), black crew socks and black shoes. Shoes shall not have excessive or highly visible brand names or logos. Black leather or nylon/web duty gear, belt, holster, cuff case, mag pouch, etc. This optional uniform will not be issued through the quartermaster, but will be authorized for personal deputy purchase and use.
 - ii. The Sheriff or his designee shall determine the seasonal boundaries for this uniform.
- c. Class "C" Specialty Assignment Uniform

Deputies assigned to specialty assignments are authorized to wear clothing and equipment that is specifically necessary for safety and functionality while assigned to a specialty assignment. A transfer out of the specialty assignment will require wearing the class B issued/authorized uniform and equipment.

- i. Specialty assignment uniforms will be issued through the Quartermaster system for the duration of the Deputies assignment to a specialty unit. Some specialty uniform articles and/or equipment will be returned to the special unit or section supervisor upon transfer from a specialty assignment.
- ii. Boat Patrol, Bike Patrol.

Uniform shall consist of a white uniform shirt, with the approved badge and name tag and white T-shirt. Black shorts, black socks and black shoes. Black leather, synthetic leather, or nylon/web duty gear, belt, holster, cuff case, mag pouch, etc., any other specialty item the Sheriff deems necessary for the accomplishment of the assignment.

- iii. K-9 / Dog Handlers

Uniform will consist of regularly issued class B uniform pants and shirts. Pins, badges, name tags

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and other related uniform accessories may be substituted for embroidered patches including a back patch indicating Sheriff's Office K-9 Unit. Black basket weave leather or synthetic leather or nylon/web duty gear, belt, holster, cuff case, mag pouch, etc. Any other specialty items the Sheriff deems necessary for the accomplishment of the assignment.

iv. Motorcycle Deputy

Uniform will consist of regularly issued Class B uniform shirt. Special motorcycle trousers, motorcycle high-top boots, leather motorcycle jacket, white ascot, any other specialty item the Sheriff deems necessary for the accomplishment of the assignment.

v. Auxiliary Deputy

Sworn, law enforcement certified, auxiliary deputies will wear a Class B uniform as described above with shoulder patches that indicate Auxiliary Deputy.

Non-certified auxiliary deputies will be issued a gray golf style shirt and black uniform or cargo pants so as not to be confused with a sworn, law enforcement certified deputy uniform. This will include appropriate embroidered auxiliary patches or insignias.

vi. Explorer Scouts

Non-certified Explorer Scout volunteer's will be issued navy blue 6 pocket pants and light blue button up uniform shirt with approved patches so as not to be confused with a sworn law enforcement deputy uniform. Each Explorer will be provided with black boots, black belt, black basket weave belt and all approved items per the Explorer by-laws.

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vii. S.W.A.T. members

S.W.A.T. shall wear the appropriate uniform or clothing for their daily Sheriff's Office assignment. For a S.W.A.T. call-out, operation or training, the appropriate uniform shall be determined by the Ogden Metro SWAT commander. Any other specialty items the Sheriff deems necessary for the accomplishment of the assignment.

viii. Bomb Squad members

Bomb Technicians shall wear a black 511 type BDU pant of 100% cotton fabric, black or brown brushed leather boots, white polo shirt with embroidered badge and back patch indicating Sheriff's Office Bomb Squad. For a Bomb Squad operation or training, the appropriate uniform shall be determined by the Bomb Squad commander. All materials issued should not be prone to static charge build ups which could pose a hazard to deputies while performing bomb technician duties.

d. Head gear

The Sheriff's Office approved "baseball style" cap shall be black with gold lettered "SHERIFF" across the front. Scrambled gold leaf may be worn on the uniform cap bill by Lieutenants and above.

The approved western hat shall be a quality manufactured hat such as American, Resistol, Bailey or Stetson. It may be either a white straw style or black or silver felt style hat. Brims widths shall be between 3-4 inches.

Black fur caps, black watch caps and/or black winter boots may be worn during extreme weather conditions.

e. Duty Belt and Gear

The approved duty belt and related gear may be either leather, synthetic leather in black basket weave style or black nylon/web style. All associated gear for the duty belt must match the style and material of the duty belt. There

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shall be no mixing of leather and nylon/web belt and gear. Deputies will only be issued one style or the other; however the Deputy may purchase his own equipment if he chooses to have both styles. Currently issued items must be worn out to be replaced.

f. Utility Tools

Because of the nature of peace officer duties, many situations arise when members may benefit from the use of multi-function utility tools and knives. Therefore, members are authorized to carry utility tools and knives whose primary purpose include, but are not limited to: prying, cutting, scraping, etc.

- i. Any knife blade, whether fixed or folding, shall not exceed 5" in length.
- ii. Utility tools and folding knives, if worn on the duty belt, will be worn in a "closed top" carrier consistent with the duty belt policy.
- iii. All fixed blade knives, and any other knife worn on the duty belt, will be carried in such a manner that the entire knife is concealed from public view. Clips, meant to secure the knife inside a pocket, etc., may be left visible.

g. Badge

An Office Issue or personal badge will meet Office specifications.

- i. All metal badges will be acquired through Office designated providers.
- ii. Purchase of a personal badge requires an Office letter of authorization and must include and identify that approval.
- iii. Members are prohibited from displaying a Sheriff's Office badge in violation of law or inconsistent with the proper performance of their duties.

h. The Sheriff or his/her designee may authorize office personnel, who occasionally wear a uniform, to wear less-than-full leather and related equipment.

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- i. The authorized winter coat, windbreaker, raincoats or military style pullover may be worn during cold or inclement weather.
- j. Sunglasses may be worn but must not be mirrored and shall be of a design and color that compliment the uniform. Sunglass retaining devices (chums) shall be black.

3. Appearance in Court

Deputies who appear in court, drivers license, or other hearings to testify, are required to wear either a Class B uniform, or suit and tie, or slacks, jacket and tie. This is regardless of specialty assignment. Deputies assigned to undercover assignments should not wear the uniform but rather the coat and tie.

4. Training Dress Standards

During training, an employee shall dress in an appropriate professional manner or in appropriate on-duty attire or wearing appropriate attire for physical activity such as PT. Shorts, tank tops and other similar items are deemed inappropriate for training purposes.

D. Quartermaster Issued Uniform / Equipment

1. The Sheriff's Office Quartermaster Program will issue, on an initial basis, the following uniforms and equipment.
 - a. Class A and B Uniforms:
 - One (1) winter coat
 - One (1) commando style sweater
 - One (1) windbreaker
 - One (1) rain coat
 - Three (3) pair of trousers
 - Three (3) long sleeve shirts
 - Three (3) short sleeve shirts
 - One (1) white long sleeve dress shirt
 - One (1) white short sleeve dress shirt
 - One (1) necktie
 - One (1) trouser belt

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- One (1) pair of footwear or \$75 allowance to an Office approved store, per year.
 - Western hat, white straw, black / silver felt (Lieutenant and above only)
 - Shoulder patches and rank patches or pins
2. Specialty Assignment Uniforms and Equipment, in addition to the above listed issued uniforms. (Full time, specially assigned deputies only)
- a. Motors assigned deputies
- Two (2) pair of motorcycle riding uniform trousers
 - One (1) pair high-top motorcycle riding boots
 - One (1) Leather motorcycle jacket (full time assignments)
 - One (1) Dress Ascot, white
 - Appropriate patches or insignia
- b. Boat or Bike assigned deputies.
- Three (3) White, short sleeved uniform shirts
 - Three (3) Black, short pants
 - Black shoes for bikes, and or boat shoes for boats
 - One (1) pair appropriate socks (for shorts)
 - Appropriate patches or embroidered insignia
- c. K-9 assigned deputies
- Special holster to accommodate a tactical light, tactical light for sidearm
 - Appropriate patches or embroidered insignia
- d. S.W.A.T.
- Urban camo jumpsuit
 - Nomex jumpsuit
 - Nylon/web tactical duty belt and other related belt-gear as determined by the SWAT commander
 - Ballistic body armor or entry vest

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- Any other specialty items the Sheriff deems necessary for the accomplishment of the assignment
- e. Auxiliary Deputy
- Sworn, law enforcement certified, auxiliary deputies will be issued one Class B uniform as described above and appropriate insignia.
- Non-certified auxiliary deputies will be issued a soft uniform, not to be confused with a certified officer uniform. This will consist of a gray golf style shirt, black uniform or cargo pant. Appropriate auxiliary embroidered patches or insignia will be included.
- f. Bomb Technician
- Three (3) White, short sleeved golf shirts
 - Three (3) Black BDU (511) pants
 - One (1) pair Black or Brown brushed leather boots
 - Appropriate patches or embroidered insignias
3. Authorized optional sheriff uniform items that are not issued but may be worn when appropriate. These items are to be purchased and maintained by the individual deputy.
- a. Black gloves
 - b. Headgear (service or cold weather style) of adopted design
 - c. Whistle and chain
 - d. Western style belt
 - e. Western hat, white straw, black / silver felt
 - f. Additional Badge/Star
 - g. Long sleeve, black mock turtleneck undershirt
 - h. Specialty pins
 - i. Additional duty belt gear, as approved by the Sheriff, that matches existing duty belt style.
 - j. Optional Authorized Summer Uniform as described above
- E. The following personal equipment items, of adopted design, are issued for each sworn employee for wear with the deputy sheriff uniform, as appropriate:

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1. The issued duty belt and related gear will be as currently bid. As per 28.34.3.(2)(E), different choices of duty belt gear are authorized. If a deputy prefers a design choice other than that which is currently bid, an allowance may be allowed for the difference in price from the bid item. See the Finance Section personnel for details of allowance and current bid items.
 2. Other Personal Equipment
 - a. Sidearm / magazines with ammunition
 - b. Holster, uniform or plains clothes
 - c. Duty belt
 - d. Ammunition holder/magazine pouch
 - e. Baton and ring and/or ASP and holder
 - f. Handcuffs with case and key
 - g. Badge/Star
 - h. Portable radio and holster
 - i. OC spray canister and belt pouch
 - j. Name plate/tag
 - k. Belt keepers
 - l. Latex glove pouch
 - m. Ballistic body armor
 - n. Flashlight
- F. Administrative staff may authorize equipment necessary for any identified additional needs or specialized assignments.
- G. Uniform and equipment items shall be kept neat, clean, and serviceable. Leather will be polished.
- H. A request for replacement uniforms and/or equipment will be forwarded to your first line supervisor and he/she will make an initial determination, upon examination of the article, for its replacement. Sheriff's Office shoulder patches will be removed and turned in to the Bureau or Section supervisor. Inventories will be maintained listing exactly what and how many items have been issued to each Deputy.
- I. Office uniform and equipment items will be returned to the office when an employee leaves the office. Uniforms and equipment authorized for a particular specialty assignment shall be returned to the quartermaster coordinator or Bureau Commander upon transfer out of the specialty unit.
- J. Cleaning of Uniforms and Civilian Attire

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1. Sworn deputies are authorized to have uniforms cleaned twice a week at locations contracted for such work by the Sheriff's Office. Sweaters are authorized for cleaning once a month and winter coats are authorized for cleaning two times a year.
2. Additional cleaning in exigent circumstances may be approved by the deputy's supervisor. Additional cleaning not approved by the supervisor will be paid for by the deputy.

K. Plain Clothes Standard

1. Civilian Support Personnel:
 - a. Office Managers, Office Specialists, Lead Office Specialists, and Administrative Assistants will wear dresses, dress suits, dress pant suits, or dress slacks and blouse, or the Office issued uniform as directed.
2. Sworn Personnel:
 - a. Male detectives will wear either a suit and tie or dress pants, shirt, tie, and jacket during on-duty time. (Shirts with band collars are acceptable when worn under a suit coat or sport jacket.) Detectives may also wear open collared, button down dress shirts and slacks. Short jackets such as leather or windbreaker type may be worn. Jackets shall be basic and plain, and will not have the names of any product, business or sports team written or embroidered on them. During summer months an open collar golf style shirt or authorized Sheriff's Office golf style shirt, in lieu of a dress shirt and tie, may be worn.
 - b. Female detectives will wear a dress suit, dress pant suit, or sport coat. Dress slacks and appropriate professional top or shirt may also be worn while on duty.
 - c. During call-out time, detectives will dress in appropriate, presentable pants and a shirt. No shorts or tank tops. Detectives on after hours call-outs, will either wear an approved Sheriff's I.D. jacket or have a plainly visible Sheriff's badge. Coveralls or utility uniform may be used when needed. All hats worn will be office approved.

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- d. Detectives are authorized to wear an approved black lightweight Sheriff's raid/I.D. jacket when engaged in; crime scene investigations, search warrants, or other assignments where detectives need to be readily identified as law enforcement personnel.
- L. Office records specialists are authorized and issued through the quartermaster, the following uniform items for wear when working:
- Two (2) pairs of trousers (dress or utility)
 - Three (3) golf style shirts with collars (combination of long or short sleeve)
 - One (1) sweater
 - One (1) pair of black closed-toe oxford shoes
 - Embroidered name tag and badge
 - Black belt
 - Name tag

Cleaning and replacement of uniform articles shall be as listed above in 28.33.4.J, *Cleaning of Uniforms and Civilian Attire*.

- M. Records personnel will be authorized to wear either long or short sleeve shirts year-round. A black turtleneck, black mock turtleneck, or black round neck T-shirt may be worn under the uniform shirt. Long sleeve undershirts may only be worn with long sleeve uniform shirts. These shirts will not be issued through the quartermaster.
- N. All Office specialists will wear uniforms Monday through Thursday, regardless of shift. Friday is a "dress down" day and Office Specialists may wear clothing as per the direction of the Office Manager.
- O. If so desired, non-sworn personnel may wear a jacket or sweater that covers up the Sheriff's Office patch and name tag when they are in public away from the office.
- P. Crime Scene Investigators (CSI) are authorized and issued through the quartermaster, the following uniform items for wear when working:
- Two (2) pairs of trousers, Tan Royal Robbins 511 Tactical Pants or Tan Royal Robbins Tactical shorts.
 - Two (2) long sleeve, Tan or Black Royal Robbins 511 long sleeved Tactical shirt.

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- Two (2) short sleeve, Black Royal Robbins 511 Tactical short sleeved Polo.
- One (1) sweater, Military Style Pullover, Gore-Tex, black, no badge holder
- One (1) pair of boot/shoes from vendor (based on vendor bid) or \$75 allowance to an approved Office store. Shoes must be black closed-toe oxford style
- One Black 511 3 in 1 Parka with lining.
- One (1) Royal Robbins 511 Tactical Vest, Black with appropriate insignia and lettering.
- One name tag and CSI patch

Cleaning and replacement of uniform articles shall be as listed above in 28.33.4.J, *Cleaning of Uniforms and Civilian Attire*.

Q. Animal Control Services

Uniform requirements are determined by Animal Control Section policies.

R. Personal Appearance

1. All employees of the office shall be clean and neat in their appearance when on duty and in public, whether in uniform or civilian clothing.
2. The wearing of jewelry will not be excessive, contrary to accepted community standard, or present an obvious safety concern.
 - a. Sworn uniformed employees may not wear earrings while on duty.
3. The hair on the top of the head shall be neatly groomed. Length and bulk of hair will not be excessive, interfere with vision, or present a ragged, unkempt, or extreme appearance. Hair accessories, if worn, will be either matched to the hair color or subdued in color.
 - a. Female employees with hair past shoulder-length will wear their hair up or pulled out away from the face.

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- b. All members will maintain hair color that is natural in appearance (e.g. brown, black, blond, auburn etc.), with no sharply contrasting coloring or “trend” coloring fashions.
- 4. Wigs or hairpieces must conform with the above criteria.
- 5. Sideburns must be neatly trimmed. The base will be clean shaven and will not extend below the lowest portion of the earlobe and shall not be wider than one inch at any point.
- 6. Mustaches are permitted. If a mustache is worn, it will be kept neatly trimmed and will it be longer than ½ inch or extend more than ½ inch from the corner of the mouth.
- 7. Beards will not be permitted to be worn by any W.C.S.O. personnel.
- 8. Cosmetics shall be subdued and blended to match and compliment the natural skin color.
- 9. Employees working special assignments may be excused from these standards as authorized by their division commanders.

28.33.5 **Procedure**

- A. Uniform Accouterments
- B. All uniform accouterments shall be gold colored.
- C. No unauthorized awards, medals, or insignias will be worn on the work uniform.
 - 1. The area located above the name bar above the right hand shirt pocket is reserved for Office recognition medals, i.e., Purple Heart, Lifesaving, Medal of Valor, etc. The pin(s) will be worn centered vertically above the name tag.
 - a. The first four (4) recognition pins will be worn vertically in ascending order of importance or precedence. More than four pins shall be worn horizontally, displayed in order of importance or precedence from left to right, with the top row being of the highest precedence.
 - b. Pins/medals that have been awarded more than once will be fixed with a star for each additional award.

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2. The area located above the left shirt pocket is reserved for the Office breast badge. Each deputy will wear the issued/authorized badge indicating the deputy's rank. (Normally, the uniform shirt will have sewn in reinforcements for the Office breast badge.
 - a. The breast badge will be worn centered above the left-hand pocket with the bottom of the badge touching or just slightly above the pocket flap.
3. The area located above the right hand shirt pocket flap button is reserved for the Office shooting recognition pin.
4. The area located above the right hand shirt pocket flap is reserved for the Office personal name bar. The name bar will have the C.A.L.E.A. pin attached to the side of the bar.
 - a. Service stars are authorized at a ratio of one (1) star per five (5) years of law enforcement service. The police service does not have to be with Weber County Sheriff's Office.
 - b. The deputy personal name bar will be worn centered horizontally above the right hand pocket flap. The bottom of the bar will be located immediately above the top of the pocket flap.
5. The area located immediately above the name bar, service stars and recognition pins is reserved for the office bureau, section or unit bar or pin.
 - a. These specialty pins are authorized for wear only during the time the deputies are assigned to the identified bureau/section/unit. These pins include: Traffic Unit, PSD or K-9 Unit, S.W.A.T., D.A.R.E., SAR, other task force, etc. If a deputy has more than one specialty pin, he/she shall choose only one (1) to wear on the uniform at any given time.
6. The area on the right hand shirt collar is reserved for the Office authorized collar pin.
 - a. Authorized collar pin includes: Sheriff's rank insignia of four stars, Undersheriff's rank insignia of three stars, Chief Deputy's rank insignia of two stars, Captain's rank insignia of two gold bars, Lieutenant's rank insignia of one gold bar, Sergeant's rank insignia

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of three chevrons, Lead Deputy rank insignia of two chevrons and F.T.O. pin.

- b. The rank insignias will be worn at an angle parallel with the collar fold and 1" from the leading edge of the collar and 1" from the top of the collar fold.
- 7. The area on the left-hand shirt collar is reserved for the Sheriff's office Advanced Deputy pin.
 - a. The pin will be worn at an angle parallel with the collar fold and 1" from the leading edge of the collar and 1" from the top of the collar fold.
 - b. Deputies who utilize the shirt collar for rank insignia, i.e. Lieutenant and Captain bars, etc.) Shall then move the Advanced Officer pin to the area above the right pocket reserved for specialty pins as described in 28.35.3.(E)
- 8. The area of the right hand epaulet is reserved for the top clasp of the whistle chain.
 - a. The whistle chain will be attached to the button of the right hand epaulet with the bottom of the chain going into the top right side of the right hand pocket flap.